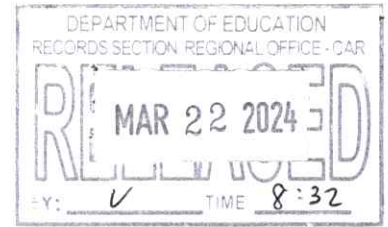




Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region



20 March 2024

**REGIONAL MEMORANDUM**  
 No. **173.2024**

**CALL FOR NOMINATION TO SEAMEO INNOTECH'S SOUTHEAST ASIAN SCHOOLS LEADERSHIP PROGRAM (SEA-SLP) BLENDED MODALITY**

To: Assistant Regional Director  
 Schools Division Superintendents  
 All Other Concerned

- Pursuant to DM-OUHROD-2024-0489, this office through the Human Resource Development Division (HRDD), calls for submission of nominees to the SEAMEO INNOTECH's Southeast Asian Schools Leadership Program (SEA-SLP) Blended Modality.
- The SEAMEO Regional Center for Educational Innovation and Technology (SEAMEO-INNOTECH) announces its **Call for Nomination** for regular scholarship offering titled Southeast Asian School Leadership Program (SEA-SLP) under the SEAMEO Educational Development Fund, with course details as follows:

<b>Courses/Programs</b>	Southeast Asian School Leadership Program (SEA-SLP) (Blended)
<b>Course Schedule</b>	Phase 1 (Online Learning): 01 – 06 April 2024 Phase 2 (Face-to-face): 06 – 15 May 2024 Phase 3: (Online Learning): 17 - 28 June 2024
<b>Modality</b>	Blended
<b>Target Participants</b>	School Heads or Assistant School Heads (Directors, Administrators, or Principal) with 5 years' experience 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 for Submission</b>	25 March 2024

- Each SDO shall nominate one (1) nominee after the screening of SDO Professional Development Committee (PDC) on Enclosures 1 and 2.
- In view of one slot provided for the region, the Regional PDC shall screen nominees nominated by the SDOs.
- Applicants' Nomination Form and required documents must be filled out and uploaded in PDF using the official DepEd email account on or before **March 25, 2024** and submit all signed documents to [car.neapr@deped.gov.ph](mailto:car.neapr@deped.gov.ph).



**Address:** DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601  
**Telephone No:** (074) 422 – 1318  
**Email Address:** [car@deped.gov.ph](mailto:car@deped.gov.ph)



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region

6. Applications with incomplete requirements, no official endorsement/s, application being sent directly through the secretariat's email, discrepancy in documents, and the like shall be disqualified.
7. For queries and clarifications, please contact the Human Resource Development Division – National Educators Academy of the Philippines in the Region (HRDD-NEAPR) through Rosita C. Agnasi, OIC-HRDD-NEAPR or Elvernice S. Fanged, Scholarship Focal Person through email address at [car.neapr@deped.gov.ph](mailto:car.neapr@deped.gov.ph).
8. Immediate and widest dissemination of this Memorandum is directed.

  
**ESTELA P. LEON-CARIÑO EdD, CESO III**  
Director IV/ Regional Director 



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region

(Enclosure 1 to RM No. **173.2024**)

**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> (✓, X, , 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.  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)





Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region

	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.	
<b>Preferred Qualifications Set by SEAMEO INNOTECH</b>		
<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>		



Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region

(Enclosure 2 to RM No. **173-2024**)

**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"/> Yes <input type="checkbox"/> No	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"/> Degree <input type="checkbox"/> Non-Degree	
<b>VI. Scholarship Duration</b>		
<b>VII. Status</b>	<input type="checkbox"/> Completed the course (Submit a copy of Certificate of Completion)	<input type="checkbox"/> Withdrawn from the Course (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>		
_____ Name and Signature of the Recommending Authority (RO-HRDD)		_____ Date and Time