

**F.No.11-5/2020-TSVII**  
Government of India  
Ministry of Education  
Department of Higher Education

Shastri Bhawan, New Delhi,  
Dated 18<sup>th</sup> August, 2020

To,

1. The Secretaries of Technical Education of all States/UTs.
2. The Directors of Technical Education of all States/UTs.
3. The Member Secretary, AICTE.
4. The Directors of all IITs and IISc, Bangalore.
5. The Directors of all IIM's/ NITIE, Mumbai.
6. The Vice-Chancellors of all Central Universities/ State Universities.
7. The Directors of all NITs.
8. The Directors of all NITTTR's/ NIFFT, Ranchi/ NERIST, Itanagar /SLIET, Longowal/ CIT, Kokrajhar/ GKCIET, Maida.

**Subject: Recruitment for Director General, Colombo Plan Staff College for Technician Education (CPSC) Manila.**

Sir/Madam,

I am directed to say that Colombo Plan Staff College for Technician Education (CPSC), Manila, Philippines is Regional Institute mandated to assist in the improvement of the Technician Education System of its member countries in Asia and Pacific Region through Staff Development Programmes. The CPSC, Manila is an autonomous organization with a Board of Governors consisting of the nominees of the participating countries under the Colombo Plan. India is one of the participating countries.

2. CPSC, Manila has announced the recruitment for the post of their next Director General who shall act at the Chief Executive Officer and Legal Representative of the CPSC.
3. A copy of the Vacancy Announcement and the application form is enclosed. The applicant fulfilling the qualification and requirement must route their application through official channels and seek his/her respective Government's endorsement or any document indicating no objection on his candidature/application particularly from the designated CPSC Liaison Officer (see the link for the list of CPSC Country Liaison Officer <https://www.cpsctech.org/1973/12/liaison-officers.html>).
4. The **last date** for submission of applications alongwith Government's endorsement is **October 9, 2020**.

5. You are requested to disseminate the above information amongst all concerned.

Yours faithfully,

Encl: As above.



**(Achint Kumar)**

Under Secretary to the Govt. of India

Tele: 011-23070425

Email: achint.kumar@nic.in

**Copy to:**

Director, NIC with request to upload the above notice, on the website of the Ministry of Education for wide publicity



## Colombo Plan Staff College

### VACANCY ANNOUNCEMENT (VA01-2021)

#### Director General

The **Colombo Plan Staff College (CPSC)** is an Inter-governmental International Organization for Human Resources Development. It aims to assist its member countries in developing and enhancing their technical education systems.

CPSC maintains the active membership of 16 countries which are provided with capacity building programs in technical and vocational education and training (TVET).

The main functions of CPSC include:

- Provide training programs of further professional education and training to persons responsible for the planning, development, administration and supervision of TVET and persons in key supporting roles;
- Conduct conferences, symposia, and workshops on various aspects of TVET;
- Manage customized programs on TVET planning, development and evaluation;
- Undertake research and development projects for knowledge sharing and benchmarking in TVET;
- Assist member countries in developing their technical teacher education and training facilities;
- Collect and disseminate information on technical education and training; and
- Act as a facilitator of member countries in the transformation of the TVET framework by modifying the training and development strategies, program offerings and research and development efforts.

#### Duties and Responsibilities of the Director General

The Director General is the Chief Executive Officer and legal representative of the Colombo Plan Staff College. S/He is appointed by the Governing Board and is responsible for the operation of the College and the development of its work, and, within the policies and operating guidelines established by the Board. S/he is responsible for reporting to the Governing Board (GB).

With the assistance of Division Chairpersons and Team Leaders, and guidance of the Governing Board, the Director General is responsible for:

### Leadership and Strategic Management

- Lead the staff college by providing strategic direction through the formulation and review of its 5-year Strategic Plan
- Establish quality policies and objectives in compliance with the goals and objectives of the Strategic Plan
- Introduce innovative and creative ideas/initiatives for the improvement of the staff college's services and operations
- Develop coordination and linkages with MCs and other stakeholders

### Quality Management and Governance

- Ensure the availability of resources for quality management system and customer focus activities
- Ensure effective internal communication through regular conduct of management review and team meetings
- Submit to the Governing Board annual and mid-year Reports containing operational developments and accomplishments as well as financial standing, income and expenditures for every fiscal year; and serve as member secretary of the Governing Board
- Conduct GB and Standing Committee (SC) meetings

