



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



March 10, 2025

REGIONAL MEMORANDUM

No. € . 237 , s. 2025

To: Schools Division Superintendents
All Others Concerned

**CALL FOR NOMINATIONS FOR THE SEAMEO INNOTECH
SOUTHEAST ASIAN SCHOOL LEADERSHIP PROGRAM
UNDER THE SEAMEO EDUCATIONAL DEVELOPMENT FUND**

1. In reference to the attached Memorandum DM-OUHROD-2025-0597, dated 06 March 2025, from Wilfredo E. Cabral, Undersecretary for Human Resource and Organizational Development, and Carmela C. Oracion, Assistant Secretary for Human Resource and Organizational Development (National Educators Academy of the Philippines), this Office informs the field of the above-mentioned subject.
2. The Participant Nomination Form and required documents must be accomplished and uploaded (in PDF form) on or before **15 March 2025**, through the Microsoft Form which can be accessed through the link: <https://forms.office.com/r/3ps14p3QiU>. Kindly use official DepEd email accounts in submitting the requirements.
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 richard.vidal@deped.gov.ph.
4. For the full details, please see enclosed Memorandum.
5. 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



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



Certificate No. PIP QMS
24 83 0193



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2025-0597

**FOR : Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
School Heads
All Others Concerned**

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

Carmela Oracion
CARMELA C. ORACION
*Assistant Secretary
Human Resource and Organizational Development
(National Educators Academy of the Philippines)*

**SUBJECT : CALL FOR NOMINATIONS FOR THE SEAMEO INNOTECH
SOUTHEAST ASIAN SCHOOL LEADERSHIP PROGRAM UNDER
THE SEAMEO EDUCATIONAL DEVELOPMENT FUND**

DATE : 06 March 2025

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

Course Title	Southeast Asian School Leadership Program
Course Schedule	07 April – 13 June 2025
No. of Slots	Three (3)
Modality	- Phase 1 – Online - Phase 2 – Face-to-face - Phase 3 – Online
Target Participants	- School Heads (Directors, Administrators, Principals, and Assistant Principals with at least five (5) years of supervisory experience in a school; or

	- Officials and personnel from the Department of Education who are responsible for designing and managing learning programs for school leaders
Qualifications	- Computer literate and with access to stable internet connection - Able to understand, speak, and write in English - Able and willing to apply new learnings and share them with other school heads - Committed to actively participate in and complete the course
Deadline of Submission	15 March 2025

- 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.
- The **Participant Nomination Form and required documents must be accomplished and uploaded (in PDF form) on or before 15 March 2025**, through the Microsoft Office Form which can be accessed through the link <https://forms.office.com/r/3ps14p3QiU>. Kindly use official DepEd email accounts in submitting the requirements.
- 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.
- Heads of offices/immediate supervisors of the participants shall make the necessary arrangements to ensure that office operations and classes will not be disrupted.
- Should you have questions or concerns, please coordinate with the **NEAP Scholarship Secretariat** through email scholarships@deped.gov.ph and/or landline (02) 8715-9919.
- For dissemination and appropriate action.

Copy furnished:

OFFICE OF THE SECRETARY
OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING
OFFICE OF THE UNDERSECRETARY FOR OPERATIONS
OFFICE OF THE ASSISTANT SECRETARY FOR EXTERNAL PARTNERSHIPS SERVICE

[NEAPScholarshipSecretariat/Pereyra/Bedana]



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
 Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549
 Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	DM-OUHROD	Rev	00
Effectivity	03.23.2023	Page	2 of 2





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 (✓, 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
	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)
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



Republika ng Pilipinas

Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

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