Country Level Workshop in the Philippines on Southeast Asia-Technical and Vocational Education and Training (SEA-TVET) Harmonization and Mobility

3-4 May 2016
SEAMEO INNOTECH
Quezon City, Philippines

Workshop Handbook
Mabuhay!

We welcome you to Quezon City, to the Philippines, and to the Country Level Workshop in the Philippines on Southeast Asia-Technical and Vocational Education and Training (SEA-TVET) Harmonization and Mobility.

Our coordinators and staff will be on hand to assist you during your stay in the Philippines for the next three to four days. We want to ensure your enjoyable and fruitful participation in this learning event. Please do not hesitate to approach any one of us for any related concern.

We hope this handbook will guide you during your participation in the event. Please read the handbook carefully before Day 1 of the workshop. Again, please feel free to clarify with us any concern you may have regarding this workshop.

The following information is provided if you need to reach us anytime while you are in the Philippines. Be sure to have the numbers in your personal possession in case of emergency.

The Hotel: Microtel by Wyndham UP Technohub
UP-Ayala Technohub
Commonwealth Avenue, Diliman
Quezon City 1121 Philippines

Tel.: +63 2 804 6888

The Organizers:

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Quezon City, Philippines
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Administrative Arrangements

1. Arrival

a. **Airport Transfers.** Participants who will travel by plane to reach Manila and who have submitted their participant’s form to the organizers within the set deadline will be picked up from the airport by TESDA or DepEd vehicles to be ferried to Microtel by Wyndham UP Technohub in Quezon City. Please observe the following arrival procedures:

   - You will arrive either at NAIA 1, NAIA 2, or NAIA 3. NAIA 2 is more popularly known as the Centennial Terminal because its completion coincided with the 100th anniversary of the Philippine independence from Spain.

   A TESDA or DepEd driver has been assigned to fetch you on your arrival date.

   For those arriving at NAIA Terminal 2, please wait at Bay 15. For those arriving at NAIA Terminals 1 and 3, please go directly to the International Organizations’ Desk at the lobby after clearing through Immigration, getting your luggage, and passing through the Customs Officer.

   TESDA/DepEd drivers who will fetch you will carry a placard with “SEA-TVET Workshop” written on it. For assistance, you may text or call the following: Mr. Roy Louie Mirangacal (TESDA), +63927-9125802; Ms. Farida Bianca P. Velicaria, +639061604639.

   Your pick-up schedules will be emailed to you within this week.

   - **Please do not leave the airport by hiring a taxi to the venue.** The cost will not be reimbursed. The TESDA/DepEd drivers will be looking for you at the airport during the arrival date and time you gave us. In case you wish to go to the hotel on your own by hiring a taxi, you may do so at your own personal expense. However, please make sure that you hire only taxis that are accredited with the NAIA authority.

   - At the airport, foreign participants are advised to exchange enough money to Philippine Peso (PHP) to cover your expected expenses during your stay in the Philippines. We suggest that you get at the airport enough local currency that you would need for your stay. The current exchange rate is about PHP 46.00 to US$1.

2. Workshop Management Group

   We have organized a Workshop Management Group (WMG) to attend to your daily needs. You may call on them anytime for assistance
within the duration of the event (please see list on pages 1-2).

3. Venue

The workshop will open on 3 May 2016 at Pearl Hall in SEAMEO INNOTECH at 8:30 a.m. All the workshop sessions will be held in this hall, except in some workshop sessions where breakout rooms will be made available.

Registration on 3 May 2016 starts at 8:00 a.m. You may just walk to the workshop venue from your hotel as it is located just in front of SEAMEO INNOTECH.

On 4 May 2016, TESDA/DepEd vehicles will pick you up at 7:00 a.m. for the study visits. Please be at the lobby of your hotel by this time.

4. Accommodation

If you are self-funding and have requested the organizers’ assistance in billeting you, you will be staying at the Microtel by Wyndham UP Technohub. SEAMEO-sponsored participants will also be staying in this hotel.

Other participants have opted to make their own accommodation arrangements.

5. Meals and Snacks

a. Breakfast at the hotel starts at 7:00 a.m.

b. Snacks and lunch on 3 May will be served at 10:15-10:30 a.m. and at 4:00-4:30 p.m. at Pearl Hall. Lunch will be served at 12:30-1:30 p.m. also at Pearl Hall.

c. DepEd will host a welcome dinner for the workshop participants on 3 May, starting at 6:30 to 8:00 p.m. at Pearl Hall.

d. Lunch on 4 May will be served at the TESDA Women’s Center.

6. Daily Attire

Wear formal business attire on the first day for our group photo-taking right after the Opening Program. On the second day, you may dress casually but presentably.

For laundry services, please inquire at the front desk of your hotel. Your use of the laundry services will be charged to your personal account.

The Philippines is experiencing the summer season. Please bring comfortable clothes to wear. For international participants, remember
to pack your umbrellas in your check-in luggage.

7. Workshop Materials

Your workshop kit will contain the following: a) identification card; b) notebook; c) pen; d) USB flash drive; e) Handbook; f) SEA-TVET Consortium Guidebook; g) TVET National Qualification Framework in 11 Countries; and h) Group Discussion Mechanism. The USB flash drive is for the resource persons’ PowerPoint presentations and materials/references needed during the workshop. However, it does not contain the materials yet as the resource persons/facilitators’ materials will be shared with you after their sessions.