### Operations and Human Resource Management

- Oversee day to day operations and all academic and administrative undertakings of the Staff College
- Monitor and manage the implementation of the staff college's annual operational plan
- Ensure adequate number of Professional Staff for the implementation of Staff College's programs, projects and other related undertakings
- Ensure adequate number of staff member to meet the Staff College's human resource requirements
- Manage human resources (Recruitment to Development)

### Funding and Budget Management

- Manage CPSC funds and ensure smart spending on operations and program/project implementation
- Ensure availability of funds for the Staff College's operations and sustainability
- Seek assistance from aid agencies, private foundations, and development partners to augment existing budget for operations and program implementation
- Negotiate directly with the participating governments for professional staff, fellowships, equipments and books, and funds
- Manage income generating programs

### Membership Management

- Promote synergic partnership and cooperation with and between CPSC member governments to sustain active collaboration on CPSC programs and activities
- Ensure sustainability of the staff college by increasing the number of member countries

### Networking and Partnership

- Maintain cooperation with related specialized agencies of the United Nations, ADB, other international organization, regional and national institutions, and development partners with view on promoting the mandate, and implementing programs of the Staff College
- Undertake collaborative programs, projects and other activities with various organizations in both private and public sector
- Increase the staff college's visibility by promoting its programs and activities through attendance and speaking on international forums/seminars/conferences, etc.

### Qualifications and Requirements

#### Basic Requirements

- Citizen of any active CPSC member country
- 10 years of working experience in TVET sector in a managerial position
- Must be below 60 years

#### Education

Doctorate Degree or equivalent in Technical Education, Educational Administration and Management, Technology Management, Engineering, Hospitality and Tourism, Agriculture, Development Management, or other relevant fields.

#### Relevant Experience

##### *People and Leadership Skills*

- At least 10 years of relevant experience in a professional or senior-level management position in TVET Training Institutions, national and/or international organizations, or government agencies related to Technical Vocational Education and Training (TVET), and/or skills development
- Proven leadership skills and track record in managing and motivating diverse teams focused on the following areas: strategic planning and quality management, organizational and financial management, program/project implementation, research and development, capacity building, and information and communication technology.
- Experience in managing national or international level TVET teacher and staff training institute
- Experience, as international or national expert/consultant, in managing development projects, related to skills development and technical / technology education and training
- Proven experience in international networking, outsourcing of funds, income-generation, and negotiation for foreign aids/grants for education and skills development projects
- Involvement in Professional Organizations related to Education, Project Management, and Quality Assurance

***Technical/Academic Knowledge***

- Teaching experience in TVET teacher and professional staff training institutes
- Teaching experience in educational institutions such as Polytechnic Institutions, technical colleges, and technological universities
- Experience in conducting research and development studies and/or writing publications on various themes related to technical vocational education and training or skills development
- Contributions in International TVET Conferences and/or experts meeting as paper presenter, keynote speaker, session chair, moderator, etc
- Excellent command of English Language (writing and speaking) and other national language of any CPSC Member Countries, except mother tongue
- Proficient in various ICT / IT applications

**Desirable Qualifications*****Multicultural/International Experience***

- International working experience and in-depth knowledge of CPSC member countries' TVET system, except home country
- International experience in working in a multicultural environment or in multinational organization with geographical working experience in another country, other than the home country

***Management and Leadership Competencies***

- Lead team and area of responsibility
- Develop team members
- Coaching and Mentoring
- Develop high performing team
- Manage team members' performance
- Influence and motivate team members

***Core Competencies***

- Displays Honesty and Integrity
- Results Oriented
- Customer Oriented
- Collaborates and Fosters Teamwork
- Excellent Communication Skills
- Excellent Interpersonal Skills
- Adaptability to multicultural working environment

***Personal Specification/Special Requirements***

- Well groomed and with pleasing personality
- Enjoys teaching and networking with different levels of people
- Able to travel internationally
- Adaptable in any weather condition
- Able to adjust and work in multicultural and culturally diverse environment

## Application Process

Applicants must route their application through official channels and seek his/her respective Government's endorsement or documentary proof indicating government's no objection on his application or candidature, particularly from the line ministry's authorized official or CEO of the designated CPSC Liaison Office.

