



LETTER OF AGREEMENT

(DRAFT for Discussion as of 16 Oct)

AMONG COLLEGES, POLYTECHNICS, UNIVERSITIES OF INDONESIA-MALAYSIA-PHILIPPINES-THAILAND-VIETNAM

FOR THE PROJECT “5th BATCH OF SEA-TVET STUDENT EXCHANGE IN 2020” UNDER THE SEA-TVET NETWORK IN SOUTHEAST ASIA.

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 Ethel Agnes Pascua-Valenzuela.

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

Indonesia Institutions:

Current Members of SEA-TVET Network

1. Astra Manufacturing Polytechnic
2. Bina Insani University
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 Piksi 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 Sriwijaya
34. State University of Padang
35. State University of Surabaya
- 36. Technology and Business Institute of Asia Malang**
37. STIKI Malang
- 38. Tidar University**
39. Toraja Christian University of Indonesia
40. Tunas Pembangunan University Surakarta
41. Universitas Muhammadiyah Malang
42. Universitas Muhammadiyah Parepare
- 43. Universitas Muhammadiyah Pontianak**
- 44. Universitas Muhammadiyah Prof Dr Hamka**
45. Universitas Muhammadiyah Purwokerto
- 46. Universitas Ahmad Dahlan**
47. University of Airlangga
48. State University of Gorontalo
49. University of Jambi
- 50. Universitas Muria Kudus**
51. Universitas Pembangunan Nasional "Veteran" Yogyakarta
52. Universitas Muhammadiyah Ponorogo
53. Universitas Sarjanawiyata Tamansiswa

New Members to Join the 5th Batch

1. Politeknik Manugaktur Negeri Bangka Belitung
2. SMKN 5 Banjamasin
3. SMK Pariswisata Metland Bekasi
- 4. Universitas Brawijaya**
5. Univesitas Katolik Widya Mandala Surabaya
6. Universitas Kristen Indonesia
7. Universitas Muhammadiyah Buton

8. Universitas Muhammadiyah Kendari
9. Universitas Muhammadiyah Riau
10. Universitas Pakuan

Malaysia Institutions

Current Members of SEA-TVET Network

1. Kolej Komuniti Baling
2. Kolej Komuniti Kepala Batas
3. Kolej Komuniti Kuala Langat
4. Kolej Komuniti Sungai Petani
5. Kolej Komuniti Selayang
6. Politeknik Balik Pulau
7. Politeknik Banting Selangor
8. Politeknik Jeli Kelantan
9. Politeknik Melaka
10. Politeknik Merlimau Melaka
11. Politeknik Mersing Johor
12. Politeknik METrO Tasek Gelugor
13. Politeknik Port Dickson
14. Politeknik Seberang Perai
15. Politeknik Sultan Azlan Shah
16. Politeknik Sultan Haji Ahmad Shah
17. Politeknik Sultan Mizan Zainal Abidin
18. Politeknik Tuanku Sultanah Bahiyah
19. Politeknik Tuanku Syed Sirajuddin
20. Politeknik Ungku Omar

New Members to Join the 5th Batch

1. Kolej Komuniti Arau
2. Kolej Komuniti Bayan Baru
3. Kolej Komuniti Kota Melaka
4. Langkawi Tourism Academy @ Kolej Komuniti Langkawi
5. Politeknik Hulu Terengganu
6. Politeknik Kuching Sarawak
7. Politeknik Metro Kuantan
8. Politeknik Muadzam Shah
9. Politeknik Mukah
10. Politeknik Sultan Salahuddin Abdul Aziz Shah
11. Politeknik Tawau

Philippines Institutions:

Current Members of SEA-TVET Network

1. Bulacan State University
2. **Central Luzon State University**
3. Central Mindanao University
4. **Don Mariano Marcos Memorial State University**
5. Guimaras State College
6. Iloilo Science and Technology University
7. Lyceum Northwestern University
8. Mariano Marcos State University
9. **Nueva Ecija University of Science and Technology**
10. Pangasinan State University
11. **President Ramon Magsaysay State University**
12. Saint Louis University
13. Tarlac Agricultural University
14. Trimex Colleges Inc
15. University of Mindanao
16. University of the Immaculate Conception
17. Capiz State University
18. Lyceum of the Philippines University Batangas
19. Mindoro State College of Agricultural and Technology
20. Remnant Institute Inc

