



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

March 5, 2024

REGIONAL MEMORANDUM

No. 227, s. 2024

To: Schools Division Superintendents
 All Others Concerned

CALL FOR NOMINATION FOR SEAMEO REGIONAL CENTRE FOR SPECIAL EDUCATIONAL NEEDS SCHOLARSHIP OFFERINGS

1. This is in reference to the Memorandum from Wilfredo E. Cabral, Regional Director, Officer-in-Charge, Office of the Undersecretary for Human Resource and Organizational Development, dated February 24, 2024, informing the field about the above-captioned subject.
2. The following are the details of the course and its scheduled implementation:

Course Title	Course Date	Target Participants
Teaching Strategies for Learners with Comorbidities in Learning Disabilities and Down Syndrome <i>Face-to-Face</i>	April 22-26, 2024	Primary/Secondary/ Inclusive/Mainstream School Teachers for Special Education
Effective Strategies for Teaching Visual and Performing Arts to Learners with Special Education Need <i>Face-to-Face</i>	August 5- September 4, 2024	Primary/Secondary/ Inclusive/Mainstream School Teachers for Special Education

3. All SDOs are advised to nominate one (1) qualified applicant per course **subject for Regional Evaluation**. SEPS-HRD shall upload the **complete documentary requirements** of their nominees in this link <https://bit.ly/2024SEAMEOSEN> on or before March 7, 2024. **Only the nominees endorsed by this Office** shall upload their documents in <https://forms.office.com/r/dmKgf22LX6>.



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


JOCELYN DR. ANDAYA
Director IV



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
 HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
 DM-OUHROD-2024-0306

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 SEAMEO REGIONAL CENTRE
 FOR SPECIAL EDUCATIONAL NEEDS SCHOLARSHIP
 OFFERINGS**

DATE : 23 February 2024

1. The Southeast Asian Ministers of Education Organization Regional Centre for Special Educational Needs (SEAMEO SEN) announces its two (2) regular courses for Special Education teachers, with details as follows:

Course Title	Course Dates	No. of Slots	Target Participants	Deadline
Teaching Strategies for Learners with Comorbidities in Learning Disabilities and Down Syndrome <i>Modality: face-to-face</i>	22-26 April 2024	2 (entitled for partial scholarship excluding flight expenses)	Primary/Secondary /Inclusive/ Mainstream School Teachers for Special Education	11 March 2024
Effective Strategies for Teaching Visual and Performing Arts to Learners with Special Education Needs <i>Modality: face-to-face</i>	13-17 May 2024	2 (entitled for partial scholarship excluding flight expenses)	Primary/Secondary /Inclusive/ Mainstream School Teachers for Special Education	15 March 2024

2. For selection purposes, the National Educators Academy of the Philippines (NEAP) encourages each Regional Office to nominate at least one (1) Primary/Secondary/Inclusive/Mainstream School Teacher for Special Education. All nominees must meet the qualifications and submit the documentary requirements listed in *Enclosure 1*.



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3. The Participant Nomination Form and required documents must be accomplished and uploaded (in PDF form) on or before the set deadlines, through the Microsoft Form which can be accessed through the link <https://forms.office.com/r/dmKgf22LX6>. 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 instructed.

[NEAPScholarshipSecretariat/Bedana]



[Enclosure 1]

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.	

[Enclosure 2]

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>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