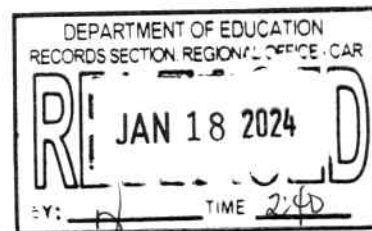




Republic of the Philippines
Department of Education
 Cordillera Administrative Region



17 January 2024

REGIONAL MEMORANDUM

No. **035-2024**

CALL FOR NOMINATION ON SEAMEO-RECSAM REGULAR COURSE OFFERINGS FOR FY 2023-2024

To: Assistant Regional Director
 Schools Division Superintendents
 All Other Concerned
 All Divisions

1. Pursuant to DM-OUHROD-2024-0013, this office calls for nomination of participants for SEAMEO-RECSAM Regular Course Offerings for SY 2023-2024.

2. The course details are as follows:

| Regular Courses | Course Code | Course Title | Date | No. of Scholarship Offered | Deadline of Nomination |
|-------------------------------------|-------------|--|----------------|----------------------------|------------------------|
| For Fiscal Year 2023/2024 (Batch 2) | RC-SS-148-3 | Enhancing Secondary Science Education Through Professional Learning Community (PLC) Engaging in Classroom-Based Research | 6- 31 May 2024 | 1 | 26 January 2024 |
| | RC-SM-148-4 | Implementing Classroom-Based Assessment in Secondary Mathematics Education | | 1 | |

3. All SDOs are encouraged to nominate at least one (1) secondary school teacher for each course who will undergo PDC evaluation. All nominees must meet the qualifications and submit the required documents listed in Enclosures 1, 2 and 3 through email address at car.neapr@deped.gov.ph on or before January 26, 2024.

4. All nominees submitted to the Regional Office shall be subjected to the PDC evaluation for nomination to Central Office.



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

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5. 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
6. Immediate and widest dissemination of this Memorandum is directed.


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

HRDD-NEAPCAR/RCA/esf
NominationforSEAMEORECSAM



Republic of the Philippines
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(Enclosure 1 to RM No. 035.2024)

ELIGIBILITY AND DOCUMENTARY REQUIREMENTS

| | |
|--|--|
| Name: | |
| Scholarship Program: | |
| Sponsoring Agency/Organization: | |
| Region/SDO: | |
| Work Station: | |

| Remarks (✓, X, others) | Eligibility | Documentary Requirements |
|---------------------------|---|---|
| | 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). h. Must have no current or pending enrollment in other institutions for graduate or postgraduate degree programs (for degree programs). | Updated Personal Data Sheet |
| | i. Must be willing to sign a Scholarship Contract and commit to its provisions. | (shall be complied with after being officially nominated) |



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
 Telephone Nos.: (+632) 86337206; (+632) 86318494; (+632) 86366549
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 Effectivity: 03.23.23 Page 3 of 4



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



Republic of the Philippines
Department of Education

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(Enclosure 2 to RM No. **035-2024**)

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 |
| | | |
| 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

This is to certify that the information in this form and the supporting documents attached hereto are true and correct



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| | | |
|--|--|---------------|
| 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 |



Republic of the Philippines
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3. EDUCATION (list from highest qualification)

| Name of Colleges/ Institutions/ University & Country | Major Field of Study | Years of study : from - to | Degree |
|---|-------------------------|-------------------------------|--------|
| | | | |
| | | | |
| | | | |

4. EMPLOYMENT RECORD (list from current position onwards)

| Name of Institution/Employer | Position | Years of work: from – to |
|---------------------------------|----------|-----------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

Delete accordingly

Describe your work and responsibility:

5. REASONS FOR APPLYING THIS COURSE

Please state briefly the reasons for applying to this course and how you hope to benefit from the course.



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6. OVERSEAS COURSES/ CONFERENCES/ SEMINARS ATTENDED INCLUDING PROGRAMME OF SEAMEO RECSAM

| Name of Conference/ Seminar | Venue | Date: from – to |
|--------------------------------|-------|--------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

Delete accordingly

7. ENGLISH LANGUAGE PROFICIENCY

| | Excellent | Good | Fair | Basic | Remarks |
|-----------|-----------|------|------|-------|---------|
| Listening | | | | | |
| Speaking | | | | | |
| Writing | | | | | |
| Reading | | | | | |

8. INFORMATION, COMMUNICATION AND TECHNOLOGY (ICT) SKILLS PROFICIENCY

| | Excellent | Good | Fair | Basic | Remarks |
|------------------|-----------|------|------|-------|---------|
| Microsoft Office | | | | | |
| Email | | | | | |
| Internet | | | | | |

9. GOOGLE EDUCATOR CERTIFICATE

| | |
|---------|--------------------------|
| None | <input type="checkbox"/> |
| L1 | <input type="checkbox"/> |
| L2 | <input type="checkbox"/> |
| Trainer | <input type="checkbox"/> |
| Coach | <input type="checkbox"/> |

Tick ✓ accordingly

| Applicant Acknowledgement | |
|--------------------------------------|---|
| Date | Signature of Applicant/Participant |
| Recommended by Ministry of Education | |
| Date | Signature & Name of Official on behalf of Minister of Education |

IMPORTANT: THIS FORM SHOULD BE COMPLETED IN DUPLICATE. A COPY IS TO BE SENT THROUGH YOUR MINISTRY OF EDUCATION BY REGISTERED AIRMAIL TO REACH THE FOLLOWING ADDRESS

DIRECTOR
SEAMEO RECSAM, JALAN SULTAN AZLAN SHAH,
11700 GELUGOR, PENANG, MALAYSIA



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601

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