New Members to Join the 5th Batch

1. Benguet State University
2. Cavite State University
3. Central Bicol State University of Agriculture
4. Central Luzon State University
5. Dr. Emilio B. Espinosa Sr. Memorial State College of Agriculture and Technology
6. **Northern Iloilo Polytechnic State College**

Thailand Institutions:

Current Members of SEA-TVET Network

1. Chiang Mai Rajabhat University
2. Lampang Rajabhat University
3. Nakhon Si Thammarat Vocational College
4. Nakhon Si Thammarat Rajabhat University
5. Pattani Technical College
6. Phuket Technology College
7. Thai Ayothaya Business Administration Technological College
8. Thai Business Administration Technological College
9. Taksina Business Administration Technological College
10. Wimol Business Administration Technological College

New Members to Join the 5th Batch

1. **Nakhon Pathom Rajabhat University**
2. Sungaikolok Industrial and Community Education College

Vietnam Institutions:

Current Members of SEA-TVET Network

1. Duy Tan University
2. Hoa Sen University

New Members to Join the 5th Batch

1. **Academy of Finance**
2. Hue Industrial College
3. **Van Lang University**
4. Ho Chi Minh City University of Technology and Education

Agree as follows:

To join the 5th Batch of SEA-TVET Student Exchange Programme which will be implemented in 2020 under the SEA-TVET Network among Indonesia, Malaysia, Philippines, Thailand and Vietnam Institutions. The above participating institutions agree that:

- a. The agreement will be implemented in reciprocal way.
- b. The 5th batch of TVET student exchange will be applied for **Diploma, Higher Diploma and TVET Bachelor students.**
- c. The major study areas 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. Agro Technology/Agro Business
 - vii. Food Technology
 - viii. Business, Commerce and Accounting
 - ix. Creative Industry, Multimedia
 - x. Civil Engineering
 - xi. 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 the

above study area with the name of potential partners to SEAMEO Secretariat for mapping.

- e. The institutions will start the 5th 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 ...April 2020 (30 Days)
 - ii. Traveling schedule of option II for 30 Days: Starting...May 2020 (30 Days)
 - iii. Traveling schedule of option III for 30 - 90 Days: Starting April – August 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 traveling.

For any eventualities which may happen or occur to the interns during the internship period, the Receiving Institutions may advance expenses for hospitalisation 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 shouldered 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. and good health),
 - ii. Coordinating with SEAMEO and the partners for the arrangement,
 - 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) International Internship Evaluation Form, 2) Self-Report Blog during internship, 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 and partners for arrangement,
 - 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) International Internship Evaluation Form, 2) Self-Report Blog during internship, 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) International Internship Evaluation Form, 2) Self-Report Blog, and 3) Overall Project Evaluation Form to the person in charge of SEAMEO Secretariat.

- n. The 7th SEAMEO Polytechnic Network Meeting or SEA-TVET Network Meeting will be hosted by in2020. The 6th batch of SEA-TVET Student Exchange Program will be discussed at the meeting.

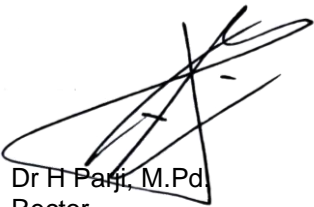
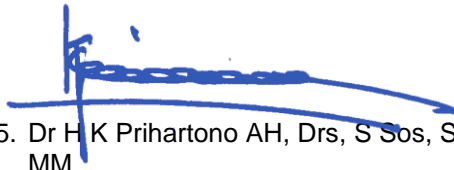

Signed in Da Nang City, Vietnam on 18 October 2019 and Witnessed by the SEAMEO Secretariat, Thailand.


