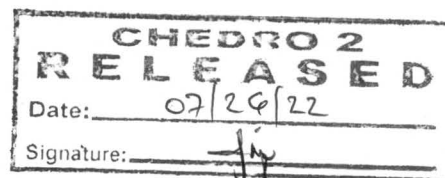




Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION
Region 02

REGIONAL MEMORANDUM
No. 219, Series of 2022



**FOR : ALL PRESIDENTS/ OFFICERS-IN-CHARGE/HEADS OF PUBLIC
AND PRIVATE HIGHER EDUCATION INSTITUTIONS (HEIs)
IN REGION 02**

**SUBJECT : PARTICIPATION IN THE ENGLISH MEDIUM EDUCATION
TRAINING PROGRAMME UNDER THE ACT-IHE PROJECT OF
CHED AND THE BRITISH COUNCIL**

DATE : July 25, 2022

Attached is a copy of the memorandum issued by **ATTY. LILY FREIDA M. MILLA, CESO IV**, OIC, Office of the Deputy Executive Director, Director III, International Affairs Staff, Commission on Higher Education and **DR. LETICIA N. AQUINO**, Executive Director and Provost, Philippine Normal University North Luzon, Alicia, Isabela, inviting faculty members of Higher Education Institutions to a **free webinar-workshop** on English Medium Education Training Programme under the Access and Competitiveness through Internationalization of Higher Education (ACT-IHE) project of CHED and of the British Council on **August 15-16, 2022**.

The slots are limited to only 40 participants, hence, early registrants shall be accommodated and prioritized. Deadline for registration is on **August 3, 2022**. Participation of faculty members from the higher education institutions shall be **VOLUNTARY**.

Institutions interested are requested to send responses and queries to the trainers' email **rosete.ijg@pnu.edu.ph**, or you may call mobile number 0917-183-1116.

Kindly refer to the attachment which contains relevant information for your reference.

For your information.


ATTY. MARCO CICERO F. DOMINGO
OIC-Director IV

Encl: as stated

:JPC7252022#1749E-RDO



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION

TO : PRESIDENTS AND HEADS OF SELECT PUBLIC AND PRIVATE
HIGHER EDUCATION INSTITUTIONS (HEIs)

SUBJECT : PARTICIPATION IN THE ENGLISH MEDIUM EDUCATION
TRAINING PROGRAMME UNDER THE ACT-IHE PROJECT OF
CHED AND THE BRITISH COUNCIL

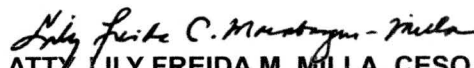
DATE : 4 January 2021

This Office hereby endorses the above undertaking organized by CHED, the British Council and select State Universities and Colleges (SUCs) for the support and participation of all concerned.

This activity is open to eligible faculty members from higher education institutions identified by the organizers as outlined in the attached document.

Participation of faculty members from the identified higher education institutions shall be VOLUNTARY. Employees who will participate in this activity should obtain prior approval from the President/Head of their respective institutions and are hereby reminded to observe proper use of government funds in accordance with the Department of Budget and Management (DBM) National Budget Circular (NBC) No. 563 of 2016.

For further information, you may refer to the attached documents from the organizers.


ATTY. LILY FREIDA M. MILLA, CESO IV
Officer-in-Charge, Office of the Deputy Executive Director
Director, International Affairs Staff
Commission on Higher Education

Digitally signed
by Milla Lily
Freida
Macabangun
Date:
2022.01.04
15:54:30
+08'00'



**PNU North Luzon English Medium Education (EME) Training: EME Pedagogies in the Disciplines
Opening Program
August 15, 2022 via Zoom
8:00-9:00 AM**

