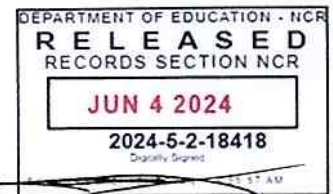




Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION



April 29, 2024

REGIONAL MEMORANDUM

No. 548, s. 2024

To: Schools Division Superintendents
 All Others Concerned

**CALL FOR NOMINATION FOR THE SEAMEO VECTECH SPECIALIST
 SKILLS UPGRADING: ROBOTIC AND SMART SYSTEM**

1. In reference to the attached Memorandum DM-OUHROD-2024-0792, dated 26 April 2024, from the Officer-in-Charge of the Office of the Undersecretary for Human Resource and Organizational Development, Wilfredo E. Cabral, this Office informs the concerned personnel of the above-mentioned subject.
2. The following are the details of the course and its scheduled implementation:

Course Title	Specialist Skills Upgrading: Robotic and Smart System
Course Schedule	24 June – 05 July 2024
No. of Slots	1
Modality	Face-to-face
Target Participants and Qualifications	<ul style="list-style-type: none"> ▪ Program leaders or highly committed and motivated teachers/instructors/trainers of Robotic and Smart System ▪ Existing trainers with basic technical expertise or experience in the said area.
Deadline of Submission	03 May 2024

3. All SDOs are advised to nominate one (1) qualified applicant per course **subject for Regional Evaluation**. SEPS-HRD shall submit the **complete documentary requirements** and **endorsement of their nominee** in this Office on or before May 2, 2024. **Only the nominee endorsed by this Office** shall upload their documents in <https://forms.office.com/r/P2atvWuYG7>. Kindly use official DepEd email accounts in submitting the requirements.
4. For further information and any concerns, please contact Richard D. Vidal, Education Program Specialist II, Regional Scholarship Focal Person, HRDD-NEAP through email richard.vidal@deped.gov.ph or call at 09606215250.



6 Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>

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Effectivity	01.26.23	Page	1 of 2



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

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


JOCELYN DR ANDAYA
Director IV

Encl. as stated

rdv/hrdd



6 Misamis St., Bago Bantay, Quezon City
Email Address: ncr@deped.gov.ph
Website: <http://www.depedncr.com.ph>

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Republika ng Pilipinas

Department of Education


OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2024-0192

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 THE SEAMEO VOCTECH
SPECIALIST SKILLS UPGRADING: ROBOTIC AND SMART
SYSTEM

DATE : 26 April 2024

1. The Southeast Asian Ministers of Education Organization Regional Centre for Vocational and Technical Education and Training (SEAMEO VOCTECH) announces its **Call for Nomination** for its training scholarship offering titled **Specialist Skills Upgrading: Robotic and Smart System**, with course details as follows:

Course Title	Specialist Skills Upgrading: Robotic and Smart System
Course Schedule	24 June – 05 July 2024
No. of Slots	1
Modality	Face-to-face
Target Participants and Qualifications	<ul style="list-style-type: none">• Program leaders or highly committed and motivated teachers/instructors/trainers of Robotic and Smart System• Existing trainers with basic technical expertise or experience in the said area
Deadline of Submission	03 May 2024

2. For selection purposes, the National Educators Academy of the Philippines (NEAP) encourages each 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 **03 May 2024**, through the Microsoft Office Form which can be accessed through the link <https://forms.office.com/r/P2atvWuYG7>. 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 requested.

Enclosures:

Enclosure 1 – Checklist of General Eligibility Requirements

Enclosure 2 – Scholarship Clearance

[NEAPScholarshipSecretariat/Bedana]

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.	

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
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This is to certify that the information in this form and the supporting documents attached hereto are true and correct

Name and Signature of the Recommending Authority (SDO - HRDD)	
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	Date and Time
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APPROVED

Name and Signature of the Recommending Authority (RO-HRDD)	Date and Time
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1

