



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

August 14, 2023

REGIONAL MEMORANDUM

No. 783, s. 2023

To: Schools Division Superintendents
 All Others Concerned

SEAMEO SEPS' SUFFICIENCY ECONOMY PHILOSOPHY TOWARDS SUSTAINABILITY (SEP4SCHOOL) TRAINING COURSE

1. This is in reference to the Memorandum from Gloria Jumamil-Mercado, Undersecretary for Human Resource and Organizational Development, dated June 30, 2023, informing the field about the above-captioned subject.
2. The following are the details of the course and its scheduled implementation:

Course Title	Course Schedule	Target Participant
Sufficiency Economy Philosophy for Sustainability (SEP4School)	<p>Online Program Period: September, 2023</p> <p>Onsite Program Period: December, 2023</p> <p>*Only participants in the online training course with effective and outstanding outcomes will join the onsite training</p>	Secondary Principal and Teacher with background on SDG

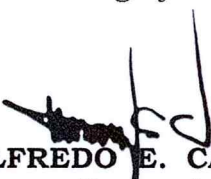
3. All SDOs are advised to nominate one (1) qualified Secondary Principal and Teacher **subject for Regional Evaluation**. SEPS-HRD shall upload the **complete documentary requirements** of their nominees in this link <https://bit.ly/2023SEAMEOSEPS> on or before August 15, 2023. Only the nominees endorsed by this Office shall upload their documents in <https://bit.ly/SEP4School>.





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4. For the full details, please see enclosed Memorandum.
5. Immediate dissemination of this Memorandum is highly desired.


WILFREDO E. CABRAL, CESO III
Regional Director





Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2023-0881

**TO : Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned**

From : GLORIA JUMAMIL-MERCADO
Undersecretary for Human Resource and Organizational Development

**SUBJECT : Call for Nomination for SEAMEO SEPS' Training Course Offering
titled, "Sufficiency Economy Philosophy Towards Sustainability
(SEP4School)"**

DATE : June 30, 2023

The SEAMEO Regional Centre for Sufficiency Economy Philosophy for Sustainability (SEAMEO-SEPS) announces its training course titled, "Sufficiency Economy Philosophy Towards Sustainability (SEP4School)." The course details are as follows:

Course Title	Sufficiency Economy Philosophy Towards Sustainability (SEP4School)
Course Schedule	September 2023 (online) and December 2023 (onsite) <i>Note: Only participants in the online training course with effective and outstanding outcomes will join the onsite training in Thailand.</i>
No. of Slots	5 schools (each school must have 1 principal and 1 teacher with background on SDGs)
Modality	3 phases (online, onsite and monitoring and evaluation)
Target Participants	Secondary Principal and Teacher

Applicants Criteria set by SEAMEO-SEPS

School Principal	Teacher
1. Has at least five (5) years of experience as a school principal for lower secondary level (Grade 7-9)	1. Has at least five (5) years of experience in teaching lower secondary level (Grade 7-9)
2. Have a positive potential to learn and apply SEP approach as a	2. Able to design and develop teaching plans.

School Principal	Teacher
<p>guideline for school activity model towards sustainable development in school, social contexts, communities, and home countries.</p>	<p>3. Have a positive potential to learn and apply SEP approach as a guideline for school activity model towards sustainable development in school, social contexts, communities, and home countries.</p>

For selection purposes, NEAP encourages each Regional Office to nominate at least one secondary school head and one secondary school teacher at the same school with the qualifications and documentary requirements as found in **Enclosure 1**.

The **Participant Nomination Form and required documents must be filled out and uploaded** on or before July 14 2023, through this Google Form <https://bit.ly/SEP4School>. Please use the official DepEd email accounts and submit the documents in PDF.

Applications may be disqualified due to various reasons such as but not limited to incomplete requirements, no official endorsement/s, application was sent directly to through the secretariat's email, discrepancy in documents, etc.

For questions and clarifications, please email the DepEd Scholarship Secretariat at scholarships@deped.gov.ph

Immediate dissemination of and appropriate action on this memorandum is desired.

GENERAL ELIGIBILITY REQUIREMENTS/CHECKLIST

Name:	
Scholarship Program	
Sponsoring Agency/Organization	
Region	
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.	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

	<p>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</p> <p>l. Has no pending application for retirement.</p>	<p>Clearance from HRDD/NEAP</p>
	<p>m. Must be able to render his/her service obligation vis- a- vis duration of the scholarship.</p>	



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SCHOLARSHIP CLEARANCE

I. NAME		
II. Position/Designation		
III. Permanent Station		
IV. Has availed any scholarship program	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, fill out sections V-X, as applicable.
V. Scholarship Program	Program Type	Title of the Program
	<input type="checkbox"/> Degree <input type="checkbox"/> Non-Degree	
VI. Scholarship Duration		
VII. Status	<input type="checkbox"/> Completed the course (Submit a copy of Certificate of Completion)	<input type="checkbox"/> Withdrawn from the Course (State the reason below)
VIII. Reason/s for Non-Completion (must be supported by attachments)	<input type="checkbox"/> Resignation <input type="checkbox"/> Transfer <input type="checkbox"/> Retirement <input type="checkbox"/> Others <i>Explain further.</i>	
IX. Service Obligation	No. of Months/Yrs Required	No. of Months/Yrs Completed



Address: 2/F Mabini Building, DepEd Complex, Meralco Avenue, Pasig City 1600
Telephone Nos.: 8715-9919
Email Address: scholarships@deped.gov.ph
Website:



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X. Reason for Non-Completion (must be supported by attachments)	<input type="checkbox"/> Resignation <input type="checkbox"/> Transfer <input type="checkbox"/> Retirement <input type="checkbox"/> 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



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