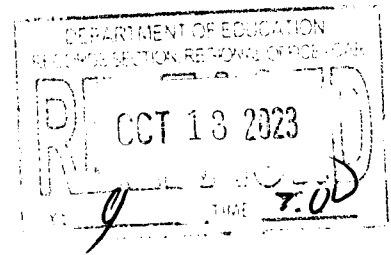




Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION



12 October 2023

**REGIONAL MEMORANDUM**  
 No. 610.2023

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

To: Assistant Regional Director  
 Schools Division Superintendents  
 All Other Concerned

1. Pursuant to DM-OUHROD-2023-1505, 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) Online Version

2. The SEAMEO Regional Center for Educational Innovation and Technology (SEAMEO-INNOTECH) announces its regular scholarship offering titled Southeast Asian School Leadership Program (SEA-SLP) under the SEAMEO Educational Development Fund. The course details are as follows:

<b>Courses/Programs</b>	Online Version Southeast Asian School Leadership Program (SEA-SLP)
<b>Course Schedule</b>	November 13, 2023 to February 4, 2024
<b>Modality</b>	Online
<b>Target Participants</b>	School Heads or Assistant School Heads (Directors, Administrators, or Principal) with at least 5 years' experience as school head/assistant school head

3. Each SDO shall nominate one (1) nominee after the screening of SDO Professional Development Committee (PDC) on Enclosures 1 and 2.

4. In view of one slot provided for the region, the Regional PDC shall screen nominees nominated by the SDOs.

5. Applicants' Nomination Form and required documents must be filled out and uploaded in PDF using the official DepEd email account on or before **October 20, 2023** through this google form <https://tinyurl.com/SEAMEOSEASLP>.

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

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)

HRDD-NEAPCAR/RCA/est  
 NATIONAL EDUCATORS ACADEMY OF SEAMEO SEASLP



**MATATAG**  
 Empowering Learners, Transforming Schools



**ELIGIBILITY AND DOCUMENTARY REQUIREMENTS**

<b>Name:</b> <b>Scholarship Program:</b> <b>Sponsoring Agency/Organization:</b> <b>Region/SDO:</b> <b>Work Station:</b>		
<b>Remark</b>  (✓, X, others)	<b>Eligibility</b>	<b>Documentary Requirements</b>
	a. Must be a Filipino citizen b. fifty (50) years old	Updated Personal Data Sheet
	c. Must have obtained a very satisfactory (VS) performance rating for two (2) consecutive years d. Must present his/her Individual Development Plan (IDP) that is validated by the head of the office	Latest rated performance rating with approved IDP
	e. Must be holding a permanent item	Updated Service Record
	f. Must be physically, mentally, and psychologically fit	Medical certificate from any government physician as to health status
	g. 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
	h. Must have no current or pending enrollment in other institutions for graduate or postgraduate degree programs (for degree programs).	
	i. Must be willing to sign a Scholarship Contract and commit to its provisions.	(shall be complied with after being officially nominated)

<p>j. Must be willing to prepare, share, and implement a Scholarship Report and Work Application Plan (WAP).</p>	
<p>k. 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.</p>	<p>Certificate of no pending administrative/legal charges</p>
<p>l. Has already finished his/her existing service obligation for a scholarship, if any.</p> <p><i>**In any case that the HRDD has no existing format, please use Enclosure 2 of this memo</i></p> <p>m. Has no pending application for retirement</p>	<p>Clearance from HRDD/NEAP</p>
<p>n. Must be able to render his/her service obligation vis- a- vis duration of the scholarship</p> <p>o. Must have a college degree related to the field of study or have sufficient demonstrated ability and experience in the field of study.</p>	

(Enclosure 2 to RM No. 610)

**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> <small>(Submit a copy of Certificate of Completion)</small>	<input type="checkbox"/> <b>Withdrawn from the Course</b> <small>(State the reason below)</small>
<b>VIII. Reason/s 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>	
<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
<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