National Anthem	Audio Visual Presentation
Prayer	Audio Visual Presentation
Welcome Remarks and Statement of Purpose	Dr. Madonna C. Gonzales Project Director PNUNL Dean of Academics and IPed
Message	Dr. Leticia N. Aquino PNUNL Executive Director and Provost
Message from CHED	Atty. Lily Freida M. Milla, CESO IV Officer-in-Charge, Office of the Deputy Executive Director and Director, International Affairs Staff
Message from the British Council Philippines	Lotus Postrado Country Director at British Council Philippines
Message from the University of Southampton	Dr. Robert Baird and Dr. Mary Page EME Experts and Leaders

Host: Prof. Charissa E. Calinggangan

ACT-IHE

EME Cascade Training Guidelines

Document Details

Document owner	British Council
Document Author	Pierre Pecson
Current Version	1.0
Issue Date	11 January 2022
References	British Council Grant Agreement CHED Grant Agreement, Return Service Agreement, Re-entry Action Plan

Version control

9 December 2021	0.1	n/a
-----------------	-----	-----

Cascade training guidelines for EME master trainers

Purpose

This document serves to provide guidelines in relation to the implementation of the cascade training by master trainers mentored through the ACT-IHE English medium education (EME) training programme.

Under the project, the master trainers will conduct a cascade training to other higher education teachers in their region following the completion of their master trainer course. Each master trainer will train at least 20 teachers.

Prior to the commencement of the cascade training, master trainers must submit a proposal containing the training plan. The contents of this proposal are outline in this document. The British Councils' approval of the proposal is needed for the disbursement of the project grant to the master trainers' home institutions.

These guidelines are applicable to the conduct of activities approved for this project component only and is not intended to replace other policies that the higher education institutions (HEIs) are expected to follow. HEIs are also expected to require their respective delivery partners/subcontractors to follow these guidelines, including the individual faculty members who will receive the grant funding.

Review

This document should be reviewed throughout the contract duration and updated every time there is a material change (e.g. a change in personnel responsible for a particular task, change in Philippine government and British Council policies).

I. Key outputs

- At least 20 higher education teachers trained per master trainer
- Cascade training plan developed by the master trainer and submitted to the British Council for approval (prior to grant disbursement and the commencement of the cascade training)

II. Roles and responsibilities of the master trainers

- As outlined in the British Council Grant Agreement, the master trainers, with support from their home institution, must:
 - Develop a proposal for the cascade training for the approval of the British Council;
 - Participate in the post-training group sessions and additional one-on-one mentoring sessions with the UK training provider before and during the implementation of the cascade training;
 - Identify 20-25 higher education faculty members who will receive the cascade training using the eligibility criteria to be set by the British Council;
 - Must seek the British Council's approval of the cascade training plan prior to implementation;
 - Deliver the cascade training to the identified higher education faculty members using the training plans and materials developed under the project;
 - Arrange all preparation and logistics for the cascade training including, but not limited to, collecting trainees' contact information, arranging training schedules and conducting the training sessions;
 - Establish procedures to review and identify gaps in the cascade training programme, and take corrective actions, with the mentoring of the University of Southampton, to address these gaps;
 - Maintain accurate records of the cascade training participants' attendance, progression and evaluation, and ensure all data and information are safeguarded against loss, destruction, tampering, damage, and unauthorised access or use;
 - Support the University of Southampton in conducting assessment and collecting feedback from the cascade training participants;
 - Where applicable, submit to the British Council the progress and evaluation reports of each participants of the cascade training;

- These align with the roles and responsibilities outlined in the British Council Grant Agreement and do not supersede any provisions in the contract.

III. Eligibility of cascade trainees

- The 20-25 trainees trained by each master trainer must come from:
 - The home institution of the master trainer, and
 - At least three other universities, preferably state universities and colleges (SUCs) or local universities or colleges (LUCs), located in the same region as the master trainer's home institution. In cases where there are not enough teachers from SUCs or LUCs who agree to join the project, the master trainer can invite participants from private HEIs.
 - For example, a master trainer can have the following breakdown (sample only):

Institution	Number of teachers
Home institution from Region IV-A	4
Partner institution A from Region IV-A	6
Partner institution B from Region IV-A	6
Partner institution C from Region IV-A	5
Partner institution D from Region IV-A	4
Total	25