Please bring your training institution’s brochures as reference during session 4.

8. Workshop House Rules

To ensure that the workshop flows smoothly, please take note of the following:

a. Please set in “silent” mode or switch off your mobile phones while inside the workshop venue so as not to distract the facilitators/resource persons and the other participants.

b. An identification card is included in your workshop kits. We advise you to wear it when going to and around the workshop venue for security purposes.

c. Please bring your own laptop. The workshop aims to limit paper use; hence, most workshop materials should be copied in the USB flash drive provided in your workshop kit. These materials will also be sent to you via email.

d. It is requested that you limit personal internet browsing and emailing to coffee breaks, lunch breaks, and after workshop sessions only. Your full attention and participation during the workshop sessions would ensure your best gains.

e. Certificates of Participation will be given only to those who have completed participation in the workshop starting Day 1. Otherwise, Certificate of Attendance will be given, indicating the dates you attended in the two-day workshop.

9. Departure

Trip schedules to the airport will be finalized based on your submitted estimated times of departure (ETD). Should you have other plans in going to the airport, please inform the secretariat immediately for assistance.
1. Rationale and Background

Technical and Vocational Education and Training (TVET) has been identified as a priority area in the Southeast Asian region. This development came from the consultations held in 2012 initiated by the SEAMEO and the ADB (Asian Development Bank) under the SEAMEO College Project. After two years, the Southeast Asian Education Ministers affirmed the importance of TVET by naming it as one of the Post-2015 seven priority areas of SEAMEO in September 2014 during the Strategic Dialogue of Education Ministers (SDEM).

As the form of education that responds to poverty reduction, economic recovery and sustainable development, TVET has received greater attention from policy makers, particularly in the quest for economic integration into ASEAN at the year-end of 2015.

In the context of ASEAN integration; the perceived mobility of skilled workers in the region; and the needs to improve the quality of TVET in Southeast Asia, SEAMEO - with funding from the Office of the Vocational Education Commission, an agency within the Ministry of Education, Thailand- organised the 1st High Officials Meeting (HOM) on SEA-TVET. This was held under the theme: “Working Together towards Harmonisation and Internationalisation of TVET in Southeast Asia”. The event took place on 24-26 August 2015 in Chiang Mai, Thailand. As a result, the “Chiang Mai Joint Statement on Harmonisation and Internationalisation of TVET in Southeast Asia”, including 4 priority industry areas were officially announced as the regional policy directions that emerged from the TVET High Officials Round Table Meeting. Details of the Chiang Mai Joint Statement are in Appendix I.

Following on from the HOM on SEA-TVET, the SEA TVET–DAAD Workshop on “Internationalisation and Harmonisation of TVET in Southeast Asia” was hosted by the Ministry of Education and Culture (Republic of Indonesia) and the German Academic Exchange Service (DAAD) on 10-12 September 2015 in Solo, Indonesia. The workshop aimed to further develop regional strategies according to the Chiang Mai Joint Statement and expand collaboration on internationalization and harmonization by identifying practical mechanisms and comprehensive action plans among the priority industrial sectors.

Building on from these two events, the seven Country-Level Workshops on SEA-TVET Harmonization and Mobility are planned to be conducted over two-three days in each of the seven countries to collate the results from the previous TVET
regional meetings, and develop partnership and commitment among the participating TVET institutions which will lead towards harmonization and internationalization.

With the support from the host countries, the seven Country-Level Workshops has been/will be taken place in Cambodia (9-10 October 2015), Thailand (26-28 November 2015), Myanmar (4-5 December 2015), Lao PDR (22-23 December 2015), Malaysia (1-3 March 2016), Philippines (3-4 May 2016) and Brunei Darussalam (June 2016). Appendix II provides the schedule and priority industry/study areas as identified by the host countries.

The workshops at country level will serve as a platform for establishing partnership and networking among the participating TVET institutions from the host country and other Southeast Asian countries.

The workshops also aim to explore collaborative mechanisms, action plans and commitments for piloting student and teacher exchanges and other joint activities as well as discuss on continuous communication and networking among involved parties. Expected participants are directors/ principals of TVET institutions from the host country and neighbouring countries, TVET experts and educators, TVET development agencies and SEAMEO officers. The workshop program of each country will be customised according to the priority industry/study areas recommended by the host country.

These country-based workshops are expected to advance TVET harmonization and mobility across Southeast Asia and beyond.

2. The Country-Level Workshop on SEA-TVET Harmonization and Mobility in Philippines

As a part of the country-level workshop series in seven countries, the Country-Level Workshop on SEA-TVET Harmonization and Mobility in Philippines will be hosted by the Technical Education and Skills Development Authority (TESDA) and the Department of Education and co-organized by SEAMEO Secretariat, SEAMEO SEARCA, SEAMEO VOCTECH, SEAMEO INNOTECH and ADB on 3-4 May 2016 at SEAMEO INNOTECH, Quezon City, Philippines.

3. Objectives

a. To inform on the result of the SEAMEO high-level meetings on TVET which will include:
   a1) exploration of existing mutual recognition/harmonization agreements and/or the potential for harmonization of TVET in Southeast Asia;
   a2) analysis of TVET national programs, institutions and frameworks in Southeast Asia; and
   a3) issues and challenges on TVET, and others.
b. To identify specific actions and plans related to pilot student and teacher exchanges and other collaborative activities according to the host country’s priority study/industry areas.

c. To establish networking platform among the TVET institutions and TVET partners, and discuss the roles of parties involved in student and teacher exchanges including the industry sector, which will be leading to the formulation of the SEA-TVET Consortium.

d. To provide capacity building support to TVET officials and TVET institutions.

