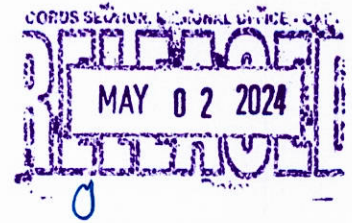




Republic of the Philippines
Department of Education
CARAGA REGION



April 30, 2024

REGIONAL MEMORANDUM
No. 0416, s. 2024

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

CALL FOR NOMINATIONS FOR THE SEAMEO VOCTECH SPECIALIST SKILLS
UPGRADING: ROBOTIC AND SMART SYSTEM

1. This is to disseminate to the field DM-OUHROD-2024-0792 calling for the nominations to SEAMEO VOCTECH training scholarship offering for program leaders or highly committed and motivated teachers of Robotic and Smart System or existing trainers with basic technical expertise or experience in the said area.
2. For selection purposes, interested applicants from the schools division offices shall submit the required documents that can be found in Enclosures 1,2 and 3 of the said Memorandum to the Human Resource Development Division of DepEd Caraga on or before **May 2, 2024**.
3. For more information, please contact Maria Ruth R. Edradan of the Human Resource Development Division.
4. 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

BY THE AUTHORITY OF THE REGIONAL DIRECTOR:


PEDRO T. ESCOBARTE, Jr., PhD, CESO IV
Assistant 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
04/30/2024



2024-04-06870

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Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2024-0792

TO : 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 VOCTECH
SPECIALIST SKILLS UPGRADING: ROBOTIC AND SMART
SYSTEM**

DATE : 26 April 2024

1. The Southeast Asian Ministers of Education Organization Regional Centre for Vocational and Technical Education and Training (SEAMEO VOCTECH) announces its **Call for Nomination** for its training scholarship offering titled **Specialist Skills Upgrading: Robotic and Smart System**, with course details as follows:

Course Title	Specialist Skills Upgrading: Robotic and Smart System
Course Schedule	24 June – 05 July 2024
No. of Slots	1
Modality	Face-to-face
Target Participants and Qualifications	- Program leaders or highly committed and motivated teachers/instructors/trainers of Robotic and Smart System - Existing trainers with basic technical expertise or experience in the said area
Deadline of Submission	03 May 2024

2. For selection purposes, the National Educators Academy of the Philippines (NEAP) encourages each 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 03 May 2024**, through the Microsoft Office Form which can be accessed through the link <https://forms.office.com/r/P2atvWuYG7>. 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 (✓, X, 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. c. Must present his/her Individual Development Plan (IDP) that is validated by the head of the office.	Latest rated performance rating with approved IDP
	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). g. Must have no current or pending enrollment in other institutions for graduate or postgraduate degree programs (for degree programs).	Updated Personal Data Sheet
	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.	

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>	
<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	