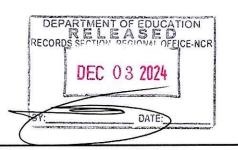


## Republic of the Philippines

## Department of Education

NATIONAL CAPITAL REGION



November 29, 2024

REGIONAL MEMORANDUM

No. \_\_\_\_\_, s. 2024

To: Schools Division Superintendents

All Others Concerned

## CALL FOR APPLICATION FOR THE GRADUATE CERTIFICATE PROGRAM IN EARLY CHILDHOOD EDUCATION

- 1. In reference to the attached Memorandum DM-OUHROD-2024-3346, dated 25 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. All Schools Division Offices are requested to disseminate the information about the scholarship program to all Early Childhood Education teachers. All applicants shall meet the admissions criteria and submit pertinent documentary requirements in this Office on or before 6 December 2024.
- 3. 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 <u>richard.vidal@deped.gov.ph</u>.
- 4. For the full details, please see enclosed Memorandum.
- 5. Immediate dissemination of this Memorandum is desired.

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

Encl. as stated

rdv/hrdd











## Department of Education

## OFFICE OF THE UNDERSECRETARY HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

## MEMORANDUM DM-OUHROD-2024-3346

OT

: Regional Directors

Schools Division Superintendents Regional CLMD and HRDD Chiefs Division EPS-ECED and HRTD-SEPS

FROM

WILFREDO'É

Undersecretary

Human Resource and Organizational Development

SUBJECT

: CALL FOR APPLICATIONS FOR THE GRADUATE CERTIFICATE

PROGRAM IN EARLY CHILDHOOD EDUCATION

DATE

: 25 November 2024

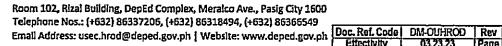
- 1. To address the professional development needs of teachers in Early Childhood Education (ECE), the Department of Education partnered with the Philippine Normal University to provide a scholarship program titled Graduate Certificate in Early Childhood Education to ECE teachers, and hereby issues the Call for Applications for the same.
- 2. The scholarship program has the following specific objectives:
  - a. Produce a pool of formally trained ECE teachers who are not graduates of Early Childhood Care and Development baccalaureate degree/major;
  - b. Ensure effective delivery and facilitation of ECE from Kindergarten to Grade 3 (K-3); and
  - c. Provide career advancement opportunities for K-3 teachers which they can use as a pathway for Master's Degree or further studies.

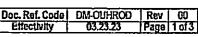
3. Pertinent program details are as follows:

	<del></del>
Program Title	Graduate Certificate in Early Childhood Education
Partner University	Philippine Normal University (PNU)
Target Scholars	K-3 Teachers who are not graduates/specialists of Early Childhood Education
No. of Slots per Region	Two-three (2-3)