(see: <https://www.cpsctech.org/1973/12/liaison-officers.html>)

Such documentary evidence, along with the following application documents and attachments, shall be submitted directly to CPSC by post (certified true copy) and may be sent by email in advance (scanned copy) to CPSC addressed to:

**The Screening Committee**  
**(Re: CPSC Director General)**  
**Colombo Plan Staff College for Technician Education**  
 Building Block C, Department of Education Complex  
 Meralco Avenue, Pasig City 1600, Philippines  
 Tel: +63-2 86310991  
 E-mail: [jobs@cpsctech.org](mailto:jobs@cpsctech.org), [hrm@cpsctech.org](mailto:hrm@cpsctech.org)

***(IMPORTANT: Applicants must ensure that all application documents sent through both email and couriers/posts reach CPSC before the application deadline. Application documents received beyond the deadline will not be considered)***

**Required Application Documents** (organized in the following order):

1. Cover Letter/ Expression of Interest
2. Duly completed application form (downloadable at: [https://drive.google.com/file/d/1lg6o3xqdlICI4f-CYoc0Q2z2mB8l\\_4j\\_/view](https://drive.google.com/file/d/1lg6o3xqdlICI4f-CYoc0Q2z2mB8l_4j_/view))
3. Government endorsement or documentary proof indicating Govt's no objection on application from line ministry official or CEO of the designated CPSC Liaison Office
4. Certified true copy of all academic records (graduation certificate/diploma, and transcript of records) and professional eligibility, licenses or qualifications
5. Copies of certificate of employment indicating proof of qualification to the required relevant experience
6. Copies of journals, papers, reports authored by the applicant
7. Proof of awards, copyrights, patents, etc, and memberships to professional organizations (if there's any)
8. Other evidence to support academic and professional entries in the application form; and
9. Medical certification indicating fitness to undertake overseas assignments.

## Application Deadline

**October 9, 2020 | 23:59 (Philippine Standard Time, UTC +8)**



Inter-Governmental International Organization  
**COLOMBO PLAN STAFF COLLEGE**  
 for Human Resources Development in Asia and the Pacific Region  
 Bldg. C, Department of Education Complex, Meralco Ave.  
 1600 Pasig City, Philippines

Phone: (+63-2) 8631-0991, 8631-0993 to 95

@ cpsc@cpsctech.org  facebook.com/cpsctech

www.cpsctech.org



HRM Form-ADG  
 Rev 2 08-06-20

## Application Form for Director General

### I. Personal Information

\*Fields are compulsory

1. Please indicate the country where you are living presently.
2. Please include area code in your contact numbers.
3. Please register present e-mail address.

**Photo\***  
 (2" x 2")

TITLE*	FAMILY NAME*	FIRST NAME*	FAMILY NAME AT BIRTH*
(e.g. Atty./Engr./Prof.)			
Address*			
	City	Postal Code	Country
Private Tel.	Work Tel.	Mobile/Cellular Phone	Fax
+( )-	+( )-	+( )-	+( )-
E-mail address*			
Date of Birth*	Gender* (Male, Female)		
Country of birth*	Place of birth*		
Marital Status*	Nationality at birth*		
Spouse's Name	Spouse's Date of Birth		
Children's Names	(1)	Children's Date of Birth	(1)
	(2)		(2)
	(3)		(3)
	(4)		(4)
	(5)		(5)
Present Nationality*			
2nd present nationality			
3rd present nationality			
<i>If you have taken any legal steps towards changing your present nationality, please state here</i>			



## II. Education

### 2.1 Secondary Education or equivalent

- ✓ Please list in reverse chronological order your secondary education or equivalent

TITLE OF DEGREE/DIPLOMA	DATE OF GRADUATION (dd/mm/yyyy)	SCHOOL/INSTITUTION	COUNTRY

### 2.2 Higher Education

- ✓ Please list in chronological order the educational degrees/diplomas obtained and institutions attended.