4. Host Organizer and Partners

Host Organizations:
- Technical Education and Skills Development Authority (TESDA)
- Department of Education (DepEd)

Regional Coordinators:
- Southeast Asian Ministers of Education Organization Secretariat (SEAMEO Secretariat), Thailand
- SEAMEO Regional Centre for Vocational and Technical Education and Training (SEAMEO VOCTECH), Brunei Darussalam
- SEAMEO Regional Centre for Graduate Study and Research in Agriculture (SEAMEO SEARCA), Philippines
- SEAMEO Regional Centre for Educational Innovation and Technology (SEAMEO INNOTECH), Philippines

Partner: Asian Development Bank

5. Theme: SEA-TVET Harmonization and Mobility

6. Venue and Schedule:

Date: 3-4 May 2016
Venue: Pearl Hall, SEAMEO INNOTECH (Quezon City)
Breakout Sessions: Pearl Hall and Board Room

7. Priority Study/Industry Areas for the Country-level Workshop

According to the “Chiang Mai Joint Statement on Harmonization and Internationalization of TVET in Southeast Asia”, announced at the HOM on SEA-TVET on 26 August 2015, Hospitality and Tourism is the first priority industry sector as a pilot for implementing regional harmonization. Other priority industry sectors such as: 1) Electronics, Mechatronics and Manufacturing; 2) Agriculture and Fishery; and 3) Construction will be
implemented in the later stage (Chiang Mai Joint Statement, 2015).

For the Country-Level Workshop in Philippines, TESDA and DepEd have identified the following three priority industry/study programs as the areas for collaborations with other TVET institutions in Southeast Asian countries:

1) Hospitality and Tourism
2) Agriculture and Fisheries
3) Electronics, Mechatronics, and Manufacturing

8. Participants

The Country-Level Workshop in Philippines expects to be participated by:

a. TVET policy makers and experts from host organiser, and related government agencies from the host country;

b. 24 Directors/representatives of TVET institutions and 24 School Heads/Representatives of Techvoc Schools located in the host country;

c. Directors/representatives of TVET institutions from other Southeast Asian countries (approximately 40 pax: 1 representative each category per country and 1 country/ministry coordinator); and

d. Resource persons from SEAMEO Regional Centres and other development agencies.

9. Requirements for TVET Institutions

The proposed requirements for TVET institutions to be involved in the Country-Level Workshop are as follows:

a. The TVET institution is able to send and receive from other Southeast Asian countries according to the priority areas as identified by the host country.

b. The TVET institution is able to send/receive teachers for the teacher mobility program according to the above their priority areas.
## 10. Programme