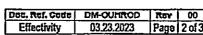


Program Delivery Design	<ul> <li>Follows the micro-credentialing route that PNU offers through the College of Alternative and Lifelong Learning (CALL) (in micro-credentialing, students are required to complete the activities in a course training module to earn the course units)</li> <li>Based on the Engage, Practice, Consolidate – Target, Raise, Act, Improve, Nurture (EPC-TRAIN) Training Framework</li> <li>Scholars are monitored, observed, and mentored by their immediate superiors/supervisors in the application of their learnings in the workplace</li> </ul>
Duration	Six-seven (6-7) months
Modality	<ul> <li>Through ePNU, a Moodle-based learning platform</li> <li>For synchronous sessions, faculty and students may utilize Google Meet/Zoom or any platforms where online classes may be conducted</li> </ul>
Eligibility	<ul> <li>With at least 2 years of teaching experience in DepEd</li> <li>Must be 50 years of age and below</li> <li>Currently not enrolled in other schools/ institutes/ colleges/ universities</li> <li>Must be computer literate and has access to a stable internet connection (at least 15 mbps) to participate in online classes</li> <li>Must have completed all previous scholarships and no pending nomination for any scholarship</li> <li>Must have no pending administrative and/or criminal case</li> <li>Must be physically and mentally fit</li> </ul>
Requirements	<ul> <li>Letter of Intent (LOI) (See template through the link         https://tinyurl.com/5n85ut27)     </li> <li>Accomplished Online Application Form via         https://forms.office.com/r/DSfSrGR4gs     </li> </ul>
Additional Reminders and Requirements	<ul> <li>Acceptance and entry to the program are subject to the existing rules and regulations prescribed by PNU</li> <li>Prospective scholars must pass the Graduate College Admission Test (GCAT) and submit all entry requirements before enrollment in the program</li> <li>Successful applicants should submit the required entry credentials to ensure seamless processing of documents upon submission</li> <li>Original Transcript of Records (TOR) with remarks "Copy for PNU" from the last school the scholar attended</li> <li>Original Philippine Statistics Authority (PSA)-issued Marriage Certificate for married female scholars if the TOR bears their maiden name</li> <li>Two (2) copies of 2x2 latest ID picture</li> <li>Certificate of GWA/GPA (Certified True Copy only for PNU alumna/alumnus)</li> <li>Omnibus Sworn Statement (See template through the link <a href="https://tinyurl.com/5n85ut27">https://tinyurl.com/5n85ut27</a>)</li> <li>Workplace Application (WAP) Proposal (See template through the link <a href="https://tinyurl.com/5n85ut27">https://tinyurl.com/5n85ut27</a>; can be accomplished in the duration of the program)</li> </ul>
Deadline of Application	06 December 2024

4. Documentary requirements specified in the checklist shall be checked by the School Head and consolidated by the HRTD-SEPS.







- 5. 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,
- 6. NEAP further reiterates that the established qualifications and selection parameters for its scholarship programs are in adherence to the Equal Opportunity Principle (EOP).
- 7. Should you have questions or concerns, please coordinate with NEAP Scholarship Secretariat through email scholarships@deped.gov.ph and/or landline (02) 8715-9919.
- 8. For dissemination and appropriate action.

Copy furnished: OFFICE OF THE SECRETARY

ATTY. REVSEE A. ESCOBEDO Undersecretary for Operations

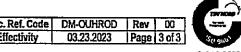
GEORGINA ANN H. YANG Assistant Secretary, External Partnerships Service

[NEAPScholarshipSecretariat/Pereyra]











## Department of Education national educators academy of the Philippines

## Appendix No. 1

## LETTER OF INTENT

[Insert date]

[NAME OF Head of Office per governance level]

[Position] [Office] [Address]

Dear XXXX,

Greetings!

This is (insert your full name), (position) in (bureau/service/unit/office/school name).

I am writing to signify my interest to register and/or apply for the (scholarship program) offered by (sponsoring institution).

If accepted, I am willing to maintain academic standards and shall faithfully abide with the program requirements and prescribed terms and conditions of the scholarship program/contract and the rules and regulations enforced by the university/training institution.

I certify that all documents I submitted are true and correct and I shall take full responsibility and accountability on the validity and authenticity of the same. I understand that any violation will automatically disqualify me from the selection process, and I may be subjected to appropriate legal action warranted by applicable laws.

Thank you.

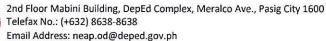
Very truly yours,

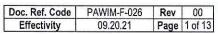
[NAME OF APPLICANT]

[Position] [Region, SDO]













## Department of Education national educators academy of the philippines

Endorsed by:

[Name of School Head] [Position]

Approved/Disapproved by:

[Name of Schools Division Superintendent]







Telefax No.: (+632) 8638-8638 Email Address: neap.od@deped.gov.ph

Doc. Ref. Code	PAWIM-F-026	Rev	00
Effectivity	09.20.21	Page	2 of 13





## Department of Education national educators academy of the philippines

## Appendix No. 2

## **Omnibus Sworn Statement**

Name of Applicant: Schools Division Office: Scholarship Program: DepEd email address: Alternate email address: Office/School:

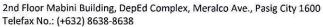
Region:

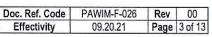
Contact Number:

	Basic Documentary Requirement	Status of Submission (To be filled- out by the applicant; Check if	(To be filled Scholarsh Status of Submission (Check if	fication -out by the SDO ip Committee) Remarks
a	Letter of intent addressed to the	submitted)	complied)	
	Head of Office			
b	Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
С	Updated Service Record			
d	Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
е	Scholarship Application Form (as required)			
f.	Photocopy of the Office Performance Commitment Review Form (OPCRF)/ Individual Performance Commitment and Review Form (IPCRF) in the last two (2) rating periods with the approved Individual Development Plan (IDP);			
g	Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h	Medical Certificate (CSC Form 211 Revised 2018) issued by a			













## Department of Education national educators academy of the Philippines

	government physician or an	
	accredited government hospital or	
	clinic government physician	
i	Photocopy of the Transcript of	
	Records (for scholarships leading to	
	a graduate degree)	
j	Certificate of Eligibility/License;	
k	Sworn Statement of No Pending	
	Case	
1	Photocopy of valid Passport (if	
	applicable)	
Atte	sted:	

tteste	a:				
CC	/RO/SD	O Scho	larship	Commit	tee

## **OMNIBUS SWORN STATEMENT**

## CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

## DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the

laws, rules, and regulations being implemented by the Civil Service Commission.

Name and Signature of Applicant		
Subscribed and sworn to befor	e me thisday of, year	•







Doc. Ref. Code	PAWIM-F-026	Rev	00
Effectivity	09.20.21	Page	4 of 13





## NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES Department of Education

## Appendix No. 3

# Sample Workplace Application Plan (WAP) Template

Name of Learners     Office and Position       Title of PD Programs     Date of Delivery       Title of PD Program     Provider       Name of Immediate Supervisor     Office and Position			
upervisor	Name of Learners	Office and	
upervisor		Position	
	Title of PD Programs	Date of Delivery	
		PD Program	
		Provider	
	Name of Immediate Supervisor	Office and	
	ž	Position	

Background and Rationale of WAP Plan:

Briefly describe why the WAP will be implemented. Identify the competency gaps that will be addressed and current performance level on key result area(s).

Competencies for Development Key Result Area(s) Expected Improvement in Means of Verification  Performance Indicator	Expected Performance Improvement			
	Competencies for Development Key R	Result Area(s)	Expected Improvement in Performance Indicator	Means of Verification

Committee	Job Shadowing	Informal JEL	Others (Please
Work		Activities	specify)











# NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES Department of Education

sion Special Project (Please specify)	n Stretch WAP	Assignments Implementation	Briefly describe the intervention (e.g., type of special project, nature of committee and role of learners, etc.), and specify duration and offices where learner will be assigned, if appropriate. Use one to two paragraphs.
Job Expansion Speci	Job Rotation Streto	Assig	the intervention (e.g., type of special r e learner will be assigned, if appropri

				The state of the s
Application Objective				
State what learner will be able to do by the end	able to do by the end of th	of the WAP, following ABCD (Audience-Behavior-Condition-Degree) guidelines.	udience-Behavior-Conditi	on-Degree) guidelines.
Learning Objectives	Activities		Learning Facilitator Support/Resources	Support/Resources
(What learner be able to	(Activities that learner will (Start-end of each		Immediate Supervisor or (Office order, information,	(Office order, information,
do by the end of an	engage in to meet each	activity)	peer assigned to guide	etc. needed)
activity/learning session)  learning objective	learning objective)	7	learner)	

Prepared by (name and position):	Learner's Signature	Date

Date	
Signature	
Reviewed by (name and position):	







 Doc. Ref. Code
 PAWIM-F-026
 Rev
 00

 Effectivity
 09.20.21
 Page 2 of 13



# NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES Department of Education

Approved by (name and position):	Learner's Signature	Date



 Doc. Ref. Code
 PAWIM-F-026
 Rev
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 Effectivity
 09.20.21
 Page | 3 of 13









