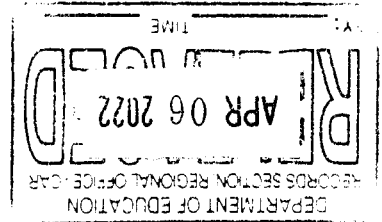




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



April 5, 2022

REGIONAL MEMORANDUM

No. 165-2022

**PARTICIPATION OF PERSONNEL TO THE SOUTHEAST ASIAN MINISTERS OF
EDUCATION ORGANIZATION REGIONAL CENTER FOR EDUCATIONAL
INNOVATION AND TECHNOLOGY (SEAMEO INNOTECH) COURSES**

To: Assistant Regional Director
All Schools Division Superintendents
All Regional Functional Division Chiefs
All Others Concerned

1. Pursuant to DepEd Order No. 040, s. 2021, entitled Implementation of Learning and Development (L&D) for Non-Teaching Personnel in the Department of Education (DepEd) in view of the COVID-19 Pandemic, this Office shall avail Courses offered by the SEAMEO INNOTECH, viz:

- a. **Excellence in Leading Education in Emergency Situations for Southeast Asian Schools (LEADeXCELS)**; and
- b. **Health Management Excellence for Southeast Asian Schools (HEALTHeXCELS)**.

2. In this connection, the attached List of Non-Teaching Personnel (Enclosure 1) endorsed for the aforementioned courses are required to submit hard copies of listed **Documentary Requirements** (Enclosure 2) to the National Educators Academy of the Philippines (NEAP)-CAR via courier before **April 18, 2022**, to support the course registration.

3. In case the identified participants waived their slot due to unforeseen events, replacement participants shall be endorsed to the NEAPR for approval before April 15, 2022. **In the circumstance that identified participants are NOT able to join respective activity or have not been replaced, they shall be required to refund all expenses spent in their behalf.**

4. The Course fee shall be charged against the Organizational and Professional Development for Non-Teaching Personnel (OPDNTP) Budget Allocation and Program Support Fund lodged in the Regional Office subject to the existing accounting and auditing rules and regulations.

5. For inquiries and clarifications, please contact NEAPR through Chief Education Supervisor, NEAP-CAR OIC Jennifer Ande at 09190073814.

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


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

NEAPR/JPA/Lbi



Address: Wangal, La Trinidad, Benguet, 2601
Telephone No: (074) 422 - 1318 | Fax No.: (074) 422-4074
Website: www.depedcar.ph | Email Address: car@deped.gov.ph

DepEd-CAR: Weaver of **HOPE** and Transformation
"Holistic Opportunities for all to be Performing and Excellent
Cordilleran Learners"

Enclosure 1. List of Non-Teaching Personnel Endorsed for Enrollment to SEAMEO INNOTECH Courses

SDO	NAME	COURSE
ABRA	ANGELICA BERMUDEZ	HEALTHeXCELS
ABRA	NYMPHA B. PARINAS	HEALTHeXCELS
ABRA	ROLLY JOY RJ C. BARRIL	LEADeXCELS
ABRA	JAM RALLY B. BALLESTA	LEADeXCELS
APAYAO	KAREN GRACE A. CASCAYAN	HEALTHeXCELS
APAYAO	EMELY R. CORTEZ	HEALTHeXCELS
APAYAO	LOURDES M. ANTONIO	LEADeXCELS
APAYAO	ROMEHILDA A. TUNAY	LEADeXCELS
BAGUIO CITY	NIEVES D. EBANIO	LEADeXCELS
BAGUIO CITY	LESLI TONGYOFEN	LEADeXCELS
BAGUIO CITY	SAMUEL BAB-ANGA	LEADeXCELS
BAGUIO CITY	LORRAINE MARC LOMAS-E	LEADeXCELS
BENGUET	KARREN S. GAQUI	HEALTHeXCELS
BENGUET	JOAN HERTIMIA WAGANG	HEALTHeXCELS
BENGUET	CLIFSTONE K. BANGSE-IL	LEADeXCELS
BENGUET	JOSAN L. SAGANTIYOC	LEADeXCELS
IFUGAO	MELVYN LLOYD GEORGE A. GUINID	HEALTHeXCELS
IFUGAO	FRANKLIN DULNUAN	HEALTHeXCELS
IFUGAO	RAYCEL JADE CAY UHEN	LEADeXCELS
IFUGAO	JUNIA GUINID	LEADeXCELS
KALINGA	DANTE B. BASING-AT	HEALTHeXCEL
KALINGA	MARY GRACE P. FERRY	HEALTHeXCEL
KALINGA	SHARON ROSE S. BOGUEN	LEADeXCELS
KALINGA	GRACE VERNUS CHRISTINE L. ALARCA	LEADeXCELS
MOUNTAIN PROVINCE	STEPHANIE F. KINAO	HEALTHeXCELS
MOUNTAIN PROVINCE	ROSE MARIE OY-OYAN	HEALTHeXCELS
MOUNTAIN PROVINCE	ROMELIN DENNISE	LEADeXCELS
MOUNTAIN PROVINCE	IRENEO L. BAOANTA JR.	LEADeXCELS
TABUK CITY	SHIRLEY SARMIENTO	HEALTHeXCELS
TABUK CITY	CLAIRE ROSE DAMIAN	HEALTHeXCELS
TABUK CITY	DEEWAI BAGAYAO	LEADeXCELS
TABUK CITY	KENNETH ATIWAG	LEADeXCELS
REGIONAL OFFICE	MANILYN D. BOTILAS	LEADeXCELS

Enclosure 2. Documentary Requirements

1. Scholarship/ Training Contract (Enclosure 3);
2. Letter of intent addressed to the Regional Director, duly endorsed by the Immediate Supervisor and Schools Division Superintendent;
3. Updated Personal Data Sheet;
4. Service Record duly signed by the immediate AO;
5. Certification of the HR Officer: (i) that the nominee has no pending scholarship nomination to other program; (ii) that the nominee has never availed any scholarship program sponsored by DepED or other attached agencies within the Fiscal Year; and(iii) that the nominee is a permanent personnel.

Note: The abovementioned documents shall be printed in an 8"x13" bond paper, tabbed, arranged accordingly and fastened on a legal size white folder. The front of the folder shall bear the SDO, District, School/ Office, name and position of the non-teaching personnel. Documents shall be complete, signed and submitted in bulk, by SDO. Address the parcel as:

JENNIFER P. ANDE

*Chief Education Supervisor and OIC-NEAPR
National Educators Academy of the Philippines
Department of Education-CAR
Wangal, La Trinidad, Benguet*