#### (1) Bachelor's Degree

<b>DEGREE TITLE*</b>			
<b>Date of Graduation*</b> (dd/mm/yyyy)		<b>Duration</b>	( )Years
<b>Inclusive Date*</b>	<i>From</i> (Month/Year)	<i>To</i> (Month/Year)	
<b>Field of Study*</b>			
<b>Area of Specialization*</b>			
<b>Name of University/School*</b>			
<b>Location of University/School</b>	Place	Country	

#### (2) Master's Degree

<b>DEGREE TITLE*</b>			
<b>Date of Graduation*</b> (dd/mm/yyyy)		<b>Duration</b>	( )Years
<b>Inclusive Date*</b>	<i>From</i> (Month/Year)	<i>To</i> (Month/Year)	
<b>Field of Study*</b>			
<b>Area of Specialization*</b>			
<b>Name of University/School*</b>			
<b>Location of University/School</b>	Place	Country	

## (3) Doctoral Degree

<b>DEGREE TITLE*</b>			
<b>Date of Graduation* (dd/mm/yyyy)</b>		<b>Duration</b>	( )Years
<b>Inclusive Date*</b>	<i>From</i>	<i>To</i>	
	<i>(Month/Year)</i>	<i>(Month/Year)</i>	
<b>Field of Study*</b>			
<b>Area of Specialization*</b>			
<b>Name of University/School*</b>			
<b>Location of University/School</b>	Place	Country	

## (4) Post-Doctoral/ Other Advanced Study

<b>DEGREE TITLE*</b>			
<b>Date of Graduation* (dd/mm/yyyy)</b>		<b>Duration</b>	( )Years
<b>Inclusive Date*</b>	<i>From</i>	<i>To</i>	
	<i>(Month/Year)</i>	<i>(Month/Year)</i>	
<b>Field of Study*</b>			
<b>Area of Specialization*</b>			
<b>Name of University/School*</b>			
<b>Location of University/School</b>	Place	Country	

<b>DEGREE TITLE*</b>			
<b>Date of Graduation* (dd/mm/yyyy)</b>		<b>Duration</b>	( )Years
<b>Inclusive Date*</b>	<i>From</i>	<i>To</i>	
	<i>(Month/Year)</i>	<i>(Month/Year)</i>	
<b>Field of Study*</b>			
<b>Area of Specialization*</b>			
<b>Name of University/School*</b>			
<b>Location of University/School</b>	Place	Country	

### III. Professional Experience

#### 3.1 Employment History\* (Start with the present/most recent)

Job Title	Duration	from(dd/mm/yyyy)		to(dd/mm/yyyy)	
<b>Name of Organization</b>					
<b>Type of Organization</b>	International	<input type="checkbox"/>	<b>Nature of Activities</b>	Education & Training	<input type="checkbox"/>
	Government	<input type="checkbox"/>		R & D	<input type="checkbox"/>
	NGO	<input type="checkbox"/>	Industry & Business	<input type="checkbox"/>	
	Private	<input type="checkbox"/>	Consultancy	<input type="checkbox"/>	
	Others	<input type="checkbox"/>	Professional Services	<input type="checkbox"/>	
			Others	<input type="checkbox"/>	
<b>Address</b>	Location	Place (City)	Country	Official Website	
<b>Main duties and responsibilities</b>					
<b>Number of Staff Supervised</b> <i>(if applicable)</i>					
<b>Annual starting salary (US\$)</b>			<b>Annual end salary (US\$)</b>		
<b>Reason/s for Leaving</b>					

Job Title	Duration	from(dd/mm/yyyy)		to(dd/mm/yyyy)	
<b>Name of Organization</b>					
<b>Type of Organization</b>	International	<input type="checkbox"/>	<b>Nature of Activities</b>	Education & Training	<input type="checkbox"/>
	Government	<input type="checkbox"/>		R & D	<input type="checkbox"/>
	NGO	<input type="checkbox"/>	Industry & Business	<input type="checkbox"/>	
	Private	<input type="checkbox"/>	Consultancy	<input type="checkbox"/>	
	Others	<input type="checkbox"/>	Professional Services	<input type="checkbox"/>	
			Others	<input type="checkbox"/>	
<b>Address</b>	Location	Place (City)	Country	Official Website	
<b>Main duties and responsibilities</b>					
<b>Number of Staff Supervised</b> <i>(if applicable)</i>					
<b>Annual starting salary (US\$)</b>			<b>Annual end salary (US\$)</b>		
<b>Reason/s for Leaving</b>					

