LETTER OF AGREEMENT
AMONG COLLEGES, POLYTECHNICS, UNIVERSITIES OF
INDONESIA-PHILIPPINES-THAILAND-VIETNAM
FOR THE PROJECT “4th BATCH OF SEA-TVET STUDENT EXCHANGE
UNDER THE SEAMEO POLYTECHNIC NETWORK IN SOUTHEAST ASIA”
(SEA-TVET PROJECT)

Herewith partners:

The Southeast Asian Ministers of Education Organization (SEAMEO) Secretariat, a regional
intergovernmental organization established in 1965 among governments of Southeast Asian
countries to promote regional cooperation in education, science and culture, located in
Bangkok, Thailand, represented in this document by its Director, Dr. Ir. Gatot Hari Priowirjanto.

The participating institutions and universities below agree to join the project.

Indonesia Institutions:

1. Astra Manufacturing Polytechnic
2. Bina Insani College
3. IPB University, School of Vocational Studies
4. Indonesia University of Education
5. Ganesha University of Education
6. Islamic University of Indonesia
7. Islamic University of Kalimantan Muhammad Arsyad Al Banjari Banjarmasin
8. Manufacture Polytechnic of Bandung
9. Pangkep State Polytechnic of Agriculture
10. PGRI Madiun University
11. PGRI University of Semarang
12. Politeknik Elektronika Negeri Surabaya
13. Politeknik Informatika Nasional
14. Polytechnic LPP Yogyakarta
15. Polytechnic Pki Ganesha Bandung
16. Universitas sebelas Maret
17. Institut Teknologi Sepuluh Nopember Surabaya
18. Bali State Polytechnic
19. State Polytechnic of Bandung
20. Politeknik Negeri Banyuwangi
21. State Polytechnic of Batam
22. State Polytechnic of Bengkalis
23. State Polytechnic of Jakarta
24. State Polytechnic of Jember
25. State Polytechnic of Ketapang
26. State Polytechnic of Madiun
27. Politeknik Negeri Malang
28. State Polytechnic of Medan
29. Politeknik Negeri Padang
30. State Polytechnic of Pontianak
31. State Polytechnic of Samarinda
32. State Polytechnic of Semarang
33. State Polytechnic of Snwijaya
34. State University of Padang
35. State University of Surabaya
36. STIE ASIA
37. STIKI Malang
38. STMIK ASIA Malang
39. Tidar University
40. Toraja Christian University of Indonesia
41. Tunas Pembangunan University Surakarta
42. Universitas Muhammadiyah Malang
43. Universitas Muhammadiyah Parepare
44. Universitas Muhammadiyah Pontianak
45. Universitas Muhammadiyah Prof Dr Hamka
46. Universitas Muhammadiyah Purwokerto
47. Ahmad Dahlan University
48. University of Airlangga
49. State University of Gorontalo
50. University of Islamic Balitar
51. University of Jambi
52. University of Padjajaran
53. University of Muria Kudus
54. Universitas Pembangunan Nasional “Veteran” Yogyakarta
55. Universitas Muhammadiyah Ponorogo
Malaysia Institutions