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<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
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<tr>
<td><strong>2 May 2016</strong></td>
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<td><strong>Arrival of Participants</strong></td>
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<tr>
<td></td>
<td>17.00</td>
<td><strong>Pre-workshop Facilitation Briefing for the Moderators and Rapporteurs</strong></td>
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<td><strong>3 May 2016</strong></td>
<td>08.00-08.30</td>
<td><strong>Registration</strong></td>
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<td>08.30-09.15</td>
<td><strong>SEAMEO Entrance of Colors and Hymn</strong></td>
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<td><strong>Philippine National Anthem</strong></td>
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<td><strong>Opening Ceremony</strong></td>
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<td>• <strong>Welcome Remarks</strong> by Dr. Ethel Agnes P. Valenzuela, Deputy Director for Program Development, Southeast Asian Ministers of Education Secretariat (SEAMEO Secretariat)</td>
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<td>• <strong>Opening Remarks and Introduction of Program/Participants</strong> by Atty. Teodoro C. Pascua, Deputy Director General for TESD Operations, TESDA</td>
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<td><strong>Group Photo</strong></td>
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<td></td>
<td>09.15-10.15</td>
<td><strong>Session 1: Orientation on the Current Status of Technical and Vocational Education in Southeast Asia</strong></td>
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<td>• <strong>Regional Qualifications Framework for TVET</strong> by Dr. Paryono, Deputy Director and Research Specialist, SEAMEO VOCTECH</td>
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<td>• <strong>SEAMEO Regional Initiative on SEA-TVET Program towards Harmonization and Internationalization in Southeast Asia</strong> by Mrs. Hajah Noorzainab Abdulladi, Senior Education Officer, SEAMEO VOCTECH</td>
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<td><strong>Moderator:</strong> RD Florencio F. Sunico, Jr., Regional Director, TESDA-CARAGA, Philippines</td>
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<td>10.15-10.30</td>
<td><strong>Coffee Break</strong></td>
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<td>10.30-10.50</td>
<td><strong>Session 1 cont…</strong></td>
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<td>• <strong>International Accreditation Mechanism for TVET</strong> by Dr. Romulita C. Alto, Faculty Consultant, Colombo Plan Staff College</td>
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<td>10.50-11.00</td>
<td><strong>Question and Answer Forum</strong></td>
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<td><strong>Moderator:</strong> RD Florencio F. Sunico, Jr.</td>
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<tr>
<td>Time</td>
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| 11.00-11.45 | **Session 2: TVET in the Philippines** by Secretary Irene M. Isaac, Director General, TESDA, Philippines | - TVET Policy for Harmonization and Internationalization  
- Industry Needs and Issues for TVET Employability  
- Public-Private Partnership in TVET |
| 12.00-12.30 | **Session 3: Implementation of SEA-TVET Harmonization and Mobility: Student and Teacher Exchange Programs and Mechanism for Group Discussion** by Ms. Noorhayati Cynthia Abdullah, Specialist, SEAMEO VOCTECH |  
Note: This session will explain issues and challenges which TVET colleges should be aware of in implementing staff and student mobility. This would benefit colleges which would like to pursue mobility but do not have the experience. The presentation would also brief the participants on the Guidelines for Group Discussion. |
| 12.30-13.30 | Lunch                                                                   |                                                                                 |
| 13.30-16.00 | **Session 4: Group Discussion on Development of Partnership, Action Plan and Framework of Cooperation** | Participants will be grouped according to the priority study/industry areas:  
**Group 1: Hospitality and Tourism**  
Group Facilitator: Mr. Clodualdo C. Paiton, Technical Specialist, Bureau of Curriculum Development, DepEd  
Rapporteur: Ms. Pimratchada Patanasuthikul, SEAMEO Secretariat, and Mrs. Noorhayati Cynthia Abdullah, SEAMEO VOCTECH  
**Group 2: Agriculture and Fisheries**  
Group Facilitator: Dr. Maria Celeste H. Cadiz, Program Head of Knowledge Management, SEAMEO SEARCA  
Rapporteur: Ms. Nova A. Ramos, SEAMEO SEARCA and, Ms. Piyapa Su-Angavatin, SEAMEO Secretariat  
**Group 3: Electronics, Mechatronics, and Manufacturing**  
Group Facilitator: ED Ma. Susan P. de la Rama, Executive Director, Certification Office, TESDA, Philippines  
Rapporteur: Mrs. Hajah Noorzainab Abdulladi, SEAMEO VOCTECH, and Mr. Avelino A. Mejia, Jr, SEAMEO Secretariat |
<p>| 16.00-16.30 | Coffee Break                                                           |                                                                                 |</p>
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<th>Time</th>
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<tr>
<td>16.30-17.00</td>
<td><strong>Session 5:</strong> Presentation of Group Discussion and Signing of Framework of Cooperation</td>
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<td>Moderator: Dr. Ethel Agnes P Valenzuela</td>
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<td>17.00-17.30</td>
<td><strong>Closing Session</strong></td>
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<td>Synthesis and the Way Forward by Dr. Paryono, Deputy Director, SEAMEO VOCTECH</td>
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<td>Closing Remarks by ED Elmer K. Talavera, Executive Director, National Institute for Technical Education and Skills Development, TESDA, Philippines</td>
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<tr>
<td>18.30-20.00</td>
<td>Dinner</td>
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<td><strong>4 May 2016</strong></td>
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<tr>
<td>07.00-12.00</td>
<td>Study Visit to Local TVET Institutions</td>
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<td>1. TRESTON International College (Tourism and Hospitality Participants)</td>
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<td></td>
<td>2. Ships Hotel Cruise Institute of the Philippines (Tourism and Hospitality Participants)</td>
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<td>3. MFI Foundation, Inc. (Electronics, Mechatronics and Manufacturing)</td>
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<td>4. TESDA Women’s Center (All Participants)</td>
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<tr>
<td>12.00-13.30</td>
<td>Lunch at TESDA Women’s Center</td>
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<td>13.30-14.00</td>
<td>Distribution of Certificates</td>
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<td>Departure of Participants</td>
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11. Expected Outputs
   a. Proposed practical strategies and collaborative action plan for harmonizing and internationalizing TVET among the participating TVET institutions for each priority area.
   b. Commitments of TVET institutions (i.e school to school commitments) for operationalizing the student/teacher exchanges or other collaborative activities/programs.
   c. Signed Framework of Cooperation among the TVET institutions and their participation in the SEA-TVET Consortium.

12. Funding Support
   a. The host country shall support the program expenses such as meeting package, venue arrangement, administrative expenses, and domestic arrangement for the study visit program.
   b. The travel expenses, and allowance or accommodation of TVET Institutions from other countries should be supported by the respective Ministry/organization of the participating countries. SEAMEO will support the accommodation expenses (3 nights and twin sharing) of official participants from Cambodia, Lao PDR, and Myanmar.
   c. The travel expenses of SEAMEO members and international resource persons will be supported by SEAMEO.
Coordinators:

For additional information of this program, please contact:

- **SEAMEO Secretariat, Bangkok**
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  E-mail: Piyapa@seameo.org (cc: secretariat@seameo.org, tvet@seameo.org)

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  E-mail: noorzainab.abdulladi@moe.gov.bn,
PREAMBLE

1 We, high-level education officials responsible for technical and vocational education and training (TVET) and representing eight SEAMEO Member Countries (Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, Philippines, and Thailand) met in a High Officials Round Table Meeting in Chiang Mai, Thailand on 25 August 2015 to determine policy directions of TVET development and collaboration in Southeast Asia, and identify strategic framework and priority areas of development especially on prospects of harmonisation and internationalisation of TVET.

