

Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

October 14, 2023

REGIONAL MEMORANDUM

No. W-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 Southeast Asian School Leadership Program (SEA-SLP) | November 13, 2023 to February 4, 2024 | School Heads or Assistant School Heads (Directors, Administrators, or Principal) with at least five years' experience as school 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 Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2023-1505

TO : Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
All Others Concerned

FROM :  GLORIA JIMAMIL-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://bit.ly/SEA-SLP-Online>. Please use the official DepEd email accounts and submit the documents in PDF.
4. 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.

Enclosure 1

ELIGIBILITY AND DOCUMENTARY REQUIREMENTS

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

| Remarks (✓, X, others) | Eligibility | Documentary Requirements |
|---------------------------------------|---|--|
| | a. Must be a Filipino citizen. b. fifty (50) years old | Updated Personal Data Sheet |
| | c. Must have obtained a very satisfactory (VS) performance rating for two (2) consecutive years. d. Must present his/her Individual Development Plan (IDP) that is validated by the head of the office. | Latest rated performance rating with approved IDP |
| | 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 those who will apply for a master's degree) and shall have no doctoral degree (for those who will apply for a doctoral degree). h. Must have no current or pending enrollment in other institutions for graduate or postgraduate degree programs (for degree programs). | Updated Personal Data Sheet |
| | i. Must be willing to sign a Scholarship Contract and commit to its provisions. | (shall be complied with after being officially nominated) |



| | | |
|--|--|--|
| | j. Must be willing to prepare, share, and implement a Scholarship Report and Work Application Plan (WAP). | |
| | 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. | Certificate of no pending administrative/legal charges |
| | l. Has already finished his/her existing service obligation for a scholarship, if any. <i>**In any case that the HRDD has no existing format, please use Enclosure 2 of this memo</i> m. Has no pending application for retirement. | Clearance from HRDD/NEAP |
| | n. Must be able to tender 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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Misamis St., Bago Bantay, Quezon City
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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. | 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 | Clearance from HRDD/NEAP |
| | l. Has no pending application for retirement. | |

| | | |
|--|---|--|
| | 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 | <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 |
| | | |
| 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 hereby attest that the information in this form and the supporting documents attached hereto are true and correct | | |

| | |
|---|---------------|
| 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 herein 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 |
| | |