





## Republic of the Philippines

## Department of Education

NATIONAL CAPITAL REGION

March 19, 2024

#### REGIONAL MEMORANDUM

No. 3 1 3 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	Phase 1 (Online	Blended	School Heads (Directors,
Asian School	Learning): April 1-		Administrators,
Leadership	16, 2024		Principals), and Assistant
Program			Principals with five (5)
(Blended)	Phase 2 (Face-to-		years in a supervisory
38.00	Face): May 6-15,		post; or Officers from the
	2024		Department of Education who are responsible for
	Phase 3 (Online		designing and managing
	Learning): June 17- 28, 2024		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.





## Republic of the Philippines

# Department of Education NATIONAL CAPITAL REGION

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

JOCELYN DR. ANDAYA Director IV



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## Republika ng Pilipinas

## Bepartment of Education

## OFFICE OF THE UNDERSECRETARY ITUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

#### MEMORANDUM DM-OUHROD-2024-<u>049</u>9

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

 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:

Course Code and Title	Southeast Asian School Leadership Program (Blended)	
Course Schedule	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	
No. of Slots	3 .	
Modality	Blended	
Target Participants	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	
Deadline of Submission	<u> </u>	

- 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 <a href="https://forms.office.com/r/9xA3YYxWde">https://forms.office.com/r/9xA3YYxWde</a>. 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.
- For further information or any concerns, please contact the NEAP Scholarship Secretariat through email <u>scholarships@deped.gov.ph</u> and or landline (02) 8715-9919.
- 6. Immediate dissemination of and appropriate action on this Memorandum are requested.

Enclosures: Enclosure 1 - Checklist of General Bligibility Requirements Enclosure 2 - Scholarship Clearance

[NEAPScholarshipSecretariat/Bedona]

## [Enclosure 1]

## GENERAL ELIGIBILITY REQUIREMENTS/CHECKLIST

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

Remar ks (*, *,	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.	
<del>C-PROPER</del>	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)







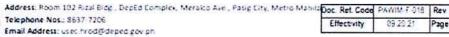
c. Ref. Code	PAWIM-F-018	Rev	00	6
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<ol> <li>Must be willing to prepare, share, and implement a Scholarship Report and Work Application Plan (WAP).</li> </ol>	
j. Must have no pending administrative, civil, or criminal case, and must have not been found guilty of any violation involving moral turpitude, corruption, or fraud.	Certificate of no pending administrative/legal charges
<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>1. 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.	

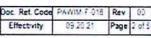
#### Preferred Qualifications Set by SEAMEO INNOTECH

- 1. For School Leaders: Directors, Administrators, Principals or Assistant Principals with at least five years experience in a supervisory post in a school
- 2. For the Officer from the Ministry of Education: Officer who is responsible for designing and managing learning programs for school leaders.
- 3. Computer literate and have access to a stable internet connection to access the online course
- 4. Able to understand, speak, and write in English language
- 5. Able and willing to apply new learnings and share them with other school heads
- 6. Committed to actively participate and complete the course by June 28, 2024.





Website: https://www.deped.gov.ph

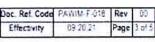




## SCHOLARSHIP CLEARANCE

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







Resignation   Transfer   Retirement   Others		
No. of Months/Yrs Required	No. of Months/Yrs Completed	
Resignation   Tran	nsfer Retirement Others	
	No. of Months/Yrs Required  Resignation   Trans	

Name and Signature of the Scholar	Date and Time
This is to certify that the information in this form and the supporting documen	its attached hereto are true and correct
Name and Signature of the Recommending Authority	
(SDO - HRDD)	Date and Time







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APPROVED	
Name and Signature of the Recommending Authority	Date and Time