2 The First High Officials Round Table Meeting on TVET in Southeast Asia is in pursuit of the directive of the education ministers of Southeast Asian countries that comprise the SEAMEO Council during the SEAMEO Strategic Dialogue of Education Ministers held in September 2014 in Vientiane, Lao PDR which identified TVET as one of the seven Post-2015 and Post-Education for All priority areas of SEAMEO.

3 Furthermore, the High Officials Round Table Meeting on TVET in Southeast Asia is in support of recent global and regional declarations on the promotion and enhancement of TVET such as the Third International Congress on TVET which focused on “Quality Education and Skills Development for Sustainable Future” and was held in Shanghai, Peoples Republic of China in May 2012; and the Kuala Lumpur Declaration on “Making Skills Development Work for the Future” held in Kuala Lumpur, Malaysia on 3-5 August 2015.

4 Cognisant of the increasing integration in the world and in Southeast Asia and the efforts of governments to address labour market demand which will help bring about economic growth and social development, the importance of working together towards harmonisation and internationalisation of TVET is key to ensuring greater mobility and competitiveness, not only of single and individual countries of the region, but the entire Southeast Asia as a unified community.
AFFIRMATIONS

5 With the foregoing antecedents, we therefore recognise and affirm the following:

1. That TVET plays a fundamental role in preparing the labour force in Southeast Asia, and that the industry is an important driver of economic growth;

2. That by synergising efforts of SEAMEO Member Countries on TVET, Southeast Asia can be more ready for ASEAN integration;

3. That there is a need for continuous and strategic discussion to help direct regional cooperation on TVET in Southeast Asia; and

4. That harmonisation and internationalisation of TVET is vital key to competency development and quality improvement of this sector in Southeast Asia.

AREAS AND STRATEGIES FOR COOPERATION

6 In support of precursor global and regional declarations on TVET and our foregoing affirmations, we therefore agree to the following:

1. Cooperate in the review and share the development of respective TVET national quality assurance and qualifications framework of SEAMEO Member Countries referring to the ASEAN Qualification Reference Framework (AQRF).

2. Establish SEA-TVET consortium as a mechanism for overseas student and staff exchange, which shall include industrial attachment and internship.

3. Agree that Hospitality and Tourism is the first priority industry sector as a pilot for implementing regional harmonisation. Other priority industry sectors such as 1) Electronics, Mechatronics, and Manufacturing; 2) Agriculture and Fishery; and 3) Construction will be implemented in the later stage.

4. Share knowledge, best practices, and resources, including experts, teaching and learning systems and materials, and equipment for enhancing cooperation to improve the quality TVET in Southeast Asia. Online TVET portal will be used as a platform to enhance information sharing. (http://seatvet.seameo.org)

5. Carry out TVET occupational mapping by priority industry sector and by geographical area in cooperation with industry and other agencies to narrow the gap between demand and supply for future labour force in the region.
6. Address several components, such as green TVET, technopreneurs, innovative practices in TVET, teacher education and training, and TVET for all as part of harmonisation and internationalisation of TVET initiatives in Southeast Asian region.

7. Mobilise stakeholders in a concerted effort to create strategies and share responsibilities for harmonisation of TVET.