1. Kolej Komuniti Baling
2. Kolej Komuniti Beaufort
3. Kolej Komuniti Jasin
4. Kolej Komuniti Jerantut
5. Kolej Komuniti Kepala Batas
6. Kolej Komuniti Kuantan
7. Kolej Komuniti Kuching
8. Kolej Komuniti Kota Melaka
9. Kolej Komuniti Pasir Gudang
10. Kolej Komuniti Selayang
11. Kolej Komuniti Segamat 2
12. Kolej Komuniti Sungai Petani
13. Politeknik Banting Selangor
14. Politeknik Ibrahim Sultan
15. Politeknik Jeli Kelantan
16. Politeknik Kuala Terengganu
17. Politeknik Merlimau Melaka
18. Politeknik Muadzam Shah
19. Politeknik Mukah Sarawak
20. Politeknik METRO Kuala Lumpur
21. Politeknik METRO Tasek Gelugor
22. Politeknik Port Dickson
23. Politeknik Sandakan Sabah
24. Politeknik Seberang Perai
25. Politeknik Sultan Abdul Halim Mu'adzam Shah
26. Politeknik Sultan Azlan Shah
27. Politeknik Sultan Haji Ahmad Shah
28. Politeknik Sultan Idris Shah
29. Politeknik Sultan Mizan Zainal Abidin
30. Politeknik Sultan Salahuddin Abdul Aziz Shah
31. Politeknik Tuanku Sultanah Bahiyah
32. Politeknik Tuanku Syed Sirajuddin
33. Politeknik Ungku Omar
34. Politeknik Sabah Tawau
Philippines Institutions:
1. Bicol State College of Applied Sciences and Technology
2. Bulacan State University
3. Camarines Norte State College
4. Central Luzon State University
5. Central Mindanao University
6. Don Mariano Marcos Memorial State University
7. Guimaras State College
8. Iloilo Science and Technology University
9. Iloilo State College of Fisheries
10. Lyceum Northwestern University
11. Mariano Marcos State University
12. Nueva Ecija University of Science and Technology
13. Pangasinan State University
14. President Ramon Magsaysay State University
15. Saint Louis University
16. Tarlac Agricultural University
17. Trimex Colleges Inc
18. University of Mindanao
19. University of The Immaculate Conception
20. Central Bicol State University of Agriculture.

Thailand Institutions:
1. Chiang Mai Rajabhat University
2. Chiangrai College of Agriculture and Technology
3. Don Muang Technical College
4. Kanchanapisek Samutprakan Technical College
5. Lampang Rajabhat University
6. Nakhon Si Thammarat Rajabhat University
7. Nakhon Si Thammarat Vocational College
8. Pattani Technical College
9. Phuket Technology College
10. Rambai Barni Rajabhat University
11. Singhanakorn Technology and Management College
12. Thai Ayothaya Business Administration Technological College
13. Thai Business Administration Technological College
14. Taksina Business Administration Technological College
15. Wimol Business Administration Technological College
Vietnam Institutions:

1. Duy Tan University
2. Hoa Sen University

Agree as follows:

To join the TVET Student Internship Exchange of SEAMEO Polytechnic Network Project among Indonesia, Malaysia, Philippines, Thailand and Vietnam Institutions. The participating institutions agree that:

a. The agreement will be implemented in reciprocal way.

b. The 4th batch of TVET student internship exchange will be applied for Diploma, Higher Diploma and TVET Bachelor students.

c. The major/specialisation will be as follows, but not limited to:
   i. Mechatronics, Electronics, Electrical, Mechanical and Manufacturing
   ii. Industrial Technology
   iii. Informatics/ Computer Science
   iv. Hospitality and Tourism
   v. Agriculture, Aquaculture, Animal Science, Fisheries
   vi. Forestries
   vii. Agro Technology/Agro Business
   viii. Food Technology
   ix. Business, Commerce and Accounting
   x. Creative Industry, Multimedia
   xi. Civil Engineering
   xii. Health Science/Nursing/ Public Health

d. Each participating institution should submit the list of eligible students for at least 2 students with the same gender in equal number, but not more than 6 students in any area to the SEAMEO Secretariat for mapping.

e. The institutions will start the 4th batch of exchange for 1 to 3 months (30 to 90 Days) as the following tentative traveling schedule:

   i. Traveling schedule of option I for 30 Days: Starting Saturday 17 August – Sunday 15 September 2019 (30 Days)

   ii. Traveling schedule of option II for 30 Days: Starting Saturday 21 September – Sunday 20 October 2019 (30 Days)
iii. Traveling schedule of option III for 30 - 90 Days: Starting September onwards. The travel schedule of students can be agreed by the parties.

f. The sending and receiving institutions will ensure that the students should apply "International Health Insurance" before traveling. It is the responsibility of receiving Institutions to ensure that the copy of International Health Insurance of the students must be provided to the receiving institutions before providing the "Letter of Acceptance" to the students.