Signed by

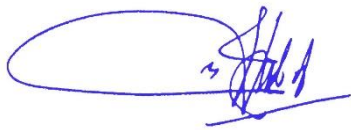

Indonesia Institutions:




Current Members of SEA-TVET Network

<p>1. Mr Tonny Pongoh Deputy Director Astra Manufacturing Polytechnic</p>	<p>2. Mr Indra Muis, SS,MM Head of International Office and Collaboration Bina Insani University</p>
<p>3. Dr Ir Wawan Oktariza, MSi Vice Dean of Resources, Cooperation and Development IPB University, School of Vocational Studies</p>	<p>4. Prof Dr H. R. Asep Kadarohman, M.Si Rector Indonesia University of Education</p>
<p>5. Prof Dr Anak Agung Istri Ngurah Marhaeni, M.A Chair, Institute for Instructional Development and Quality Assurance Ganesha University of Education</p>	<p>6. Ir Wiryono Raharjo, M.Arch., Ph.D Vice Rector for Partnership and Entrepreneur Islamic University of Indonesia</p>
<p>7. Dr Hengki, S.S., M.Pd Head of Language Center and International Office Islamic University of Kalimantan Muhammad Arsyad Al Banjari Banjarmasin</p>	<p>8. Ms Dra Fatonah, MPd Head of International Relation Manufacture Polytechnic of Bandung</p>


<p>9. Nur Rahmawaty Arma, Ph.D Vice Director for Institutional Collaboration Pangkep State Polytechnic of Agriculture</p>	 <p>10. Dr H Paqi, M.Pd Rector PGRI Madiun University</p>
<p>11. Dr Nur Hidayat, M Hum Director International Office PGRI University of Semarang</p>	<p>12. Dr Zainal Arief, S.T., M.T. Director Politeknik Elektronika Negeri Surabaya</p>
<p>13. Mr M Abduh Idris, S Kom, MM Director Politeknik Informatika Nasional</p>	<p>14. Mr Ari Wibowo, S.T., M. Eng. Director Polytechnic LPP Yogyakarta</p>
 <p>15. Dr H K Prihartono AH, Drs, S Sos, S Kom, MM Director Polytechnic Piksi Ganesha Bandung</p>	<p>16. Dr Mardiyana, M.Si Dean of Faculty of Teacher Training and Education Universitas Sebelas Maret</p>
<p>17. Prof Ir Muhammad Sigit Darmawan, MEngSc PhD IPM (PII), AM (HAKI) Dean Faculty of Vocations Institut Teknologi Sepuluh Nopember Surabaya</p>	 <p>18. Mr I Nyoman Abdi, SE, M.eCom Director Bali State Polytechnic</p>
<p>19. Dr Ir Rachmad Imbang Tritjahjono, MT Director State Polytechnic of Bandung</p>	<p>20. Mr M Shofi'ul Amin Vice Director of Students Affair Politeknik Negeri Banyuwangi</p>

<p>21. Mr Priyono Eko Sanyoto Director State Polytechnic of Batam</p>	<p>22. Mr M Alkadri Perdana, B.IT.,M.Sc Head of International Office State Polytechnic of Bengkalis</p>
<p>23. Mr Abdillah, SE, M.Si Director State Polytechnic of Jakarta</p>	<p>24. Dr. Ir. N. Bambang Eko Sulistyono , MSi Vice Director of Collaboration Affairs State Polytechnic of Jember</p>
<p>25. Mr Endang Kusmana Director State Polytechnic of Ketapang</p>	<p>26. Dr Imam Mudofir, S.Pd.,M.Pd Head of International Office State Polytechnic of Madiun</p>
<p>27. Dr Nur Salam Head of International Office Politeknik Negeri Malang</p>	<p>28. Mr Abdul Rahman, S.T., M.T Head of Quality Assurance and Programme Coordinator State Polytechnic of Medan</p>
<p>29. Mr Daddy Budiman Vice Director of Institution Corporation Affairs Politeknik Negeri Padang</p>	<p style="text-align: center;"></p> <p>30. Mr Muhammad Toasin Asha Director State Polytechnic of Pontianak</p>
<p>31. Mr Ramli, ST, M.Eng Director State Polytechnic of Samarinda</p>	<p>32. Dr. Dody Setyadi Head of Business Administration Department State Polytechnic of Semarang</p>