Adopted on 26 August 2015 in Chiang Mai, Thailand at High Officials Meeting on Southeast Asia Technical and Vocational Education and Training (SEA-TVET)
Organized by the Office of Vocational Education Commission, Ministry of Education Thailand; SEAMEO, and British Council
<table>
<thead>
<tr>
<th>Country</th>
<th>Tentative Schedule</th>
<th>Host Organization</th>
<th>Priority Industry/Study Areas, Identified by the Host Country</th>
</tr>
</thead>
</table>
| Cambodia    | 9-10 October 2015 Borei Angkor Resort & Spa, Siem Reap       | • Ministry of Labour and Vocational Training, Cambodia                              | 1. Hospitality and Tourism  
2. Agriculture and Fisheries  
3. Construction |
|             | *(Completed)*                                                 |                                                                                   |                                                               |
| Thailand    | 26-28 November 2015 Lai Thong Hotel, Ubonrachathani Province | • The Office of Vocational Education Commission (OVEC), Ministry of Education, Thailand | 1. Hospitality and Tourism  
2. Electronics, Mechatronics and Manufacturing  
3. Agriculture, and Fisheries  
4. Construction/civil engineering  
5. Commerce (Banking)  
6. Marine Maritime |
|             | *(Completed)*                                                 |                                                                                   |                                                               |
| Myanmar     | 4-5 December 2015 Singapore-Myanmar Vocational Training      | • Department of Technical and Vocational Education, Ministry of Science and Technology, Ministry of Education, the Republic of the Union of Myanmar  
• Singapore-Myanmar Vocational training Institute | 1. Hospitality and Tourism  
2. Agriculture and Fisheries  
3. Construction |
<p>|             | Institute, Yangon                                            |                                                                                   |                                                               |
|             | <em>(Completed)</em>                                                 |                                                                                   |                                                               |</p>
<table>
<thead>
<tr>
<th>Country</th>
<th>Tentative Schedule</th>
<th>Host Organization</th>
<th>Priority Industry/Study Areas, Identified by the Host Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Lao PDR</td>
<td>22-23 December 2015</td>
<td>• The Technical and Vocational Education Department (TVED), Ministry of Education</td>
<td>1. Hospitality and Tourism</td>
</tr>
<tr>
<td></td>
<td>New Rose Boutique Hotel, Vientiane</td>
<td>and Sports, Lao PDR</td>
<td>2. Agriculture and Fisheries</td>
</tr>
<tr>
<td></td>
<td><em>(Completed)</em></td>
<td></td>
<td>3. Electronics and Mechatronics</td>
</tr>
<tr>
<td>5. Malaysia</td>
<td>1-3 March 2016</td>
<td>• Technical and Vocational Education Division (TVED), Ministry of Education,</td>
<td>1. Bakery and Confectionary</td>
</tr>
<tr>
<td></td>
<td>AminuddinBaki Institute, Genting Highlands, Pahang</td>
<td>Malaysia</td>
<td>2. Tourism</td>
</tr>
<tr>
<td></td>
<td><em>(Completed)</em></td>
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<td>3. Electronics</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>4. Industrial Machining</td>
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<td>5. Aquaculture</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>6. Construction Technology</td>
</tr>
<tr>
<td>6. Philippines</td>
<td>3-4 May 2016</td>
<td>• Technical Education and Skills Development Authority (TESDA) and Department of</td>
<td>1. Hospitality and Tourism</td>
</tr>
<tr>
<td></td>
<td>SEAMEO INNOTECH, Quezon City</td>
<td>Education (DepED), Philippines</td>
<td>2. Agriculture and Fisheries</td>
</tr>
<tr>
<td></td>
<td><em>(Confirmed)</em></td>
<td></td>
<td>3. Electronics, Mechatronics and Manufacturing</td>
</tr>
<tr>
<td>7. Brunei Darussalam</td>
<td>June 2016</td>
<td>SEAMEO VOCTECH</td>
<td>To be advised</td>
</tr>
<tr>
<td>Country</td>
<td>Participant 1</td>
<td>Details</td>
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<tr>
<td>--------------------</td>
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</tr>
<tr>
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<td>Mrs. Hajah Farizah Norinbinti Haji Abdul Jalil</td>
<td>Deputy Principal (Education and Training)</td>
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<td></td>
<td>IbtePusatLatihanMekanik Campus</td>
<td>Institute of Brunei Technical Education</td>
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<td></td>
<td>Kampong Tungku, JalanTungku, Gadong</td>
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<td></td>
<td>Vocational Orientation Office</td>
<td></td>
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<tr>
<td></td>
<td>Vocational Orientation Department</td>
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<tr>
<td></td>
<td>Ministry of Education, Youth and Sport</td>
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<td></td>
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<td></td>
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<tr>
<td></td>
<td>Sonlong Commune, KhsachKandal District</td>
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Silliman University

65. Joy Soriano  
Technical Vocational Manager  
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66. Dr. Jesus Rodrigo F. Torres  
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<thead>
<tr>
<th></th>
<th>Name and Title</th>
</tr>
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</table>
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Philippines |
| 71. | Mr. Valente Loable Lauro  
Principal III  
Cabatuan National Comprehensive High School  
Iloilo Province, Region VI  
Philippines |
| 72. | Ms. Delia R. Romanes, Ed.D.  
Principal IV  
Amaya School of Home Industries  
Cavite, Region IVA  
Philippines |
| 73. | Mr. Magdaleno de la Rea Lubigan, Ed. D.  
Principal III  
Tagaytay National Science High School  
Tagaytay City, Region IVA  
Philippines |
| 74. | Mr. Felino R. Corpuz  
Principal III  
Gamu Rural High School, Cagayan, Region II  
Philippines |
| 75. | Mr. Reynaldo S. Cristobal  
Secondary School Principal IV  
Balagtas National Agricultural High School  
Bulacan, Region III  
Philippines |
| 76. | Mr. Oscar B. Villanueva  
Principal IV  
Ilocos Norte Regional School of Fisheries  
Ilocos Norte, Region I  
Philippines |
77. Mr. Nilo A. Abolencia  
Principal I  
Alexis G. Santos High School  
Bulacan, Region III  
Philippines

78. Ms. Thelma P. Landicho  
Secondary School Principal IV  
Antonio J. Villegas Vocational High School  
Manila, NCR  
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79. Mr. Eduardo J. Julve  
Principal III  
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Philippines

81. Ms. Ma. Esperanza S. Malang  
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Angeles City, Region III  
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82. Ms. Loida P. Villas  
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The Philippines
Some Things You Need to Know About Your Host Country

The Philippines is no different from most other Southeast Asians countries. We were once called the Maharlikas. We look alike physically, and many of our words and traditional customs and traditions are similar, especially with Indonesians and Malaysians. Our songs, dances, and rituals are a bit similar that is why we blend together very well. Our people, like other Southeast Asians are warm, friendly, and always with a ready smile.

Perhaps the geographical location of the Philippines, which is composed of more than 7,100 islands and islets, had influence on how people relate with one another. It has major island groupings such as Luzon, Visayas, and Mindanao. Laguna, where SEARCA is, is located in Luzon.

The Philippines had many colonizers but the longest and the most influential were the Spaniards. In fact, the name Philippines was after King Philip’s of Spain. Hence, we are called Filipinos. Our national language is Filipino, a mix of various local dialects in the archipelago.

The country is basically agricultural. Our economic stability greatly depends on the agriculture sector. This is the reason why we have to do a lot of research in the field of agriculture to ensure sustainable development. Fruits, vegetables, plantation crops like coconut, cotton, jute, tobacco, ramie, flowers, foliage, and livestock abound. Like the rest of Southeast Asia, our staple food is rice. Filipinos find difficulty eating without rice. Although there is a shift from agricultural to non-agricultural activities, agriculture remains as the most prominent source of livelihood among Filipinos.