741567/2020/Technical Bureau

<b>Job Title</b>		<b>Duration</b>	from(dd/mm/yyyy)	to(dd/mm/yyyy)
<b>Name of Organization</b>				
<b>Type of Organization</b>	International <input type="checkbox"/>	<b>Nature of Activities</b>	Education & Training <input type="checkbox"/>	
	Government <input type="checkbox"/>		R & D <input type="checkbox"/>	
	NGO <input type="checkbox"/>		Industry & Business <input type="checkbox"/>	
	Private <input type="checkbox"/>		Consultancy <input type="checkbox"/>	
	Others <input type="checkbox"/>		Professional Services <input type="checkbox"/>	
			Others <input type="checkbox"/>	
<b>Address</b>	Location	Place (City)	Country	Official Website
<b>Main duties and responsibilities</b>				
<b>Number of Staff Supervised</b> <i>(if applicable)</i>				
<b>Annual starting salary (US\$)</b>		<b>Annual end salary (US\$)</b>		
<b>Reason/s for Leaving</b>				

<b>Job Title</b>		<b>Duration</b>	from(dd/mm/yyyy)	to(dd/mm/yyyy)
<b>Name of Organization</b>				
<b>Type of Organization</b>	International <input type="checkbox"/>	<b>Nature of Activities</b>	Education & Training <input type="checkbox"/>	
	Government <input type="checkbox"/>		R & D <input type="checkbox"/>	
	NGO <input type="checkbox"/>		Industry & Business <input type="checkbox"/>	
	Private <input type="checkbox"/>		Consultancy <input type="checkbox"/>	
	Others <input type="checkbox"/>		Professional Services <input type="checkbox"/>	
			Others <input type="checkbox"/>	
<b>Address</b>	Location	Place (City)	Country	Official Website
<b>Main duties and responsibilities</b>				
<b>Number of Staff Supervised</b> <i>(if applicable)</i>				
<b>Annual starting salary (US\$)</b>		<b>Annual end salary (US\$)</b>		
<b>Reason/s for Leaving</b>				

741567/2020/Technical Bureau

<b>Job Title</b>		<b>Duration</b>	from(dd/mm/yyyy)	to(dd/mm/yyyy)
<b>Name of Organization</b>				
<b>Type of Organization</b>	International <input type="checkbox"/>	<b>Nature of Activities</b>	Education & Training <input type="checkbox"/>	
	Government <input type="checkbox"/>		R & D <input type="checkbox"/>	
	NGO <input type="checkbox"/>		Industry & Business <input type="checkbox"/>	
	Private <input type="checkbox"/>		Consultancy <input type="checkbox"/>	
	Others <input type="checkbox"/>		Professional Services <input type="checkbox"/>	
			Others <input type="checkbox"/>	
<b>Address</b>	Location	Place (City)	Country	Official Website
<b>Main duties and responsibilities</b>				
<b>Number of Staff Supervised</b> <i>(if applicable)</i>				
<b>Annual starting salary (US\$)</b>			<b>Annual end salary (US\$)</b>	
<b>Reason/s for Leaving</b>				

<b>Job Title</b>		<b>Duration</b>	from(dd/mm/yyyy)	to(dd/mm/yyyy)
<b>Name of Organization</b>				
<b>Type of Organization</b>	International <input type="checkbox"/>	<b>Nature of Activities</b>	Education & Training <input type="checkbox"/>	
	Government <input type="checkbox"/>		R & D <input type="checkbox"/>	
	NGO <input type="checkbox"/>		Industry & Business <input type="checkbox"/>	
	Private <input type="checkbox"/>		Consultancy <input type="checkbox"/>	
	Others <input type="checkbox"/>		Professional Services <input type="checkbox"/>	
			Others <input type="checkbox"/>	
<b>Address</b>	Location	Place (City)	Country	Official Website
<b>Main duties and responsibilities</b>				
<b>Number of Staff Supervised</b> <i>(if applicable)</i>				
<b>Annual starting salary (US\$)</b>			<b>Annual end salary (US\$)</b>	
<b>Reason/s for Leaving</b>				