<p>33. Dr. Ing. Ahmad Taqwa, MT. Director State Polytechnic of Sriwijaya</p>	<p>34. Prof Dr Syahril Bakhtiar, M.Pd Vice Rector IV for Collaboration and Information & Technology State University of Padang</p>
<p>35. Dr Maspiyah Dean of Engineering Faculty State University of Surabaya</p>	<p>36. Ms Nur Lailatut Aqromi, S.S., M.A Head of International Affairs Office Technology and Business Institute of Asia Malang</p>
<p>37. Ms Zusana E Pudyastuti ,SS, M.Pd Head of International Affairs Office STIKI Malang</p>	<p>38. Prof Dr Ir Mukh Arifin, M Sc Rector Tidar University</p>
<p>39. Dr Nehru P Pongsapan, M.Pd Head of Language Development and International Office Toranja Christian University of Indonesia</p>	<p>40. Prof Dr Ir. Tresna Priyana Soemardi, SE.MS Rector Tunas Pembangunan University Surakarta</p>
<p> 41. Dr Nur Subeki, ST.,MT. Vice Dean for Student Affairs Universitas Muhammadiyah Malang</p>	<p>42. Mr Syawal, M.Pd. Director of International relation Office Universitas Muhammadiyah Parepare</p>
<p> 43. Dr H Helman Fachri, S E, M M Rector Universitas Muhammadiyah Pontianak</p>	<p>44. Prof Dr Gunawa Suryoputro, M.Hum. Rector Universitas Muhammadiyah Prof. DR. Hamka</p>

 <p>45. Mr. Muhammad Taufiq Tamam Dean of Faculty of Engineering and Science Universitas Muhammadiyah Purwokerto</p>	<p>46. Prof Drs Sarbiran, M Ed, PhD Vice Rector Partnership Affairs Universitas Ahmad Dahlan</p>
 <p>47. Prof. Dr. H. Widi Hidayat, S.E., MSi., Ak., CA., CMA Dean of Faculty of Vocational Studies University of Airlangga</p>	<p>48. Prof Dr Hj Sayama Malabar, M Pd State University of Gorontalo</p>
<p>49. Prof H Johni Najwan, SH, MH, PhD Rector University of Jambi</p>	<p>50. Mr Mutohhar, M Pd Head of International Affairs Office Universitas Muria Kudus</p>
<p>51. Dr Singgih Saptono Vice Rector for Student Affairs and Cooperation Universitas Pembangunan Nasional "Veteran" Yogyakarta</p>	 <p>52. Siti Asiyah, S.Pd., M.Pd. Head of International Affair Division Universitas Muhammadiyah Ponorogo</p>
<p>53. Dr Yuyun Yulia Vice Rector of Partnership and Public Relation Affairs Universitas Sarjanawiyata Tamansiswa</p>	

New Members to Join the 5th Batch:

<p>1. Mr Sugeng Ariyono Director Politeknik Manugaktur Negeri Bangka Belitung</p>	<p>2. Dr H Syahrir, MM Director SMKN 5 Banjarmasin</p>
<p> 3. Mr Darmawan Sunarja Principal SMK Pariswisata Metland Bekasi</p>	<p>4. Dr Ir Darmawan Octo Sujipto Head of Vocational Education Programme Universitas Brawijaya</p>
<p>5. Erlyn Erawan Head of International Affairs Univesitas Katolik Widya Mandala Surabaya</p>	<p>6. Ied Veda Sitepu Vice Rector of Student Affairs, Legal Affairs, and Cooperation Universitas Kristen Indonesia</p>
<p>7. Mrs Dr Wa Ode Alzarliani Rector Universitas Muhammadiyah Buton</p>	<p>8. Mr Muhammad Anas Head of International Office Universitas Muhammadiyah Kendari</p>
<p>1. Name? Position? Universitas Muhammadiyah Riau</p>	<p>2. Name? Position? Univesitas Pakuan</p>

Malaysia Institutions:

Due to the national policy, the Polytechnics and Community Colleges in Malaysia as listed in page 3-4 are non-signing participating institutions, but including in implementation.