Metro Manila, in Luzon, is the seat of the Philippine government, and the heart of the country’s business, economic, social and cultural activities, making it its major crossroad of international trade and commerce.

Weather conditions in Manila and nearby towns are more or less the same as those prevailing in other Southeast Asian and Philippine cities. Due to its lower elevation, the average day temperature is 29.28°C; average night temperature is 25.71°C. Manila experiences the highest amount of rainfall in the months of May to October. Typhoons frequent the city between May and November.

Getting to Know Quezon City
Quezon City is the largest city of Metropolitan Manila, which is an urban agglomeration of 16 cities and 1 one municipality. This region is the political, economic,
social, cultural, and educational center of the Philippines. As proclaimed by Presidential Decree No. 940, Metro Manila as a whole is the Philippines' seat of government.

Of the Metro Manila local governments, Quezon City has the biggest population, constituting 24% of the regional population. With a population of nearly three million, Quezon City is one of the largest sources of manpower in the Philippines, with its employable human resource assets of 1.672 million. More than 20,000 college graduates contribute to its productive pool every year. Its big consumer market is dominated by the youth, with more than 40% of the population younger than 20 years.

The literacy rate of the general population is higher than the national average at 98.32%. The city has a large English-speaking population, with English the language of instruction in almost all subjects in school and in business.

Quezon City is the Philippines' largest service economy, with most of its more than 58,000 registered businesses engaged in wholesale and retail. It is a shopping haven, with more than 28 shopping complexes scattered throughout the city. The city hosts the third largest shopping center in the world, in terms of leasable space. It may be called a lifestyle city, with many of its areas aiming to create a consortium of conveniences for people living and working here.

Conveniently, the city is the site of the main broadcast stations of the Philippines’ biggest media conglomerates and the office site of a high concentration of event planners and production managers.

**Getting to Know the Filipinos**

The Filipinos are warm and loving individuals. Sometimes, being sociable or too friendly is mistaken as taking advantage of what a new friend has. Ironically, this is how we display our hospitality. In the olden days, we offered the best to our visitors, even sacrificing the wellbeing of other members of the family. We tend to be charitable to others most of the time. Such hospitality is a collective attitude among Filipinos.

The Filipinos value their extended families. For economic reasons, we may not live in communal homes with separate houses but may share one home with relatives, which was practiced especially during the olden times. As the Philippines has modernized, this practice has changed. However, we feel responsible for the welfare especially of the disadvantaged members of the family. If a woman gets married, she drops her family name and instead uses the family name of her husband.

Filipinos are food lovers. They eat an average of at least five times a day. Each region in the Philippines boasts of its own specialties but there are dishes which have proven to be all-time favorites throughout the archipelago. Every visitor will not wish to leave without a fair sampling of Filipino cooking. The best thought is to savor some of the native delicacies to add to the pleasure of traveling.
The diversity of the Filipinos makes them interesting. However, what is more apparent is how they are alike.

**International Courtesies**

Here are some practices that you may need to bear in mind while in the Philippines:

- Respect the government, religious, and local holidays of the host country by knowing when they are and not suggesting meetings or business transactions when they occur.
- Do not criticize the way things are done in the Host Company or country, nor make comparisons to your own company or country.
- When the national anthem of your host country is played, stand up to show your respect.
- Be prompt and punctual, even a little early, for meetings.
- Learn and use the titles of those with whom you are meeting.
- Do not immediately call someone by his/her first name. The practice of using first names is particularly American. Just as you would not call someone you met by his/her first name in your own office, you would not do so internationally, until invited to do so.
- Respect your host’s dietary customs. However, you may politely inform your hosts of your dietary restrictions in advance, if you have any.
- Show respect for older persons. Stand when they enter a room, wait for them to speak first, and wait for them to initiate a handshake.

**Some Helpful Information**

**Potable Water**

Though Philippine water is potable, it is advisable for foreign guests to drink bottled water.

**Philippine Currency**

The Philippine Currency is the Peso. It comes in:

- Notes of Php 20, Php 50, Php 100, Php 200, Php 500 and Php 1,000.
- Coins are issued in 10 centavos, 25 centavos, 50 centavos, Php1, Php5 and Php10

**Foreign Exchange**

1 US$ = PHP 46.00 (as of April 2016). Check the internet or local banks for its current rate, which fluctuates daily. For the latest conversion rates, you may access: [http://www.oanda.com/currency/_converter](http://www.oanda.com/currency/_converter).

**Bank Hours**

Mondays through Fridays from 9:00 a.m. to 3:00 p.m. When banking in the Philippines, it is advisable to have your passport with you for identification.
Business Hours
Most offices are open from 8:00 a.m. to 5:00 p.m. weekdays. The standard lunch hour is 12 noon to 1:00 p.m.

Shop Hours
Department stores and supermarkets are usually open from 10:00 a.m. to 8:00 p.m. daily. In cities, several convenience stores are open for 24 hours.

Electricity
The electrical currents in the Philippines are 220-240 volts, 60 Hertz. The power plugs used in the Philippines are of the two-pin type (see photo below). Many of the major tourist hotels have 110 volts a/c outlets.