## Department of Education national educators academy of the philippines

Appendix No. 4

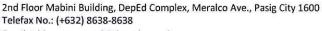
SCHOLARSHIP CONTRACT
This <b>Scholarship Contract,</b> is entered into this day of, at, Philippines, by and between:
[NAME OF SCHOLAR], Filipino, of legal age and with residence at [HOME ADDRESS], [POSITION] of [SCHOOL / OFFICE /STATION], (hereinafter referred to as the "SCHOLAR")
-and-
The <b>DEPARTMENT OF EDUCATION</b> , herein referred to as " <b>DepEd</b> ", an agency of the national government of the Republic of the Philippines, created by virtue of law, particularly Batas Pambansa Bldg. 232, otherwise known as the "Education Act of 1982," as amended by Republic Act No. 9155, otherwise known as the "Governance of Basic Education Act of 2001," with its field office at [ADDRESS] represented by its, [NAME];
WITNESSETH THAT:
<b>WHEREAS</b> , Section 5 (4), Article XIV of the 1987 Philippine Constitution underscores the right of teachers to professional development, which states that "The State shall enhance the right of teachers to professional advancement. Non teaching academic and non-academic personnel shall enjoy the protection of the State.";
<b>WHEREAS,</b> DepEd is a government agency who is committed to facilitating the professional growth of its personnel and equipping them to address the evolving demands of the 21 <sup>st</sup> century basic education delivery by offering scholarships to eligible personnel;
WHEREAS, DepEd Order No, s. 2024, otherwise known as the "Omnibus Scholarship Guidelines For DepEd Personnel", is established which seeks to standardize the qualifications and streamline the management, processes procedures, and implementation of scholarship programs funded by DepEd, other government agencies, private institutions, foreign governments, and international organizations to ensure equal and equitable opportunities to all interested and qualified employees to avail scholarship programs;
NOW, THEREFORE, for and in consideration of the foregoing, the PARTIES

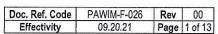
## I. NATURE OF THE SCHOLARSHIP

have agreed on the following:













## Department of Education national educators academy of the philippines

(Brief Description of the Scholarship Program)

### II. DURATION OF SCHOLARSHIP

This scholarship grant on <u>(PROGRAM CODE AND TITLE OF THE COURSE)</u> at the <u>(VENUE OF THE COURSE)</u> is for the period <u>(INCLUSIVE DATES OF THE COURSE)</u>.

## III. SCHOLAR'S PRIVILEGES AND ENTITLEMENTS

The Scholar shall be entitled to the following:

- a. [SCHOLARSHIP PACKAGE];
- b. Be on Official Time for the entire duration of the scholarship program; and
- c. Use of office equipment and facilities of the DepEd Academic Institution Partners, partner SUCs or TEIs (as deemed necessary).

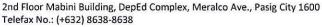
## IV. DUTIES AND RESPONSIBILITIES OF THE SCHOLAR

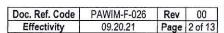
The SCHOLAR shall fulfill the following duties and responsibilities:

- a. Attend the program or course regularly and submit all the program or course requirements until its completion.
- b. Maintain academic standards and other course requirements set forth by the program of the institution and Department of Education (DepEd).
- c. Must maintain eligibility requirements throughout the scholarship program.
- d. Conduct oneself in such a manner that will uphold the moral integrity and professionalism of a DepEd personnel and a public servant throughout the course.
- e. Ensure WAP implementation and completion within the timeline stated in the plan.
- f. Return to the official station and assume functions immediately upon the scholarship program or course's conclusion.
- h. Fulfill his/her service obligation. (Indicate the exact service obligation and years/period)
- g. Apply knowledge, skills and learning experiences gained from the professional development courses or programs through sharing expertise gained with other teachers in the school, district, division, or region during training, Learning Action Cells (LAC), conferences, etc.
- h. Refund in full to DepEd and/or Sponsoring Agency such sums of money as may have been defrayed by the Philippine government for expenses incurred for having attended the program or course, such as but not limited to salaries and benefits received during the duration of the scholarship program, for failure to comply with any of the foregoing conditions through the scholars' fault or willful neglect of the provisions of the contract.