For any eventuality which may happen or occur to the interns during the internship period, the receiving institutions may advance expenses for hospitalistaion subject to the reimbursement by parents.

g. In case of student's misbehavior, the students will be transferred back to their home country. The travel expenses will be shoulderedy by the parents/student.

h. The Sending Institutions will be responsible for:

   i. Recruiting eligible students (with Good academic performance, proficiency English communication, attitude, maturity, good health),
   ii. Coordinating with SEAMEO for the student mapping list,
   iii. Preparing travel arrangement for outbound students,
   iv. Conducting pre-departure orientation for outbound students,
   v. Coordinating with Receiving Institutions for arrangement of online interview, letter of acceptance, travel schedule, and travel preparation,
   vi. Ensuring the important travel documents which the outbound students must have: 1) Valid passport, 2) Student/education visa (if needed), 3) International health insurance, 4) Health certificate, and
   vii. Ensuring that the students will submit the following 3 reports to SEAMEO at the end of internship: 1) Self-Report Blog during internship, 2) Company Supervisor Evaluation Form, 3) Student Overall Project Evaluation.

i. The Receiving Institutions will be responsible for:

   i. Partnering with industries according to the study areas and agreed internship period of inbound students,
   ii. Arranging internship programme according to the agreed period, including orientation, internship with industry, class room observation, and other excursion/student activities,
   iii. Coordinating with SEAMEO for the student mapping list,
   iv. Preparing accommodations for inbound students,
   v. Providing mentor (s) and buddy (ies) for inbound students,
vi. Preparing airport transfer for inbound students,

vii. Coordinating with Sending Institutions for arrangement of online interview, letter of acceptance, travel schedule, and travel preparation,

viii. Ensuring the important travel documents which the inbound students must submit: 1) Valid passport, 2) Student/education visa, 3) International health insurance, 4) Health certificate, and

ix. Ensuring that the students will submit the following 3 reports to SEAMEO at the end of internship: 1) Self-Report Blog during internship, 2) Company Supervisor Evaluation Form, 3) Student Overall Project Evaluation.

j. For budgeting, it will be based on the following cost sharing agreement between the agreed parties:

i. Parents of Sending Institutions shall be responsible for 1) passport/visa fee, 2) health check-up cost, 3) International health and travel insurance, 4) return air-ticket, 5) daily meals, 6) daily public transportation for internship, and 7) pocket money.

ii. Receiving institutions shall be responsible for 1) accommodation, 2) transportation for airport transfer, 3) Student extra activities required by Receiving Institutions for the inbound students to join.

k. The eligibility of the students must be ensured by the sending institutions, receiving institutions, and industry partners (optional).

l. The cancellation of students must be informed to the SEAMEO Secretariat before the student online interview. For any cancellation after the online interview or receiving of the Letter of Acceptance, the Sending Institution must find the “replacement”.

In the case of no replacement, that institution will be excluded in the following one batch.

m. SEAMEO Secretariat will issue e-Certificate of Completion only for the students who submit 1) Blog, 2) Company Supervisor Evaluation Form, and 3) Overall Project Evaluation Form to the person in charge of SEAMEO Secretariat.

n. The 6th SEAMEO Polytechnic Network Meeting will be hosted by the Duy Tan University, Danang, Vietnam on 16-19 October 2019. The 5th batch of TVET Student Internship Exchange Program will be discussed at the meeting.

Signed in Ipoh, Malaysia on 26 March 2019 and Witnessed by the SEAMEO Secretariat, Thailand.
### Indonesia Institutions:

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<tr>
<th>No.</th>
<th>Name and Position</th>
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| 1.  | Mr. Tony Harley Silalahi  
     Director  
     Astra Manufacturing Polytechnic |
| 2.  | Mr Indra Muis, SS, MM  
     Head of International Office and Collaboration  
     Bina Insari College |
| 3.  | Dr Ir Wawan Oktariza, MSi  
     Vice Dean of Resources, Cooperation and Development  
     IPB University, School of Vocational Studies |
| 4.  | Prof Dr H. R. Asep Kadarchman, MSi  
     Rector  
     Indonesia University of Education |
| 5.  | Prof Dr Anak Agung Istri Ngurah Marhaeni, M.A  
     Chair, Institute for Instructional Development and Quality Assurance  
     Ganesha University of Education |
| 6.  | Ir Wiryono Raharjo, M.Arch., Ph.D  
     Vice Rector for Partnership and Entrepreneur  
     Islamic University of Indonesia |
| 7.  | Dr Hengki, S.S., M.Pd  
     Head of Language Center and International Office  
     Islamic University of Kalimantan  
     Muhammad Arsyad Al Banjari  
     Banjarmasin |
| 8.  | Ms Dra Fatonah, MPd  
     Head of International Relation  
     Manufacture Polytechnic of Bandung |
| 9.  | Nur Rahmawaty Arna, Ph.D  
     Vice Director for Institutional Collaboration  
     Pangkep State Polytechnic of Agriculture |
| 10. | Dr H Parji, M.Pd.  
     Rector  
     PGRI Madiun University |
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| 11. | Dr Nur Hidayat, M Hum  
Director  
International Office  
PGRI University of Semarang |
| 12. | Dr Zamal Arief, S.T., M.T.  
Director  
Politeknik Elektronika Negeri Surabaya |
| 13. | Mr M Abduh Idris, S Kom, MM  
Director  
Politeknik Informatika Nasional |
Director  
Polytechnic LPP Yogyakarta |
| 15. | Dr H K Prihartono AH, Drs, S Sos, S Kom, MM  
Director  
Polytechnic Pkisi Ganesha Bandung |
| 16. | Dr Munawir Yusuf, M.Psi.  
Vice Dean for Academic Affairs  
Universitas Sebeles Maret |
| 17. | Prof Ir Muhammad Sigit Darmawan,  
MEngSc PhD IPM (Pll), AM (HAKI)  
Dean Faculty of Vocations  
Institut Teknologi Sepuluh Nopember  
Surabaya |
| 18. | Mr I Nyoman Abdi, SE, M.eCom  
Director  
Bali State Polytechnic |
| 19. | Dr Ir Rachmad Imbang Tritjahjono, MT  
Director  
State Polytechnic of Bandung |
| 20. | Mr M Shofiu Amin  
Vice Director of Students Affair  
Politeknik Negeri Banyuwangi |
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</table>
| 21. | Mr Priyono Eko Sanyoto  
Director  
State Polytechnic of Batam | 📝 |
| 22. | Mr Teguh Widodo, S.Sos.,  
M.SM., M.Rech  
Vice Director of Student and Cooperation Affairs  
State Polytechnic of Bengkalis | 📝 |
| 23. | Mr Abdillah, SE., M.Si  
Director  
State Polytechnic of Jakarta | 📝 |
| 24. | Dr. Ir. N. Bambang Eko Sulistyono, MSi  
Vice Director of Collaboration Affairs  
State Polytechnic of Jember | 📝 |
| 25. | Mr Endang Kusmana  
Director  
State Polytechnic of Ketapang | 📝 |
| 26. | Dr Imam Mudofir, S.Pd., M.Pd  
Head of International Office  
State Polytechnic of Maciun | 📝 |
| 27. | Dr Nur Salam  
Head of International Office  
Politeknik Negeri Malang | 📝 |
| 28. | Mr Abdul Rahman, S.T., M.T  
Head of Quality Assurance and Programme Coordinator  
State Polytechnic of Medan | 📝 |
| 29. | Mr Daddy Budiman  
Vice Director of Institution Corporation Affairs  
Politeknik Negeri Padang | 📝 |
| 30. | Mr Muhammad Toasin Asha  
Director  
State Polytechnic of Pontianak | 📝 |
| 31. | Ir Ibayasid, M Sc  
Director | 📝 |
<p>| 32. | Dr. Dody Setyadi | 📝 |</p>
<table>
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<tr>
<th>State Polytechnic of Samarinda</th>