Philippines Institutions:

Current Members of SEA-TVET Network

1. Dr Cecilia S.Navasero - Gascon President Bulacan State University	2. Dr Tereso A Abella President Central Luzon State University
3. Dr Jesus Antonio Derije President Central Mindanao University	4. Dr Jaime I. Manual,, Jr President Don Mariano Marcos Memorial State University
5. Dr Rogelio T Artajo College President Guimaras State College	6. Dr Raul F Muyong SUC President III Iloilo Science and Technology University
 7. Dr Luz T Duque-Hammershaimb President	8. Dr Shirley C Agrupis President Mariano Marcos State University

Lyceum Northwestern University	
<p>9. Engr Feliciano P Jacoba, EdD. SUC President III Nueva Ecija University of Science and Technology</p>	 <p>10. Dr Dexter R Buted President Pagasinan State University</p>
<p>11. Dr Atan Nacana Dean, College of Industrial Technology President Ramon Magsaysay State University</p>	<p>12. Rev Fr Gilbert B Sales, CICM. Ph.D President Saint Louis University</p>
<p>13. Dr Max P Guillermo University President Tarlac Agricultural University</p>	<p>14. Ms Rachel Cruz VP Administration and Finance Trimex Colleges Inc</p>
<p>15. Dr Guillermo P Torres Jr President University of Mindanao</p>	 <p>16. Ms Gladys May G. Cuencia TVET Focal University of the Immaculate Conception</p>
<p>17. Editha C Alton, PhD SUC President III Capiz State University</p>	<p>18. Dr Peter P Laurel President Lyceum of the Philippines University Batangas</p>

19. Dr Baldomero J Bicaldo, Jr Vice President for Academic Affairs Mindoro State College of Agricultural and Technology	20. Mr Joel Palma Institute Head and Chef for Operation Remnant Institute Inc
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New Members to Join the 5th Batch:

1. Dr Feliciano Pauline L Relacion President IV Benguet State University	2. Name? Position? Cavite State University
3. Mr Cesar Armando Camba Sr Vice President for External and International Linkage Central Bicol State University of Agriculture	4. Name? Position? Central Luzon State University
5. Ms Renee Lamela SUC President Administration Dr. Emilio B. Espinosa Sr. Memorial State College of Agriculture and Technology	6. MA Theresa G. Palmares, ED D SUC President II Northern Iloilo Polytechnic State College

Thailand Institutions:

Current Members of SEA-TVET Network

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<p>1. Asst Prof Dr Pathamarat Nakanitanon Vice President Chiang Mai Rajabhat University</p>	<p>2. Mrs Autchariya Krautharot Assistant to the President for Foreign Affairs Lampang Rajabhat University</p>
<p>3. Asst Prof Dr Kanata Thatthong President Nakhon Si Thammarat Rajabhat University</p>	<p>4. Mr Somboon Chodchoy Director of Administration Nakhon Si Thammarat Vocational College</p>
<p>5. Dr Maheson Pattanaraj Director Pattani Technical College</p>	<p>6. Mrs Benjamat Yoopenkaew International Programme Manager Phuket Technology College</p>
<p>7. Mrs Worawia Lamoonthun Director Thai Ayothaya Business Administration Technological College</p>	<p>8. Mrs Yaowaluck Peng-in Director Thai Business Administration Technological College</p>
<p>9. Mrs Nonglak Trakullwong Director Thaksina Business Administration Technological College</p>	<p>10. Mrs Benjamat Yoopenkaew International Programme Manager Wimol Business Administration Technological College</p>

New Members to Join the 5th Batch:


<p>1. Asst. Prof. Suwimol Makwiboonchai, Ph.D. Vice President Nakhon Pathom Rajabhat University</p>	<p>2. Name? Position? SungaiKolok Industrial and Community Education College</p>
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Vietnam Institutions:

Current Members of SEA-TVET Network

<p>1. Dr Hang Le Vice Provost Duy Tan University</p>	 <p>2. Dr VU Tuong Thuy Vice President Hoa Sen University</p>
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New Members to Join the 5th Batch:

<p>1. Assoc Prof Chuc Anh Tu Head of International Collaboration Department Academy of Finance</p>	<p>2. Name? Position? Hue Industrial College</p>
 <p>3. Assoc Prof Tran Thi My Dieu, Ph.D President Van Lang University</p>	<p>3. Name? Position? Ho Chi Minh City University of Technology and Education</p>

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Witnessed,

Dr Ethel Agnes Pascua Valenzuela
Director
SEAMEO Secretariat