## Department of Education NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

## V. DUTIES AND RESPONSIBILITIES OF DepEd

The Department shall fulfill the following duties and responsibilities:

- a. Ensure that the scholar's absence from the permanent official station will not hamper the operational efficiency of the office/school,
- b. Ensure that the scholar receives salary, allowances and other benefits as provided by law and/or scholarship contract.

## VI. DEFERMENT/WITHDRAWAL

Deferment or withdrawal from enrolment or participation in the scholarship program or course must be with approval from the Head of Office through the submission of a formal letter with appropriate supporting documents. The Head of Office of the concerned governance level shall have the right to approve or disapprove all requests for deferment or withdrawal based on the following grounds.

- a. In case of serious illness with medical abstract issued by government physician government-accredited hospital or clinic,
- b. force majeure or fortuitous event,
- c. other unavoidable circumstances considered meritorious by the PDC.

If the scholar suffers illness or injury, resulting in an inability to continue studies, it should be supported by a medical abstract issued by the government physician or government-accredited hospital or clinic stating:

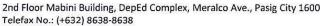
- a. The nature and extent of the sickness or injury incurred or sustained by the scholar;
- b. Facts and actual circumstance surrounding the acquisition of, or giving rise to the sickness or injury;
- c. That the illness was not the proximate result of the scholar's misconduct, gross negligence, use of prohibited drugs or alcoholic liquor.

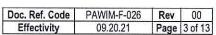
## VII. PENALTIES

DepEd scholar who defers without approval, withdraws from the scholarship program and/or whose scholarship contract is terminated due to non-compliance with his/her duties and responsibilities shall refund in full to DepEd such sums of money as may have been defrayed by the Philippine government in relation to the scholarship program or course but not limited to salaries and benefits received in the duration of the scholarship program. Such withdrawal may be due to any of the following:













## Department of Education national educators academy of the philippines

- a. grantee's fault or willful neglect or causes within one's control
- b. resignation or retirement from the service
- c. transfer to private entities

## VIII. EFFECTIVITY

This Scholarship Contract shall take effect upon signing/approval of the parties and shall be valid and binding until the completion of its purpose/s or unless earlier terminated by the Parties.

**IN WITNESS WHEREOF**, the Parties have signed this Scholarship Contract as of the date first above written.

[NAME]

DepEd Scholar

[NAME]

Position

Head of Office per governance level

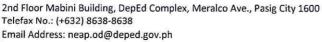
SIGNED IN THE PRESENCE OF:

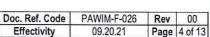
[NAME]

[CO/RO/SDO PDC Chairperson]













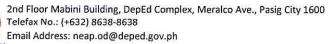
## Department of Education national educators academy of the philippines

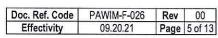
## ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)		
BEFORE ME, a Notary Public for a following:	and in	personally appeared the
Name	Government Issued ID (Details)	Date and Place Issued
Name of Scholar		
Known to me as the same person signed by the PARTIES and their to me that the same is their free voor This Scholarship Contract consist in which this acknowledgment instrumental witnesses every page WITNESS MY HAND AND NOTAR above.	instrumental with bluntary act and de s of pages inclu is written, signe thereof.	esses, and they acknowledged ed. Iding the Annex and this page d by the parties and their
		NOTARY PUBLIC
Doc. No Page No Book No Series of 2024		













## Department of Education NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

## ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES	S.	
BEFORE ME, a Notary Public for a following:	and in	personally appeared the
Name	Government Issued ID (Details)	Date and Place Issued
Name of Head of Office per governance level		
Known to me as the same person of signed by the PARTIES and their to me that the same is their free volume This Scholarship Contract consist in which this acknowledgment instrumental witnesses every page WITNESS MY HAND AND NOTAR above.	instrumental withe pluntary act and de s of pages inclu- is written, signe thereof.	esses, and they acknowledged red. Iding the Annex and this page d by the parties and their
		NOTARY PUBLIC
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