- The breakdown of the 25 trainees who will be trained by master trainers coming from the same home institution may differ. The master trainers may or may not have the same roster of partner universities.
- The trainees participating in the cascade training must be:
 - Teaching staff from HEIs teaching university students. Non-teaching staff from HEIs or teaching staff in basic, secondary or technical-vocational classes will not be counted.
 - Teaching staff of college subjects delivered in the English language. University teachers of English as a subject will not be counted.
- The composition of the trainees should preferably be 50% female.
- If the training will be delivered virtually, the trainees must be technologically proficient and must have existing resources for online teaching and learning including, but not limited to, device and internet connection.

- Should there be a face-to-face delivery of the training, the master trainers must seek clearance from the project lead and head of the HEI and develop a training safety guideline based on local health and safety protocols.
- The trainees must agree to complete the cascade training, including participation in any evaluation conducted by the master trainer, the British Council, the Commission on Higher Education or the University of Southampton.
- The trainees must have approval of their superiors before they can participate in the cascade training to ensure that they have their HEI's endorsement.
- Additional trainees (beyond 25) who want to join a master trainer's cascade training will be allowed as long as this is included in the training proposal submitted to the British Council. However, due to the limited amount of grant funding, master trainers must take into consideration the possible limit of financial support to trainees.
- The British Council and the Commission on Higher Education have provided a signed endorsement letter (Annex 1) that the master trainers can use in identifying cascade trainees.
- In cases where participants withdraw from the cascade training, the master trainer must find a replacement so long as the training is at the early stages and new participants are still able to catch up.

IV. Scope of the cascade training

- To protect the health, security and safety of the master trainers and the participants, the cascade training shall be implemented through online delivery as much as possible.
- The content of the cascade training shall be based on the approved training plan developed by the master trainers.
- The cascade training must be completed by end of May 2022. If unable to finish by this date, the master trainers must communicate this to the British Council as early as possible to identify if an extension will be allowed.
- Guidelines for the usage of grant funding for the cascade training is outlined in the British Council Grant Agreement.

V. Cascade training proposal

The proposal from the master trainers must contain the following:

1. Training plan developed with the mentorship of the University of Southampton
2. Work and financial plan using the attached CHED template (Annex 3), signed by an authorised representative from the master trainer's home institution. This includes a cost breakdown of the grant and a timetable.
3. Number of training participants and accomplished information sheet of the trainees using the attached templated (Annex 4)

VI. Annexes and templates

- Annex 1: Endorsement letter signed by the British Council and CHED
- Annex 2: Memorandum Order signed by CHED
- Annex 3: Work and financial plan template
- Annex 4: Trainee information sheet



PHILIPPINE NORMAL UNIVERSITY NORTH LUZON

National Center for Teacher Education

The Indigenous Peoples Education Hub

North Luzon Campus

Alicia, Isabela

**PNU North Luzon English
Medium Education (EME)
Training: EME Pedagogies
in the Disciplines**

August 15-16, 2022



Day 0			
Date/Time	Activities	Modality	Person In-charge/Speaker
August 8, 2022	Enrolment to Google Classroom Needs Analysis Orientation on the Training Expected Outputs	Synchronous via Zoom	Prof. Josie Jordan G. Rosete Prof. Charissa E. Calingangan
Day 1- August 15, 2022- Monday			
8:00- 9:00AM	Preliminaries and Opening Program	Synchronous via Zoom	Prof. Josie Jordan G. Rosete Prof. Charissa E. Calingangan Prof. Jay-Ar G. Balauag Mr. Joshua Mutoc
9:00- 10:00 AM	Lecture Topic 1: EME/EMI in Context a. <i>Understanding English as a Medium of Instruction/Education</i> b. <i>Issues in Using English as a medium of instruction in the classroom</i>	Synchronous	Prof. Charissa E. Calingangan
10:00-12:00 NN	Workshop 1. The 'English' in classroom lectures and discussions	Synchronous	Prof. Charissa E. Calingangan Prof. Josie Jordan G. Rosete
Lunch Break			
1:00-5:00 PM	Topic 2: EMI/EME in Teaching the Disciplines Workshop 2. Delivering Lectures	Asynchronous Via Google Classroom	Prof. Charissa E. Calingangan Prof. Josie Jordan G. Rosete