<th>Head of Business Administration Department State Polytechnic of Semarang</th>
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<tr>
<td>33. Dr. Ing. Ahmad Taqwa, MT. Director State Polytechnic of Sriwijaya</td>
<td>34. Prof Dr. Syahrial Bakhtiar, M.Pd Vice Rector IV for Collaboration and Information &amp; Technology State University of Padang</td>
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<td>35. Dr Maspiyah Dean of Engineering Faculty State University of Surabaya</td>
<td>36. Dr Fathorrahman. SE, MM Director STIE Asia Malang</td>
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<td>37. Ms Zusana E Pudyestuti, SS, M.Pd Head of International Affairs Office STIKI Malang</td>
<td>38. Mr Muhammad Rcifq, S.T,M.T Director STMIK ASIA Malang</td>
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<td>39. Prof. Dr. Sukarno,MSi Dean of Faculty Education and Teacher Training Tidar University</td>
<td>40. Dr Nehru P. Pongsapan, M.Pd Head of Language Development and International Office Toranja Christian University of Indonesia</td>
</tr>
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<td>No.</td>
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</table>
| 41. | Prof Dr Ir. Tresna Priyana Soemardi, SE, MS  
Rector  
Tunas Pembangunan University  
Surakarta |
| 42. | Dr Nur Subeki, ST., MT.  
Vice Dean for Student Affairs  
Universitas Muhammadiyah Malang |
| 43. | Mr Syawal, M.Pd.  
Director of International relation Office  
Universitas Muhammadiyah Parepare |
| 44. | Ufi Ruhama', M.Pd., BI  
Director of International Relation Office  
Universitas Muhammadiyah Pontianak |
| 45. | Dr Purnama Syae Purrohman, S.Pd., M.Pd., Ph.D.  
Head of International Affairs  
Universitas Muhammadiyah Prof. DR. Hamka |
| 46. | Mr. Muhammad Taufiq Tamam  
Dean of Faculty of Engineering and Science  
Universitas Muhammadiyah Purwokerto |
| 47. | Sri Winiarti, S.T., M.Cs.  
Vice Dean of Faculty of Industrial Technology  
Universitas Ahmad Dahlan Yogyakarta |
| 48. | Prof. Dr. H. Widi Hidayat, S.E., MSi., Ak., CA., CMA  
Dean of Faculty of Vocational Studies  
University of Airlangga |
| 49. | Prof Dr Hj Sayah Malabar, M.Pd.  
State University of Gorontalo |
| 50. | Mr Edya Moelya Moeis  
Vice Rector of Cooperation and Partner  
University of Islamic Baitar |
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<tr>
<td>51. Prof H Johni Najwan, SH, MH, PhD</td>
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<td>Rector</td>
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<td>University of Jambi</td>
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<td>52.</td>
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<td>University of Padjajaran</td>
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<td>53. Mr MUTCHAR, M.Pd</td>
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<tr>
<td>Head of International Affairs Office</td>
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<td>University of Muria Kudus</td>
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<td>54. Dr Singgih Saptomo</td>
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<tr>
<td>Vice Rector for Student Affairs and Cooperation</td>
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<tr>
<td>Universitas Pembangunan Nasional &quot;Veteran&quot; Yogyakarta</td>
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<td>55. Siti Asiyah, S.Pd., M.Pd.</td>
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<tr>
<td>Head of International Affair Division</td>
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<td>Universitas Muhammadiyah Ponorogo</td>
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Malaysia Institutions:

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<th>No.</th>
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<tbody>
<tr>
<td>1</td>
<td>Uleimi Bin Yahya</td>
<td>Director</td>
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<td>Politeknik Tawau Sabah</td>
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The Polytechnics and Community Colleges in Malaysia as listed in page 3-4 are non-signing participating institutions, but including in implementation.

Philippines Institutions:

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<th>No.</th>
<th>Name</th>
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<tr>
<td>1</td>
<td>Dr. Richard H. Cordiel</td>
<td>President</td>
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<td>Bicol State College of Applied Sciences and</td>
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<td>Technology</td>
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<td>2</td>
<td>Dr Cecilia S. Navasero - Gascon</td>
<td>President</td>
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<td>Bulacan State University</td>
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<td>3</td>
<td>Dr Rusty Abanto</td>
<td>President</td>
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<td>Camarines Norte State College</td>
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<td>4</td>
<td>Dr Tereso A. Abella</td>
<td>President</td>
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<td>Central Luzon State University</td>
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<td>5</td>
<td>Dr Jesus Antonio Derje</td>
<td>President</td>
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<td>Central Mindanao University</td>
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<td>6</td>
<td>Dr Honorio Bucat</td>
<td>Vice President for Academic Affairs</td>
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<td>Don Mariano Marcos Memorial State University</td>
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<td>7</td>
<td>Dr Rogelio T. Artajo</td>
<td>College President</td>
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<td>Guimeras State College</td>
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<td>8</td>
<td>Dr Raul F. Muyong</td>
<td>SUC President III</td>
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<td>Iloilo Science and Technology University</td>
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| 9. | Dr Godelyn G Hisole  
      President II  
      Iloilo State College of Fisheries |
| 10. | Dr Luz T Duque-Hammershaimb  
      President  
      Lyceum Northwestern University |
| 11. | Dr Shirley C Agrupis  
      President  
      Mariano Marcos State University |
| 12. | Atty Eric G Claudio, Ph.D  
      Director of International Linkages  
      Nueva Ecija University of Science and Technology |
| 13. | Dr Dexter R Buted  
      President  
      Pagasinan State University |
| 14. | Dr Cornelio C Garcia  
      President  
      President Ramon Magsaysay State University |
| 15. | Rev Fr Gilbert B Sales, CICM, Ph.D  
      President  
      Saint Louis University |
| 16. | Dr Max P Guillermo  
      University President  
      Tarlac Agricultural University |
| 17. | Ms Rachel Cruz  
      VP Administration and Finance  
      Trimex Colleges Inc |
| 18. | Dr Guillermo P Torres Jr  
      President  
      University of Mindanao |
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| 19. | Ms Gladys May G. Cuenca  
TVET Focal  
University of The Immaculate Conception |
| 20. | Dr Alberto N. Naperi  
President  
Central Bicol State University of Agriculture |

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Thailand Institutions:

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| 1. | Asst Prof Dr Pathamarat Nakanitanon  
Vice President  
Chiang Mai Rajabhat University |
| 2. | Mr Pichet Sukhon  
Director  
Don Muang Technical College |
| 3. | Mr Rungsan Yungnoi  
Director  
Kanchanapisek Samutprakan Technical College |
| 4. | Mrs Autchariya Krautharot  
Assistant to the President for Foreign Affairs  
Lampang Rajabhat University |
| 5. | Asst Prof Dr Kanata Thatthong  
President  
Nakhon Si Thammarat Rajabhat University |
| 6. | Mr Somboon Chodchoy  
Director of Administration  
Nakhon Si Thammarat Vocational College |
| 7. | Dr Mahison Pattanaraj  
Director  
Pattani Technical College |
| 8. | Mrs Benjamat Yoopenkaew  
International Programme Manager  
Phuket Technology College |
| 9. | Mrs Worawia Lamoophun  
Director  
Thai Ayothaya Business Administration Technological College |
| 10. | Mrs Yaowaluck Peng-in  
Director  
Thai Business Administration Technological College |
11. Mrs Nonglak Trakullwong  
Director  
Thaksina Business Administration  
Technological College

12. Mrs Benjamat Yoopenkaew  
International Programme Manager  
Wimol Business Administration  
Technological College

Vietnam Institutions:

1. Dr Hang Le  
Vice Provost  
Duy Tan University

2. Dr VU Tuong Thuy  
Vice President  
Hoa Sen University

Witnessed,

Dr Ir Gatot Hari Priowirjanto  
Director  
SEAMEO Secretariat