\*use additional sheet if necessary

### 3.2 Participation in Conferences, Experts' Meeting, Symposia, Seminars and Workshops

ROLE	EVENT TITLE <i>(Indicate if National or International)</i>	DATE AND VENUE

### 3.3 List of 10 Most Relevant Research & Publications (Please use extra sheet for the rest if necessary)

TYPE <sup>[1]</sup>	TITLE OF PUBLICATION	PUBLISHER	ROLE OF AUTHOR <sup>[2]</sup>	ISBN/ COPYRIGHT	DETAILS		
					Date	Vol./Issue	Pages

<sup>[1]</sup> Indicate Type of Publication [Book, Journal Paper, Proceeding Paper, Technical Report, Copyrighted Instructional Material with CD or Web Documents, and so on]

<sup>[2]</sup> Indicate Role of Authors [First/Main Author, Co-Author, Editor, and so on]

## 3.4 List of National/International Awards and Honors Received (if any)

TYPE <sup>[1]</sup>	TITLE	AWARDING BODY	REASON FOR THE AWARD	DATE

<sup>[1]</sup> Indicate Type of Award [Certificate of Honor, Service Achievement, Medal of Commendation, and so on]

## 3.5 Officership/Membership to Professional Organizations and Honor Societies

TYPE	NAME OF ORGANIZATION	POSITION	DATE OF MEMBERSHIP	REMARKS
International				
National				

## 3.6 Experiences in Consultancy Project (if any)

<b>PROJECT TITLE</b>		
<b>Role in the Project Team</b>		
<b>Funding Agency</b>		
<b>Duration</b>	<b>From (dd/mm/yyyy)</b>	<b>To (dd/mm/yyyy)</b>
<b>Beneficiary Institution</b>	<b>Name of Institution</b>	<b>Address / Country</b>
<b>Consulting Firm</b>	<b>Name of Firm</b>	<b>Address / Country</b>
<b>Duties Rendered</b>		

<b>PROJECT TITLE</b>		
<b>Role in the Project Team</b>		
<b>Funding Agency</b>		
<b>Duration</b>	<b>From (dd/mm/yyyy)</b>	<b>To (dd/mm/yyyy)</b>
<b>Beneficiary Institution</b>	<b>Name of Institution</b>	<b>Address / Country</b>
<b>Consulting Firm</b>	<b>Name of Firm</b>	<b>Address / Country</b>
<b>Duties Rendered</b>		



<b>PROJECT TITLE</b>		
<b>Role in the Project Team</b>		
<b>Funding Agency</b>		
<b>Duration</b>	<b>From (dd/mm/yyyy)</b>	<b>To (dd/mm/yyyy)</b>
<b>Beneficiary Institution</b>	<b>Name of Institution</b>	<b>Address / Country</b>
<b>Consulting Firm</b>	<b>Name of Firm</b>	<b>Address / Country</b>
<b>Duties Rendered</b>		

<b>PROJECT TITLE</b>		
<b>Role in the Project Team</b>		
<b>Funding Agency</b>		
<b>Duration</b>	<b>From (dd/mm/yyyy)</b>	<b>To (dd/mm/yyyy)</b>
<b>Beneficiary Institution</b>	<b>Name of Institution</b>	<b>Address / Country</b>
<b>Consulting Firm</b>	<b>Name of Firm</b>	<b>Address / Country</b>
<b>Duties Rendered</b>		

<b>PROJECT TITLE</b>		
<b>Role in the Project Team</b>		
<b>Funding Agency</b>		
<b>Duration</b>	<b>From (dd/mm/yyyy)</b>	<b>To (dd/mm/yyyy)</b>
<b>Beneficiary Institution</b>	<b>Name of Institution</b>	<b>Address / Country</b>
<b>Consulting Firm</b>	<b>Name of Firm</b>	<b>Address / Country</b>
<b>Duties Rendered</b>		

<b>PROJECT TITLE</b>		
<b>Role in the Project Team</b>		
<b>Funding Agency</b>		
<b>Duration</b>	<b>From (dd/mm/yyyy)</b>	<b>To (dd/mm/yyyy)</b>
<b>Beneficiary Institution</b>	<b>Name of Institution</b>	<b>Address / Country</b>
<b>Consulting Firm</b>	<b>Name of Firm</b>	<b>Address / Country</b>
<b>Duties Rendered</b>		

**3.7 Experiences which Best Illustrate Your Fitness to Occupy this Post**

NO	EXPERIENCES
1	
2	
3	
4	
5	
6	

## IV. Skills

### 4.1 Language Skills\*

Please evaluate your language skills.

