

### Republic of the Philippines

## Department of Education

NATIONAL CAPITAL REGION

October 14, 2023

REGIONAL MEMORANDUM No. 4 · 1072 ,s. 2023

To:

Schools Division Superintendents

All Others Concerned

# SEAMEO INNOTECH'S SOUTHEAST ASIAN SCHOOLS LEADERSHIP PROGRAM (SEA-SLP) ONLINE VERSION

- 1. This is in reference to the Memorandum from Gloria Jumamil-Mercado, Undersecretary for Human Resource and Organizational Development, dated October 9, 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
Online Version	November 13, 2023	School Heads or Assistant
Southeast Asian	to February 4,	School Heads (Directors,
School	2024	Administrators, or Principal)
Leadership		with at least five years'
Program (SEA-		experience as school
SLP)		head/assistant school head

- 3. All SDOs are advised to nominate one (1) qualified applicant subject for Regional Evaluation. SEPS-HRD shall upload the complete documentary requirements of their nominees in this link https://bit.ly/2023SEAMEOSEASLP-OCT on or before October 18, 2023. Only the nominee endorsed by this Office shall upload their documents in https://bit.ly/SEA-SLP-Online.
- 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 Dilipinas Department of Education

#### OFFICE OF THE UNDERSECRETARY HUMAN RESOURCE AND DRGAMIZATIONAL DEVELOPMENT

#### MEMORANDUM DM-OUHROD-2023-1505

TO

: Undersecretaries

Assistant Secretaries

Bureau and Service Directors

Regional Directors All Others Concerned

FROM

: GLORIA JUMBNIL MERCADO

Undersecretary for Human Resource and Organizational Development

SUBJECT

: SEAMEO INNOTECH'S SOUTHEAST ASIAN SCHOOLS

LEADERSHIP PROGRAM (SEA-SLP) ONLINE VERSION

DATE

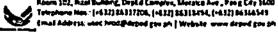
: October 9, 2023

1. The SEAMEO Regional Center for Educational Innovation and Technology (SEAMEO-INNOTECH) announces its regular scholarship offering titled Southeast Asian School Leadership Program (SEA-SLP) under the SEAMEO Educational Development Fund. The course details are as follows:

Courses/Programs	Online Version Southeast Asian School Leadership
	Program (SEA-SLP)
Course Schedule	November 13, 2023 to February 4, 2024
Modality	Online
Target Participants	School Heads or Assistant School Heads [Directors, Administrators, or Principal] with at least five years' experience as school head/assistant school head

- 2. For selection purposes, NEAP encourages each Regional Office to nominate one (1) qualified applicant to the above-mentioned course.
- 3. The Participant Nomination Form and required documents must be filled out and uploaded on or before October 25, 2023, through this Google Form https://blt.ly/SEA-SLP-Onling. Please use the official DepEd email accounts and submit the documents in PDF.
- Relative to this, applications may be disqualified due to various reasons such as but not limited to incomplete requirements, no official endorsement/s,







application being sent directly to through the secretariat's email, discrepancy in documents, etc.

- 5. For questions and clarifications, please email the DepEd Scholarship Secretariat at scholarships@deped.gov.ph.
- 6. Immediate dissemination of and appropriate action on this memorandum is desired.

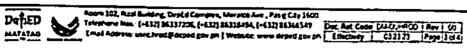


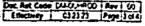
## **ELIGIBILITY AND DOCUMENTARY REQUIREMENTS**

Name:	1
Scholarship Program:	
Sponsoring	.31
Agency/Organization:	
Region/SDO:	 - ]
Work Station:	1

Remark s [√,×, others]	Eugibiuty	Documentary Requirements
	a. Must be a Filipino citizen.	Updated Personal Data Sheet
	b. fifty (50) years old	
	<ul> <li>c. Must have obtained a very satisfactory (VS) performance rating for two [2] consecutive years.</li> </ul>	
	d. Must present his/her individual Development Plan (IDP) that is validated by the head of the office.	
····	e. Must be holding a permanent item.	Updated Service Record
	f. Must be physically, mentally, and psychologically fit.	Medical certificate from any government physician as to health status.
	g. Must have no master's degree (for thuse 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
	h. Must have no current or pending enrollment in other institutions for graduate or postgraduate degree programs (for degree programs).	
	<ol> <li>Must be willing to sign a Scholarship Contract and commit to its provisions.</li> </ol>	(shall be complied with after being officially nominated)









<ol> <li>Must be willing to prepare, share, and implement a Scholarship Report and Work Application Plan (WAP)</li> </ol>	
k. 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.	
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 m. Has no pending application for retirement.	Clearance from HRDD/NEAP
n. Must be able to render his/her service obligation vis- a- vis duration of the scholarship.  o. Must have a college degree related to the field of study or have sufficient demonstrated ability and experience in the field of study.	



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## GENERAL ELIGIBILITY REQUIREMENTS/CHECKLIST

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

Remark s ( <b>√</b> , <b>X</b> , others)	Eligibility	Documentary Requirements
	a. Must be a Filipino citizen.	Updated Personal Data Sheet
	<ul> <li>Must have obtained a very satisfactory (VS) performance rating for two (2) consecutive years.</li> </ul>	Latest rated performance rating with approved IDP
	<ul> <li>c. Must present his/her Individual Development Plan (IDP) that is validated by the head of the office.</li> </ul>	
	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.     i. Must be willing to prepare, share, and implement a Scholarship Report and Work Application Plan (WAP).	(shall be complied after being officially nominated)
	<ol> <li>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.</li> </ol>	Certificate of no pending administrative/legal charges
	<ul> <li>k. Has already finished his/her existing service obligation for a scholarship, if any.</li> <li>in any case that the HRDD has no existing format, please use Enclosure 2 of this memo</li> <li>l. Has no pending application for retirement.</li> </ul>	Clearance from HRDD/NEAP

m. Must be able to render his/her service obligation vis-a-vis duration of the scholarship.
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.
	Program Type	Tit	ie of the Program
V. Scholarship Program	n Degree n Non-Degree		<del>.</del>
VI. Scholarship Duration			
VII. Status	Completed the course		Withdrawn from the Course
	Certificate of Completion)		[State the reason below]
VIII. Reason/s for Non- Completion (must be supported by attachments)	□ Realgnation □ Tran	usfer	r o Retirement o Others
IX. Service Obligation	No. of Months/Yrs Required		No. of Months/Yrs Completed
X. Reason for Non- Completion (must be supported by attachments)	n Resignation n Transfer n Retirement n Others  Explainfuther.		
I hereby attest that the information	n in this form and the suppor	ting c	focuments attached hereto are true

Name and Signature of the Scholar	Date and Time
This is to certify that the information in this form and the supporting do	cuments attached hereto are true and correct
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