Day 2- August 16, 2022- Tuesday			
8:00-8:15 AM	<i>Highlights of Day 1</i>	Synchronous	Prof. Charissa E. Calingangan
8:15-9:00 AM	Processing of Day 1 asynchronous Workshop 2	Synchronous	Prof. Josie Jordan G. Rosete
9:00-10:00 NN	Topic 3. Integrating EME/EMI Pedagogies in the Classroom a. <i>Successful Communication through EMI/EME</i> b. <i>Facilitating Classroom Conversations</i>	Synchronous	Prof. Josie Jordan G. Rosete
10:00 -12:00 PM	Workshop 3. Preparing an Action Plan in Implementing EMI/EME in Instruction	Synchronous	Prof. Josie Jordan G. Rosete Prof. Charissa E. Calingangan
Lunch Break			
1:00-2:00 PM	<i>Presentation of Output Clearing of Houses</i>	Synchronous	Prof. Josie Jordan G. Rosete Prof. Charissa E. Calingangan
2:00-3:00 NN	Closing Program a. Reflection from Participants b. Awarding of Certificate of Attendance c. Evaluation	Synchronous	Prof. Josie Jordan G. Rosete Prof. Charissa E. Calingangan



VISION

PNU North Luzon is an internationally recognized and nationally responsive teacher education university specializing in living traditions and indigenous education.

Ang Pamantasang Normal ng Pilipinas Hilagang Luzon ay kinikilala sa sandaigdigan bilang pambansang pamantasan na tumutugon sa edukasyong pangguro na dalubhasa sa mga nakagawiang tradisyon at katutubong edukasyon.

Ti Philippine Normal University North Luzon ket mabigbigibig iti sangalubungan kas pagadalan ti pagilian a mangisasayangat para kadagiti manursuro nga eksperto iti kannawidan nga edukasion ken tradision.

MISSION

PNU North Luzon is dedicated to nurturing innovative teachers and education leaders.

Ang Pamantasang Normal ng Pilipinas Hilagang Luzon ay nakatuon sa paghubog ng mga makabagong guro at namumuno sa edukasyon.

Ti Philippine Normal University North Luzon ket napudno a mangpatanor kadagiti nalalaing a manursuro ken mangidadaulo ti edukasion.



TRAINING PARTICIPANTS for the **PNU North Luzon
EME Training: EME Pedagogies in the
Disciplines**, are to fulfill the following:

- Attend the orientation (Day 0);
- Attend Synchronous sessions and asynchronous;
- Enroll in the Google Classroom;
- Listen and be attentive during sessions;
- Participate and cooperate during workshop sessions;
- Accomplish and submit outputs during workshops; and
- Evaluate the webinar.



16 December 2021

Subject: Invitation to participate in the ACT-IHE project

For the **University President:**

The British Council is an international organisation that builds connections, understanding and trust between people in the UK and other countries through arts and culture, education and the English language. We help young people gain the skills, confidence and connections they are looking for to realise their potential and to participate in strong and inclusive communities. We support them to learn English, to get a high-quality education and to gain internationally recognised qualifications.

To work on these missions, we partnered with the Commission on Higher Education (CHED) to implement the project 'Access and Competitiveness through Internationalisation of Higher Education (ACT-IHE)'. This is a three-year project that seeks to widen access of learners to quality higher education and to build the competitiveness of Filipino universities. This collaboration will contribute towards goals of modernising the Philippine higher education sector through internationalisation, transnational education (TNE) and English medium education (EME).

For the EME component of the project, we seek to improve the use of English in teaching and learning in Philippine higher education institutions (HEIs). The focus on EME responds to the increasing pressure for education institutions to internationalise: by strengthening the delivery of content through the medium of English, institutions build their capacity for international partnerships.

