



Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION

March 19, 2024

**REGIONAL MEMORANDUM**

No. 313 s. 2024

**To:** Schools Division Superintendents  
 All Others Concerned

**SEAMEO INNOTECH SOUTHEAST ASIAN SCHOOLS LEADERSHIP PROGRAM (BLENDED MODALITY)**

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 March 14, 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 Schedule	Modality	Target Participant
Southeast Asian School Leadership Program (Blended)	Phase 1 (Online Learning): April 1-16, 2024  Phase 2 (Face-to-Face): May 6-15, 2024  Phase 3 (Online Learning): June 17-28, 2024	Blended	School Heads (Directors, Administrators, Principals), and Assistant Principals with five (5) years in a supervisory post; or Officers from the Department of Education who are responsible for designing and managing learning programs for school leaders

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/2024SEASLP> on or before March 22, 2024. **Only the nominee endorsed by this Office** shall upload their documents in <https://forms.office.com/r/9xA3YYxWde>.
4. For the full details, please see enclosed Memorandum.



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5. Immediate dissemination of and compliance to this Memorandum is highly desired.

  
**JOCELYN DR. ANDAYA**  
Director IV



Republika ng Pilipinas


## Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**MEMORANDUM**  
**DM-OUHROD-2024-0489**

**FOR** : Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
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 INNOTECH  
SOUTHEAST ASIAN SCHOOL LEADERSHIP PROGRAM  
(BLENDED MODALITY)**

**DATE** : 14 March 2024

1. The Southeast Asian Ministers of Education Organization Regional Centre for Educational Innovation and Technology (SEAMEO INNOTECH) announces its Call for Nomination for the regular scholarship offering titled *Southeast Asian School Leadership Program (SEA-SLP)*, with course details as follows:

<b>Course Code and Title</b>	Southeast Asian School Leadership Program (Blended)
<b>Course Schedule</b>	Phase 1 (Online Learning): 01-16 April 2024 Phase 2 (Face-to-Face): 06-15 May 2024 Phase 3 (Online Learning): 17-28 June 2024
<b>No. of Slots</b>	3
<b>Modality</b>	Blended
<b>Target Participants</b>	School Heads (Directors, Administrators, Principals, and Assistant Principals with five (5) years in a supervisory post; or Officers from the Department of Education who are responsible for designing and managing learning programs for school leaders
<b>Deadline of Submission</b>	25 March 2024

2. For selection purposes, the National Educators Academy of the Philippines (NEAP) encourages each Central Office Bureau/Service/Office and 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 25 March 2024, through the Microsoft Office Form which can be accessed through the link <https://forms.office.com/r/9xA3YYxWde>. 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](mailto: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]*

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[Enclosure 1]

### GENERAL ELIGIBILITY REQUIREMENTS/CHECKLIST

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

<b>Remarks</b> (✓, ✗, others)	<b>Eligibility</b>	<b>Documentary Requirements</b>
	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.	
Preferred Qualifications Set by SEAMEO INNOTECH		
<ol style="list-style-type: none"> <li>1. For School Leaders: Directors, Administrators, Principals or Assistant Principals with at least five years experience in a supervisory post in a school</li> <li>2. For the Officer from the Ministry of Education: Officer who is responsible for designing and managing learning programs for school leaders.</li> <li>3. Computer literate and have access to a stable internet connection to access the online course</li> <li>4. Able to understand, speak, and write in English language</li> <li>5. Able and willing to apply new learnings and share them with other school heads</li> <li>6. Committed to actively participate and complete the course by June 28, 2024.</li> </ol>		

**SCHOLARSHIP CLEARANCE**

<b>I. NAME</b>		
<b>II. Position/Designation</b>		
<b>III. Permanent Station</b>		
<b>IV. Has availed any scholarship program</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	If yes, fill out sections V-X, as applicable.
<b>V. Scholarship Program</b>	<b>Program Type</b>	<b>Title of the Program</b>
	<input type="checkbox"/> <b>Degree</b> <input type="checkbox"/> <b>Non-Degree</b>	
<b>VI. Scholarship Duration</b>		
<b>VII. Status</b>	<input type="checkbox"/> <b>Completed the course</b>  (Submit a copy of Certificate of Completion)	<input type="checkbox"/> <b>Withdrawn from the Course</b>  (State the reason below)

<b>VIII. Reason/s for Non-Completion</b> (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>	
<b>IX. Service Obligation</b>	<b>No. of Months/Yrs Required</b>	<b>No. of Months/Yrs Completed</b>
<b>X. Reason for Non-Completion</b> (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
_____	



<b>APPROVED</b>	
Name and Signature of the Recommending Authority (RO-HRDD)	Date and Time