



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



November 12, 2024

REGIONAL MEMORANDUM

No. 1192, s. 2024

To: Schools Division Superintendents
All Others Concerned

**CALL FOR NOMINATION FOR SEAMEO REGIONAL CENTRE
FOR SPECIAL EDUCATIONAL NEEDS TRAINING TITLED
INCULCATING POSITIVE BEHAVIOR IN CLASSROOM
FOR LEARNERS WITH SPECIAL EDUCATIONAL NEEDS**

1. In reference to the attached Memorandum DM-OUHROD-2024-2237, dated 11 November 2024, from the Office of the Undersecretary for Human Resource and Organizational Development, Wilfredo E. Cabral, this Office informs the field of the above-mentioned subject.
2. The following are the details of the course and its scheduled implementation:

Course Title	Inculcating Positive Behavior in Classroom for Learners with Special Educational Needs
Course Schedule	06-10 January 2025 (<i>excluding travel time</i>)
No. of Slots	Two (2)
Modality	Face-to-Face
Target Participants and Qualifications	Primary/ Secondary/ Inclusive/ Mainstream School Teacher of Special Education
Deadline of Submission	22 November 2024

3. All SDOs are **advised to nominate one (1) qualified participant subject for Regional Evaluation**. SEPS-HRD shall submit the **complete documentary requirements** and **endorsement of their nominee** in this Office on or before November 20, 2024. **Only the nominee endorsed by this Office** shall upload their documents (in PDF format) through the Microsoft Forms which can be accessed through the link: <https://forms.office.com/r/xUaPeHepw0>. Kindly use official DepEd email accounts in submitting the requirements.




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





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4. For further information and any concerns, please contact **Richard D. Vidal**, Education Program Specialist II, Regional Scholarship Focal Person, Human Resource Development Division through email richard.vidal@deped.gov.ph.
5. For the full details, please see enclosed Memorandum.
6. Immediate dissemination of this Memorandum is desired.


JOCELYN DR ANDAYA
Regional Director, NCR
concurrent Officer-In-Charge, Office of the
Assistant Secretary for Operations

Encl. as stated

rdv/hrdd



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HRDDV




Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2024-2237

TO : Regional Directors
Schools Division Superintendents
School Heads
All Others Concerned

FROM : 
WILFREDO E. CABRAL
Undersecretary
Human Resource and Organizational Development

SUBJECT : CALL FOR NOMINATION FOR SEAMEO REGIONAL CENTRE
FOR SPECIAL EDUCATIONAL NEEDS TRAINING TITLED
INCULCATING POSITIVE BEHAVIOR IN CLASSROOM FOR
LEARNERS WITH SPECIAL EDUCATIONAL NEEDS

DATE : 11 November 2024

1. The SEAMEO Regional Centre for Special Educational Needs (SEAMEO SEN) announces its **Call for Nomination** for its regular training scholarship offering titled ***Inculcating Positive Behavior in Classroom for Learners with Special Educational Needs***, with course details as follows:

Course Title	Inculcating Positive Behavior in Classroom for Learners with Special Educational Needs
Course Schedule	06-10 January 2025 (<i>excluding travel time</i>)
No. of Slots	Two (2)
Modality	Face-to-face
Target Participants	Primary/ Secondary/ Inclusive/ Mainstream School Teacher of Special Education
Deadline of Submission	22 November 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 22 November 2024**, through the Microsoft Office Form which can be accessed through the link

<https://forms.office.com/r/xUaPeHepw0>. 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, direct sending of requirements to the Secretariat's email, discrepancies in documents, etc.
5. NEAP further reiterates that the established qualifications and selection parameters for its scholarship programs are in adherence to the Equal Opportunity Principle (EOP).
6. For additional information or any concerns, please contact the **NEAP Scholarship Secretariat** through email scholarships@deped.gov.ph and/or landline (02) 8715-9919.
7. For immediate dissemination and appropriate action.

Enclosures:

Enclosure 1 - Checklist of General Eligibility Requirements

Enclosure 2 - Scholarship Clearance

Copy furnished:

OFFICE OF THE SECRETARY

[NEAPScholarshipSecretariat/Bedana]



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Republika ng Pilipinas

Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 1

GENERAL ELIGIBILITY REQUIREMENTS/CHECKLIST

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

Remarks (✓, ✗, 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
	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)
	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



Republika ng Pilipinas

Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

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)



Republika ng Pilipinas

Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

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>		
<hr/>		<hr/>
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>		
<hr/>		<hr/>
Name and Signature of the Recommending Authority (SDO - HRDD)		Date and Time



Republika ng Pilipinas
Department of Education
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

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