A group of master trainers from select SUCs have undergone an intensive training with the University of Southampton from the United Kingdom. Following this, our goal is to sustain the benefits of this training within the Philippine higher education sector by providing capacity building to 1,000 EME practitioners from different Philippine HEIs with the help of the master trainers.

This training will focus on equipping higher education teachers with knowledge and skills in delivering subject content through the medium of English. The training will run between March to July 2022.

In the interest of protecting the health and safety of our teachers, the training will be done online, with certain provisions for face-to-face training. Rest assured that adequate risk management have been and will be exercised prior to the conduct of any face-to-

face activities. Upon completion of the training, a certificate of completion will be provided to the participants by the British Council and CHED.

Further information about the EME training in your region shall be provided by the respective master trainers.

We are now in the process of identifying trainees for the cascade training beginning in March 2022. Our partner state universities and colleges (SUCs), together with the British Council and CHED, wish to invite your institution to participate in this project. We hope you can encourage your faculty and staff to participate and represent your institution in this significant and first-of-its-kind training in the Philippines.

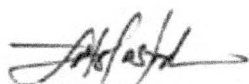
As participant, your select faculty members will receive a bespoke EME training designed by the master trainers with support from the University of Southampton. This training will develop the capacity of your staff to deliver academic content through the medium of English, and it will build your institution's readiness for internationalisation.

The master trainers from your region will have further details about the training including the schedule, the mode of training, and how many faculty members you can assign from your HEI.

To help you with nominating faculty members, we have enclosed in this letter the eligibility criteria of the participants, as well as their roles and responsibilities.

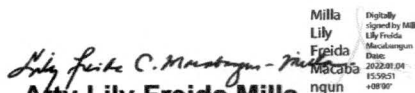
Participation to the training is free and shall be voluntary. We encourage that teachers shall obtain prior approval from their supervisors in their respective institutions before partaking in the programme.

For registration, you may coordinate with the master trainers in your respective regions. Alternatively, you may contact Kris Anne Cortez, British Council Programme Officer at KrisAnne.Cortez@britishcouncil.org.ph.



Lotus Postrado

Country Director and Head of Education
British Council



Milla
Lily
Freida
Milla
Milla
Date: 2022.05.04
15:56:51
+08:00

Atty Lily Freida Milla

Officer-In-Charge, Office of the Deputy
Executive Director IV
Commission on Higher Education

Eligibility criteria of participants

The training participants must meet the following requirements:

- Must be teaching staff members teaching university-level students
- Must be teaching academic subjects delivered in the English language except English subjects
- Due to the virtual delivery of the training, must be technologically proficient and must have existing resources for online teaching and learning including, but not limited to, devices and internet connection

Roles and responsibilities of participants

The training participants shall:

- Provide basic information as part of the participant's profile for training records purposes;
- Participate consistently in the cascade training, including both synchronous and asynchronous activities, delivered by the master trainers through online, face-to-face or blended sessions;
- Complete other training course exercises and submit outputs as may be required;
- Accomplish post-training assessment and other evaluation tools such as feedback surveys conducted by the master trainer, the University of Southampton, the British Council or CHED;
- Participate in other activities conducted in the course of the training such as meetings and conferences as may be required; and
- Notify their supervisor and the master trainer of any event or circumstances that may affect their participation in the training.

