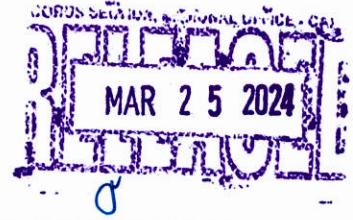




Republic of the Philippines
Department of Education
CARAGA REGION



March 22, 2024

REGIONAL MEMORANDUM
No. 0279, s. 2024

To: ASSISTANT REGIONAL DIRECTOR
SCHOOLS DIVISION SUPERINTENDENTS
This Region

CALL FOR NOMINATION FOR THE SEAMEO INNOTECH SOUTHEAST
ASIAN SCHOOL LEADERSHIP PROGRAM

1. Attached is DM-OUHROD-2024-0482 pertaining to the above-mentioned subject.
2. For selection purposes, qualified applicants from the Regional and Schools Division Offices shall submit the documentary requirements merged in one portable document format via email **caraga@deped.gov.ph** on or before **March 25, 2024**.
3. Immediate dissemination of and appropriate action on this Memorandum is desired.

MARIA INES C. ASUNCION
Director III
Officer -in-Charge
Office of the Regional Director

Encl/s.: As stated
Reference/s: NONE
To be indicated in the Perpetual Index
under the following subjects:

EMPLOYEES LEARNING AND DEVELOPMENT SCHOLARSHIP

HRDD/mrre
03/22/2024



2024-03-04861

Doc. Ref. Code	RO-ASD-F107	Rev	00
Effectivity	02.01.23	Page	1 of 1



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2024-0489

FOR : Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
School Heads
All Others Concerned

FROM :  **WILFREDO E. CABRAL**
Regional Director
Officer-in-Charge, Office of the Undersecretary for Human Resource
and Organizational Development

SUBJECT : **CALL FOR NOMINATION FOR THE SEAMEO INNOTECH
SOUTHEAST ASIAN SCHOOL LEADERSHIP PROGRAM
(BLENDED MODALITY)**

DATE : 14 March 2024

1. The Southeast Asian Ministers of Education Organization Regional Centre for Educational Innovation and Technology (SEAMEO INNOTECH) announces its **Call for Nomination** for the regular scholarship offering titled **Southeast Asian School Leadership Program (SEA-SLP)**, with course details as follows:

Course Code and Title	Southeast Asian School Leadership Program (Blended)
Course Schedule	Phase 1 (Online Learning): 01-16 April 2024 Phase 2 (Face-to-Face): 06-15 May 2024 Phase 3 (Online Learning): 17-28 June 2024
No. of Slots	3
Modality	Blended
Target Participants	School Heads (Directors, Administrators, Principals, and Assistant Principals with five (5) years in a supervisory post; or Officers from the Department of Education who are responsible for designing and managing learning programs for school leaders
Deadline of Submission	25 March 2024

2. For selection purposes, the National Educators Academy of the Philippines (NEAP) encourages each Central Office Bureau/Service/Office and Regional Office to **nominate at least one (1) qualified participant**. All nominees must meet the qualifications and submit the documentary requirements listed in **Enclosure 1**. The **Scholarship Clearance (Enclosure 2)** should also be submitted.
3. The **Participant Nomination Form** and required documents must be **accomplished and uploaded (in PDF form) on or before 25 March 2024**, through the Microsoft Office Form which can be accessed through the link **<https://forms.office.com/r/9xA3YYxWde>**. Kindly use official DepEd email accounts in submitting the requirements.
4. Please note that applications may be disqualified due to various reasons, such as but not limited to, incomplete requirements, lack of official endorsement/s, sending of application directly to the Secretariat's email, discrepancies in documents, etc.
5. For further information or any concerns, please contact the **NEAP Scholarship Secretariat** through email **scholarships@deped.gov.ph** and or landline (02) 8715-9919.
6. Immediate dissemination of and appropriate action on this Memorandum are requested.