- ✓ Make sure that you write language name you want to evaluate.
- ✓ If evaluation category is unchecked, it will be considered as Slight automatically.

<b>OFFICIAL LANGUAGE</b>				
<b>English</b>	Slight	Fair	Good	Excellent
Speaking				
Writing				
Reading				
Understanding				
<b>OTHER LANGUAGES</b>				
(            )	Slight	Fair	Good	Excellent
Speaking				
Writing				
Reading				
Understanding				
(            )	Slight	Fair	Good	Excellent
Speaking				
Writing				
Reading				
Understanding				
(            )	Slight	Fair	Good	Excellent
Speaking				
Writing				
Reading				
Understanding				

### 4.2 ICT Skills\*

Please evaluate your computer skills.

KINDS OF SKILLS	BASIC	AVERAGE	ADVANCED
Presentation Tools (PowerPoint, etc)			
Learning Management Software (e.g. Moodle)			
MS Office Suite (Word, Excel, etc)			
G Suite for Education (Google and Google Apps, Gmail, Google Drive, Google Sites, Google Docs, etc.)			

**4.3 List Other Skills, if you have**

--

**4.4 List of Professional Certification, if you have**

<b>TYPE OF CERTIFICATION</b>	<b>COUNTRY</b>	<b>ISSUING AGENCY</b>	<b>CERTIFICATION NO.</b>	<b>ISSUE DATE</b>	<b>EXPIRY DATE</b>

## V. References

### 5.1 Three References

<b>NAME</b>		
<b>Designation</b>		
<b>Institution</b>	Name	
	Address	
<b>Contact No.</b>	Tel. No.	+(    )-
	Mobile	+(    )-
	Fax	+(    )-
	E-Mail	
<b>Relationship</b>		

<b>NAME</b>		
<b>Designation</b>		
<b>Institution</b>	Name	
	Address	
<b>Contact No.</b>	Tel. No.	+(    )-
	Mobile	+(    )-
	Fax	+(    )-
	E-Mail	
<b>Relationship</b>		

<b>NAME</b>		
<b>Designation</b>		
<b>Institution</b>	Name	
	Address	
<b>Contact No.</b>	Tel. No.	+(    )-
	Mobile	+(    )-
	Fax	+(    )-
	E-Mail	
<b>Relationship</b>		

## VI. Endorsement

### 6.1 Endorsement of Country's Liaison Officer

<b>Name</b>		
<b>Designation</b>		
<b>Institution</b>	Name	
	Address	
<b>Contact No.</b>	Tel. No.	+( )-
	Mobile	+( )-
	Fax	+( )-
	E-Mail	
<b>Signature with Date</b>		

## VII. Applicant's Certification

*I hereby certify that all answers to the above questions and all statements contained herein are true and correct to the best of my knowledge, information, and belief.*

*I understand that any intentional misstatements of any declared information on this form may cause adverse action on my application or revocation of my employment contract with the Colombo Plan Staff College, in addition to subjecting me to any other penalties provided by law.*

\_\_\_\_\_  
Signature over Printed Name

Date: \_\_\_\_\_

**VIII. Letter of Application**

A large, empty rectangular box with a black border, intended for the applicant to write their letter of application. The box occupies most of the page area below the header.



**Submit to:****THE SCREENING COMMITTEE (Re: CPSC Director General)**

Inter-Governmental International Organization  
**Colombo Plan Staff College For Technician Education**  
For Human Resources Development In Asia And The Pacific Region

Building Block C, Department of Education Complex  
Meralco Avenue, Pasig City 1600  
Metro Manila, Philippines  
Tel: +63-2 86310991

E-mail: [hrm@cpsctech.org](mailto:hrm@cpsctech.org) / [jobs@cpsctech.org](mailto:jobs@cpsctech.org)