



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. **0403**, s. 2024

07 MAY 2024

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

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. 0389, s. 2024 Re: **“Call for Nomination for the SEAMEO VOCTECH Specialist Skills Upgrading: Robotic and Smart System”**, 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/P2atvWuYG7> on or before May 3, 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:

**LANI B. YURONG**  
Administrative Officer V  
Office In-Charge

5/1/2024

NGO/EQA-RVAV/SGOD/RBP/imsm  
May 6, 2024



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Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

**REGIONAL MEMORANDUM**


No. **389**, s. 2024

**02 MAY 2024**

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

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

1. Attached is DepEd Memorandum DM- OUHROD - 2024 - 0792 from Usec. Wifredo E. Cabral, Officer-in-Charge, Office of the Undersecretary for Human Resource and Organizational Development dated April 26, 2024 titled **Call for Nomination for the SEAMEO VOTTECH Specialist Skills Upgrading: Robotic and Smart System**, 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 May 3, 2024 through this link: <https://forms.office.com/r/P2atvWuYG7>.
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

SECRET (HRD/SC/109) MOR 16



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 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-2024-0792

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:

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



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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](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 (✓, 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**

<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"/> <b>Resignation</b> <input type="checkbox"/> <b>Transfer</b> <input type="checkbox"/> <b>Retirement</b> <input type="checkbox"/> <b>Others</b> <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> <small>(must be supported by attachments)</small>	<input type="checkbox"/> <b>Resignation</b> <input type="checkbox"/> <b>Transfer</b> <input type="checkbox"/> <b>Retirement</b> <input type="checkbox"/> <b>Others</b>  <small>Explain further</small>	

*I hereby attest that the information in this form and the supporting documents attached hereto are true and correct*

\_\_\_\_\_ **Name and Signature of the Scholar** \_\_\_\_\_ **Date and Time**

*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)

\_\_\_\_\_ **Date and Time**

**APPROVED**

\_\_\_\_\_  
**Name and Signature of the Recommending Authority**  
(RO-HRDD)

\_\_\_\_\_ **Date and Time**