

SEAMEO INNOTECH
Southeast Asian Educational Innovation Awards 2024

Theme: Innovative Human-Centered Learning for
Future-Ready Schools

NOMINATION FORM

The deadline of submission is on 30 June 2024
For more information, please visit www.seameo-innotech.org/sea-eia2

Guidelines for Submission

1. The nominations (paper submissions or electronic files sent by e-mail) should reach SEAMEO INNOTECH no later than 17:00 Hrs on 30 June 2024.
 - a. E-mail submissions should be addressed to info@seameo-innotech.org
 - b. Paper submissions should be sent by mail or courier to:
INNOTECH Southeast Asia Educational Innovation Awards 2024
C/o SEAMEO INNOTECH Award Secretariat
Commonwealth Avenue, Diliman
Quezon City 1011, Metro Manila
2. Nominations submitted should include the following:
 - a. Completed "Nomination Form for the INNOTECH Southeast Asian Educational Innovation Award 2024."
 - b. Photos showing classroom or school activities; a maximum of five (5) photos with captions written in English can be submitted.
 - c. Support materials, such as sample teaching/learning materials, video presentations or sample lessons.
 - d. For videos about the innovation, the video should be in MP4 format, not more than 5 minutes in length.
 - e. The sample materials and video should be in English; if they are in the national or local language other than English, a brief explanation in English should be provided to enable reviewers to appreciate the material presented
 - f. In case of activities/initiatives done by a group, a statement of the role of the nominee in the development and implementation of the innovation, and an acknowledgment signed by the other members of the group
3. SEAMEO INNOTECH will send an e-mail confirmation/acknowledgment of entries within one week upon receiving your submission; please inform SEAMEO INNOTECH (Email: info@seameo-innotech.org) in case you do not receive an acknowledgment.

Are you nominating an individual or a group?

- Individual
- Group (Please proceed to Part 2)

PART 1: NOMINEE'S PERSONAL INFORMATION (INDIVIDUAL)	
NAME:	TITLE:
MAILING ADDRESS:	
EMAIL ADDRESS:	MOBILE:
EDUCATIONAL BACKGROUND (degrees obtained, major fields, institution, year attended) <i>(maximum 500 words)</i>	
PROFESSIONAL BACKGROUND (position/designation, school/organization, years of service) <i>(maximum 500 words)</i>	

ROLE IN THE INNOVATION PROGRAM *(maximum 500 words)*

PART 2: SCHOOL PROFILE	
NAME OF SCHOOL:	
ADDRESS:	
MOBILE:	EMAIL ADDRESS:
NAME OF SCHOOL HEAD/PRINCIPAL:	
EMAIL ADDRESS:	
NAME OF LEAD NOMINEE:	
OTHER MEMBERS OF THE INNOVATION:	
SCHOOL BACKGROUND INFORMATION (description of the school/learning center and its community, number of teachers and students, levels/grades offered, etc.) (<u>maximum 500 words</u>)	

PART 3: INNOVATION PROGRAM

TITLE OF THE SCHOOL'S INITIATIVE

BACKGROUND AND RATIONALE (Describe the operational context that prompted development and try out of the innovation. What are the issues that the intervention sought to address? What constraints and concerns in education delivery does it address? What is the purpose and objectives for developing and introducing the innovation?) *(maximum 1,000 words)*

DEVELOPMENT OF THE INNOVATION (Present the process in designing and developing the innovation. How did the nominee analyze the needs and issues and the development of the solution or innovation? What are the major design considerations, success factors, and the approach to introduce the innovation?) *(maximum 1,000 words)*

TRY-OUT AND IMPLEMENTATION (Describe how the innovation was introduced to the intended beneficiaries, the resources needed to try out and introduce/apply it in the classroom, the participation of other education partners or stakeholders, significant feedback and reactions from students or other stakeholders as well as problems encountered, if any, and how were they addressed.) *(maximum 1,500 words)*

EVALUATION RESULTS (Present the evaluation methods adopted, how the effectiveness of the innovation was measured, as well as the improvement in learning due to the innovation.) *(maximum 1,000 words)*

LESSONS LEARNED AND SUCCESS FACTORS (Drawing from the application of the innovation, describe the lessons learned and insights gained from the experience. State some of the success factors that contributed to the success of the initiative, and how these practices can be sustained.) *(maximum 500 words)*

LIST OF SUPPORTING DOCUMENTS (Please list the attachments submitted with this nomination form such as project implementation plans, learning materials, lesson plans, sample worksheets, and photos. If you submitted photos, please include the captions in English in this section.)

Sample:

Document 1: Action Plan

Photo 1: Students using the online tool to learn parts of the human body.

Privacy Statement and Consent to Use of Data

SEAMEO INNOTECH takes data privacy seriously. This Data Privacy Statement informs you how we collect, use, store, protects, and process your personal data with us in accordance with Data Privacy Act of 2012 (R.A. 10173) of the Philippines.

We may collect and process the following personal and sensitive personal information in relation to your participation in the SEA Educational Innovation Awards and other SEAMEO INNOTECH programs/projects/activities:

- Full Name
- Contact Information (Address, Email, Phone Number)
- Educational Background
- Government-issued IDs

We collect your personal data when you register, sign-up, or avail yourself of our services, or contact us about them. We may also collect this information from other sources for identity verification and regulatory requirements by SEAMEO INNOTECH's partner agencies.

These are collected for the following purposes:

- For use in Center-generated reports, documents, publications, and audio-video productions;
- For inclusion in databases of center participants, partners and stakeholders to make appropriate logistical arrangements, whenever necessary;
- To contact you for any updates related to Center programs/activities, as well as address queries and questions that you may have;
- To identify persons to contact in case of emergency; and
- To send evaluation instruments and other post-program/post-activity documents as needed.

Data Processing

SEAMEO INNOTECH undertakes that all your personal and sensitive personal information will be used, processed, stored securely, and shall not be used for commercial purposes. SEAMEO INNOTECH further undertakes that this data shall be accessible only to authorized personnel who have a legitimate need for such information.

Data Storage

We store your personal data in a secure environment, devices, and media. Adequate control, means, and access to your personal data are in place to ensure the safety, integrity, and confidentiality of information that you have shared with us.

Data Retention

We will retain your personal data so long as it is necessary for the fulfillment of the declared purpose and other legitimate purposes in accordance with the Center's policies and procedures.

Data Sharing

We do not sell or transfer your personal information to external parties without your consent. However, when you consent to the processing of your data with us, you also agree to help us comply with our regulatory and contractual obligations with other partner institutions and other authorities/institutions we may deem as having authority or right to such disclosure of information.

Your personal information/data, audio/visual recordings may be shared with different media platforms (website, Facebook, etc.) for promotional purposes.

Your Right

You have the right to be informed, access, update, request the deletion of your personal data, indemnified for damages, and file a complaint for violation of any of your rights under the Data Privacy Act of 2012.

Contact our Data Protection Officer

For inquiries and concerns, you may address them to SEAMEO INNOTECH’s Data Protection Officer at Commonwealth Avenue, Quezon City, or through email at info@seameo-innotech.org.

- I have read and understood the data privacy policy of SEAMEO INNOTECH and consent to the processing of my personal data for the purposes explained hereunder and for purposes of complying with other mandatory submissions under the Philippine laws, rules and regulations not herein enumerated, and I acknowledge that I have read, understood and fully agree with the terms of this Policy for the purposes above-stated.**

I hereby declare that the details and information given above are complete and true to the best of my knowledge.

_____	_____
Nominee’s signature above printed name	Date signed
_____	_____
Nominator’s signature above printed name	Date signed