



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

Office of the Schools Division Superintendent

DIVISION MEMORANDUM  
No. 0277, s. 2024


26 MAR 2024

**CALL FOR NOMINATION FOR SEAMEO REGIONAL INNOTECH SOUTHEAST ASIAN  
SCHOOL LEADERSHIP PROGRAM (BLENDED MODALITY)**

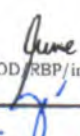
To: Assistant Schools Division Superintendent  
Chief, CID and SGOD  
Education Program Supervisors/Division Coordinators  
Public Schools District Supervisors/ District In-Charge  
Elementary & Secondary School Heads  
All Others Concerned

1. Attached is Regional Memorandum No. 0252, s. 2024 Re: **“Call for Nomination for SEAMEO Regional Innotech Southeast Asian School Leadership Program (Blended Modality)”**, contents of which are self-explanatory, for the information and guidance of all concerned.
2. Interested applicants are directed to upload the accomplished nomination form and required documents at <https://forms.office.com/r/9xA3YYxWde> on or before March 25, 2024.
3. In adherence with the Civil Service Commission’s mandate on **Equal Opportunity Principle (EOP)**, all interested personnel may inquire/ contact Ms. Iryll of the Human Resource Development Section (HRDS) through (035) 422-8511.
4. For immediate and wide dissemination.

By the Authority of the Schools Division Superintendent:

  
**ANTONIO B. BAGUIO JR., EdD**  
Education Program Supervisor  
Office In-Charge

0/26/24

  
NCO/EQA-RVAV/SCOD/RBP/imsm  
March 26, 2024



Kagawasan Avenue, Capitol Area, Daro, Dumaguete City, Negros Oriental  
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Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

**REGIONAL MEMORANDUM**

No. **252**, s. 2024

22 MAR 2024

**CALL FOR NOMINATION FOR SEAMEO REGIONAL INNOTECH SOUTHEAST ASIAN  
SCHOOL LEADERSHIP PROGRAM (BLENDED MODALITY)**

To: Schools Division Superintendents  
Assistant Schools Division Superintendents  
All Others Concerned

1. Attached is DepEd Memorandum DM- OUHROD - 2024 - 0489 from Usec. Wifredo E. Cabral, Officer-in-Charge, Office of the Undersecretary for Human Resource and Organizational Development dated March 14, 2024 titled **Call for Nomination for SEAMEO Regional Innotech Southeast Asian School Leadership Program (Blended Modality)**, contents of which are self-explanatory, for the information and guidance of all concerned.
2. The accomplished participant's nomination form and other required documents must be submitted on or before March 25, 2024 through this link: <https://forms.office.com/r/9xA3YYxWde>.
3. For queries and clarifications, you may contact Dr. Rosa H. Cabotaje, Scholarship Focal Person through this email address, [rosa.cabotaje@deped.gov.ph](mailto:rosa.cabotaje@deped.gov.ph).
4. For immediate and wide dissemination.

**SALUSTIANO T. JIMENEZ JD, EdD, CESO V**  
Director IV  
Regional Director

SECRETARY (HRDO) / STAFF (HR) / MOBILE UNIT



Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
Telephone Number: 639457623193 local 700

DepEd Tayo Region VII

[region7.deped.gov.ph](http://region7.deped.gov.ph)





Republika ng Pilipinas


## Department of Education

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**MEMORANDUM**

DM-OUHROD-2024-0429

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

1. 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:

<b>Course Code and Title</b>	Southeast Asian School Leadership Program (Blended)
<b>Course Schedule</b>	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
<b>No. of Slots</b>	3
<b>Modality</b>	Blended
<b>Target Participants</b>	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
<b>Deadline of Submission</b>	25 March 2024



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 <https://forms.office.com/r/9xA3YYxWde>. 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](mailto: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]*

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## 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
	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.	
Preferred Qualifications Set by SEAMEO INNOTECH		
<ol style="list-style-type: none"> <li>1. For School Leaders: Directors, Administrators, Principals or Assistant Principals with at least five years experience in a supervisory post in a school</li> <li>2. For the Officer from the Ministry of Education: Officer who is responsible for designing and managing learning programs for school leaders.</li> <li>3. Computer literate and have access to a stable internet connection to access the online course</li> <li>4. Able to understand, speak, and write in English language</li> <li>5. Able and willing to apply new learnings and share them with other school heads</li> <li>6. Committed to actively participate and complete the course by June 28, 2024.</li> </ol>		



<b>VIII. Reason/s for Non-Completion</b> (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>	
<b>IX. Service Obligation</b>	<b>No. of Months/Yrs Required</b>	<b>No. of Months/Yrs Completed</b>
<b>X. Reason for Non-Completion</b> (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

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



Address: Room 102 Rizal Bldg., DepEd Complex, Alabang Ave., Pasig City, Metro Manila  
Telephone Nos.: 8637-7206  
Email Address: usec.hrod@deped.gov.ph  
Website: <https://www.deped.gov.ph>

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[Enclosure 1]

**GENERAL ELIGIBILITY REQUIREMENTS/CHECKLIST**

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

<b>Remarks</b> (✓, ✗, others)	<b>Eligibility</b>	<b>Documentary Requirements</b>
	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.	
	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)



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 Telephone Nos.: 8633-7206  
 Email Address: uicc\_hrod@deped.gov.ph  
 Website: <https://www.deped.gov.ph>

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	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.	

**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.

**SCHOLARSHIP CLEARANCE**

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



<b>VIII. Reason/s for Non-Completion</b> (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>	
<b>IX. Service Obligation</b>	<b>No. of Months/Yrs Required</b>	<b>No. of Months/Yrs Completed</b>
<b>X. Reason for Non-Completion</b> (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
_____	_____



<b>APPROVED</b>	
<hr style="border: 0.5px solid black;"/> Name and Signature of the Recommending Authority (RO-HRDD)	<hr style="border: 0.5px solid black;"/> Date and Time



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