List of master trainers

Region	Institution	Master trainers	Project leads
CAR	Benguet State University	<ul style="list-style-type: none"> • Jhordan Cuilan • Ronda Tullay • Kara Panolong 	<ul style="list-style-type: none"> • Maricel Guron, International Relations Office
Region I	Don Mariano Marcos Memorial State University	<ul style="list-style-type: none"> • April Rivera • Maria Elaine Pinay-an • Aniza Gadaza 	<ul style="list-style-type: none"> • Dr Jesus Rafael Jarata, Office of Internationalization, Linkages & Expanded Tertiary Education, Equivalency Accreditation Program
Region II	Philippine Normal University North Luzon	<ul style="list-style-type: none"> • Charissa Calingangan • Josie Jordan Rosete 	<ul style="list-style-type: none"> • Madonna Gonzales, Associate Professor, Faculty Teacher Development
Region III	Tarlac Agricultural University	<ul style="list-style-type: none"> • Arlene Tomas • Maila Suzette Guting • Jessie Dela Cruz 	<ul style="list-style-type: none"> • Christine Ferrer, Director, External Linkages and International Affairs
NCR	Philippine Normal University Manila	<ul style="list-style-type: none"> • April Ann Curugan • Maria Teresa L. Manicio • Henelsie Mendoza 	<ul style="list-style-type: none"> • Dr Ruth Alido, Dean, College of Teacher Development
Region IV-A	Batangas State University	<ul style="list-style-type: none"> • Shelyn Extra • Alvin Andulan • Regina Chriscel Santos Delute 	<ul style="list-style-type: none"> • Dr Kristoffer Tejada, Vice President for Development and External Affairs
Region IV-B	Palawan State University	<ul style="list-style-type: none"> • Janet Oab • Rebecca Baguio • Marie Gianina Concepción Decano 	<ul style="list-style-type: none"> • Edna Imelda Legaspi, Director, Public Information Office

Region V	Catanduanes State University	<ul style="list-style-type: none"> Anne Gianan Moreno Tabios Jr Romeleen Go-Vela 	<ul style="list-style-type: none"> Romeleen Go-Vela, Director, Center of International Relation and Continuing Professional Development Services
Region VI	West Visayas State University Lambunao Campus	<ul style="list-style-type: none"> Mary June L Pieza Maria C. Lastimoza Garry C. Cachuela 	<ul style="list-style-type: none"> Dr Mary Josephine Bautista, Campus Administrator
Region VII	Cebu Normal University	<ul style="list-style-type: none"> Noremay Perez Anelyn Basbas Baby Jane Uytico 	<ul style="list-style-type: none"> Naila Beltran, Director, External Affairs and International Linkages
Region VIII	Leyte Normal University	<ul style="list-style-type: none"> Mary Grace Fabi Ma. Rocini Tenasas Ritzee Flores 	<ul style="list-style-type: none"> Dr Jacqueline Espina, Dean, College of Arts and Sciences
Region IX	Western Mindanao State University	<ul style="list-style-type: none"> Clarisse Paraguay Justine Kay Rojonan 	<ul style="list-style-type: none"> Dr Mario Obra Jr, OIC-Director, External Linkages
Region X	Bukidnon State University	<ul style="list-style-type: none"> Vivian Irish Lorenzo Marie Ruffie C. Mier Myda Jane Ubilas 	<ul style="list-style-type: none"> Laurelee Cabacungan, International Affairs Director
Region XI	University of Southeastern Philippines Tagum Mabini Campus	<ul style="list-style-type: none"> Hyde Nadela Arnulfo Masong Edwin Solilap 	<ul style="list-style-type: none"> Richel Hernandez, International Affairs Officer
Region XII	University of Southern Mindanao	<ul style="list-style-type: none"> Glyn Gabano-Magbanua Anamarie Uyangurin Bryan Lloyd Bretaña 	<ul style="list-style-type: none"> Dr Consuelo Tagaro, Vice President for Academic Affairs

Caraga	Caraga State University	<ul style="list-style-type: none"> • Myron Cubillan • Loressa Joy Paguta • Jan Rey Flores 	<ul style="list-style-type: none"> • Dr Ruth Sanchez, Dean of the College of Humanities and Social Sciences
BARMM	Mindanao State University Marawi	<ul style="list-style-type: none"> • Rohanifa T. Mama-Marohombsar • Anville Shamaign Villanueva • Lylee Norah Abdelgafur 	<ul style="list-style-type: none"> • Dr Ayesha Merdeka Alonto, OIC Executive Director, International Affairs and Linkages Office