Tipping
It is customary to tip personnel who have given good personal service. A 10 percent tip is appreciated in restaurants, particularly where service charge is waived.

Personal Security
Beware of pickpockets. Keep your identification cards and passport in a safe place or with the front desk of the hotel.

Emergency Numbers
Police and Fire: 757 or 116
Directory Assistance: 114
National Operator: 109
International Operator: 108
Philippine Country Code: 63
Laguna Area Code: 49

Useful Words/Sentences
Yes  
No  
Greetings  
How are you?  
I'm fine.  
Good Morning.  
Good Afternoon.  
Good Evening.  
Goodbye  
Thank you  
What is your name?  
Where  
When  
Who  

Oo/Opo
Hindi/Hindi po
Mabuhay
Kamusta ka?
Mabuti po.
Magandang umaga po.
Magandang hapon po.
Magandang gabi po.
Paalam, Babay
Salamat po.
Anong pangalan mo?
Saan
Kailan
Sino
What
Stop (inside the jeep)
Fare (in the jeep)
Cheap
Expensive
I do not like
How much?
Discount please?

ano
Para po.
Bayad po.
Mura
Mahal
Ayo ko
Magkano?

Filipino Emergency Words
Help me, please.
Accident
Injured
Unconscious
Bleeding
Heart attack
Drowning
Burning
Very sick
Need a doctor
Need an ambulance
Fire
I am being burglarized
Emergency
Help!

Tulungan ninyo ako.
Aksidente
Nasaktan
Walang malay
Nagdudugo
Inatake sa puso
Nalulunod
Nasusunog
May sakit
Kailangan ko ng doctor
Kailangan ko ng ambulansya
May sunog
Ninanakawan ako
Emerdyensi
Tulong!

If you need translation, do not hesitate to ask us.

Numbers

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Your Travel – Returning to Your Country of Origin

1. **On your flight.** Before leaving for the International Airport, make sure that you have your tickets, passports, and other relevant documents readily available. Take note of your flight number and time of departure. Be at the airport at least three hours before the flight. Make sure these documents are in your handcarried baggage.

2. **Handcarried** baggage. Be reminded that all liquid personal effects and sharp objects have to be kept in the check-in baggage only.

3. **Check-in/ Baggage.** Passengers will only have to present their luggage at the check-in counter, then Ground Services will take it from there. An online screening system will scan through the baggage items as they are being transferred from the check-in counters to the proper plane's cargo holding area.

   With the safety and convenience of the passengers in mind, Ground Service personnel have been instructed to adhere strictly to the IATA specifications on hand luggage. If certain items are either too heavy or too large, they will have to be run through the baggage system.

   For your safety and comfort, Cabin/Handcarried Baggage is restricted to one piece with maximum weight of 7 kilos (15 lbs.) and size of 22 x 14 x 9 inches. An additional carry-on item such as small handbag/purse, camera, notebook computer and walking stick may be carried into the aircraft cabin. Usually, Airlines allow its passengers to have 20 kilos of their personal baggage. The passenger is liable for the charges for any excess baggage. Please ensure that your baggage is adequately labeled with your name and address.

   Please present your ticket and passports upon check-in. These will be returned to you with your boarding pass. Should your flight include transits, it is advisable to check in your luggage direct to your point of origin. Remember that you will not be able to get your checked-in luggage while on flight or transit, so it is appropriate to keep some of your personal necessities in your handcarry bag for your use during the travel. Take care of your checked-in luggage tags for claiming your luggage at your final destination.

4. **Immigration.** Proceed to the Immigration counter and surrender the accomplished embarkation card.

5. **Pre-departure.** Proceed to the departure-waiting lounge. The gate number of the lounge is indicated in the boarding pass or at the flight schedule monitors placed in the corridors of the airport.

6. **Flight Delays.** In the event that flight is delayed, please wait for further announcement at the waiting lounge or you may also inquire from the Airlines desk or airport staff. The Airlines may provide accommodation if flights are delayed by more than one day.
7. **Boarding.** Please take note of your seat number. Wait until your seat is called before proceeding to the aircraft. Make sure you have all your hand-carried baggage with you.

8. **Airport Terminal Fee.** Remember to set aside Php550.00 for the terminal fee at the International Airport on your return flight to your point of origin.
Embassies

**Bruneian Embassy**  
Embassy of Brunei Darussalam  
11th Floor, Ayala Wing, Bank of the Philippine Islands Building  
Ayala Avenue Corner Paseo de Roxas 1226, Makati City  
Tel.: (02) 816 2836 / 816 2837 / 816 2838 / 816 4396  
Fax: (02) 891 6646/ 8916640

**Cambodian Embassy**  
Embassy of Cambodia  
Unit 7A-B/7th Floor Country Space I Bldg.,  
Senator Gil Puyat Ave., Makati City  
Tel.: (02) 818 9981, 8101896  
Fax: (02) 8189983

**Indonesian Embassy**  
Embassy of Indonesia  
185 Salcedo St., Legaspi Village, Makati City  
Tel.: (02) 892 5061/68  
Fax: (02) 892 5878; 818 4441

**Lao or Laotian Embassy**  
Embassy of Laos  
34 Lapu-Lapu Street, Magallanes Village, Makati City  
Tel.: (02) 852 5759; 852 5979  
Fax: (02) 852 5759

**Thai Embassy**  
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107 Thailand (Rada) Street, Legaspi Village  
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