Enclosures:

Enclosure 1 – Checklist of General Eligibility Requirements
Enclosure 2 – Scholarship Clearance

[NEAPScholarshipSecretariat/Bedana]

GENERAL ELIGIBILITY REQUIREMENTS/CHECKLIST

Name:	
Scholarship Program:	
Sponsoring Agency/Organization:	
Region/SDO:	
Work Station:	

Remarks (✓, ✗, others)	Eligibility	Documentary Requirements
	a. Must be a Filipino citizen.	Updated Personal Data Sheet
	b. Must have obtained a very satisfactory (VS) performance rating for two (2) consecutive years.	Latest rated performance rating with approved IDP
	c. Must present his/her Individual Development Plan (IDP) that is validated by the head of the office.	
	d. Must be holding a permanent item.	Updated Service Record
	e. Must be physically, mentally, and psychologically fit.	Medical certificate from any government physician as to health status.
	f. Must have no master's degree (for those who will apply for a master's degree) and shall have no doctoral degree (for those who will apply for a doctoral degree).	Updated Personal Data Sheet
	g. Must have no current or pending enrollment in other institutions for graduate or postgraduate degree programs (for degree programs).	
	h. Must be willing to sign a Scholarship Contract and commit to its provisions.	(shall be complied after being officially nominated)

	i. Must be willing to prepare, share, and implement a Scholarship Report and Work Application Plan (WAP).	
	j. Must have no pending administrative, civil, or criminal case, and must have not been found guilty of any violation involving moral turpitude, corruption, or fraud.	Certificate of no pending administrative/legal charges
	k. Has already finished his/her existing service obligation for a scholarship, if any. **in any case that the HRDD has no existing format, please use Enclosure 2 of this memo l. Has no pending application for retirement.	Clearance from HRDD/NEAP
	m. Must be able to render his/her service obligation vis- a- vis duration of the scholarship.	
Preferred Qualifications Set by SEAMEO INNOTECH		
1. For School Leaders: Directors, Administrators, Principals or Assistant Principals with at least five years experience in a supervisory post in a school 2. For the Officer from the Ministry of Education: Officer who is responsible for designing and managing learning programs for school leaders. 3. Computer literate and have access to a stable internet connection to access the online course 4. Able to understand, speak, and write in English language 5. Able and willing to apply new learnings and share them with other school heads 6. Committed to actively participate and complete the course by June 28, 2024.		

VIII. Reason/s for Non-Completion (must be supported by attachments)	☐ Resignation ☐ Transfer ☐ Retirement ☐ Others <i>Explain further.</i>	
IX. Service Obligation	No. of Months/Yrs Required	No. of Months/Yrs Completed
X. Reason for Non-Completion (must be supported by attachments)	☐ Resignation ☐ Transfer ☐ Retirement ☐ Others <i>Explain further.</i>	
<i>I hereby attest that the information in this form and the supporting documents attached hereto are true and correct</i>		

Name and Signature of the Scholar	Date and Time
<i>This is to certify that the information in this form and the supporting documents attached hereto are true and correct</i>	
Name and Signature of the Recommending Authority (SDO - HRDD)	Date and Time

APPROVED

Name and Signature of the Recommending Authority
(RO-HRDD)

Date and Time

[Enclosure 1]

GENERAL ELIGIBILITY REQUIREMENTS/CHECKLIST

Name:	
Scholarship Program:	
Sponsoring Agency/Organization:	
Region/SDO:	
Work Station:	

Remarks (✓, ✗, others)	Eligibility	Documentary Requirements
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	c. Must present his/her Individual Development Plan (IDP) that is validated by the head of the office.	
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	e. Must be physically, mentally, and psychologically fit.	Medical certificate from any government physician as to health status.
	f. Must have no master's degree (for those who will apply for a master's degree) and shall have no doctoral degree (for those who will apply for a doctoral degree).	Updated Personal Data Sheet
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SCHOLARSHIP CLEARANCE

I. NAME		
II. Position/Designation		
III. Permanent Station		
IV. Has availed any scholarship program	☐ Yes ☐ No	If yes, fill out sections V-X, as applicable.
V. Scholarship Program	Program Type	Title of the Program
	☐ Degree ☐ Non-Degree	
VI. Scholarship Duration		
VII. Status	☐ Completed the course (Submit a copy of Certificate of Completion)	☐ Withdrawn from the Course (State the reason below)

VIII. Reason/s for Non-Completion (must be supported by attachments)	☐ Resignation ☐ Transfer ☐ Retirement ☐ Others <i>Explain further.</i>	
IX. Service Obligation	No. of Months/Yrs Required	No. of Months/Yrs Completed
X. Reason for Non-Completion (must be supported by attachments)	☐ Resignation ☐ Transfer ☐ Retirement ☐ Others <i>Explain further.</i>	
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Name and Signature of the Recommending Authority (SDO - HRDD)	Date and Time

APPROVED

Name and Signature of the Recommending Authority
(RO-HRDD)

Date and Time