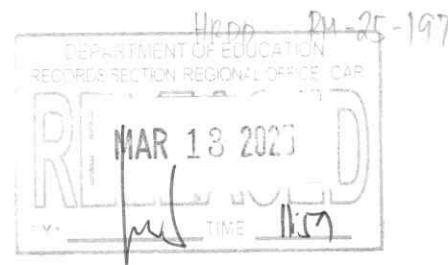




Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION



11 March 2025

**REGIONAL MEMORANDUM**

No. 186.2025

**CALL FOR NOMINATIONS FOR THE SEAMEO INNOTECH SOUTHEAST ASIAN SCHOOL LEADERSHIP PROGRAM UNDER THE SEAMEO EDUCATIONAL DEVELOPMENT FUND**

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

1. The Southeast Asian Ministers of Education Organization Regional Centre for Educational Innovation and Technology (SEAMEO INNOTECH) announces its **Call for Nominations** for the regular scholarship offering titled **Southeast Asian School Leadership Program (SEA-SLP)**, with course details as follows:

<b>Course Title</b>	<b>Southeast Asian School Leadership Program</b>
<b>Course Schedule</b>	07 April – 13 June 2025
<b>No. of Slots</b>	Three (3)
<b>Modality</b>	- Phase 1 – Online - Phase 2 – Face-to-face - Phase 3 – Online
<b>Target Participants</b>	- School Heads (Directors, Administrators, Principals, and Assistant Principals with at least five (5) years of supervisory experience in a school; or - Officials and personnel from the Department of Education who are responsible for designing and managing learning programs for school leaders
<b>Qualifications</b>	- Computer literate and with access to stable internet connection - Able to understand, speak, and write in English - Able and willing to apply new learnings and share them with other school heads - Committed to actively participate in and complete the course
<b>Deadline Submission</b>	<b>of</b> 13 March 2025 (1:00pm)

3. Enclosed in this Memorandum are the following:  
 a. Enclosure 1: General Qualifications



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

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Certificado No. PHP QMS 24 92 0192

- b. Enclosure 2: Scholarship Screening Form
- c. Enclosure 3: Scholarship Clearance

4. Given the limited one (1) slot provided for the region, the Regional Professional Development Committee (PDC) shall screen nominees based on Enclosure 1, 2 and 3.

5. Each SDO shall recommend one (1) nominee after evaluation by the SDO Personnel Development Committee (PDC) following the qualifications indicated in Enclosure 1, 2 and 3. Deadline of submission of soft copy of requirements will be on **March 13, 2025, 1:00pm** to the Regional Office via email address at **car.neapr@deped.gov.ph** with the subject line: **Nominations for the SEAMEO INNOTECH SLP**. Failure to comply with these requirements will result in non-endorsement by the regional office even if the applicant is granted acceptance into the program.

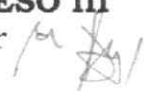
6. For queries and clarifications, please contact the Human Resource Development Division – National Educators Academy of the Philippines in the Region (HRDD-NEAPR) through Rosita C. Agnasi, OIC-HRDD-NEAPR or Elvernice S. Fanged, Scholarship Focal Person through email address at car.neapr@deped.gov.ph.

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



Digitally signed by ESTELA P.  
LEON-CARIÑO EdD, CESO III  
Date: 2025.03.13 11:02:31 +08'00'

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



//HRDD/RCA/ESF/2025seameoinnotechslp



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(Enclosure 1 to RM No 186.20)25

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.	Latest rated performance rating with approved IDP
	c. Must present his/her Individual Development Plan (IDP) that is validated by the head of Office.	
	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).	Updated Personal Data Sheet
	g. Must have no current or pending enrollment in other institutions for graduate or postgraduate degree programs (for degree programs).	
	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	Clearance from HRDD/NEAP
	l. Has no pending application for retirement.	
	m. Must be able to render his/her service obligation vis-a-vis duration of the scholarship.	
	n. Endorsement form head of Agency	Endorsement from SDO and RO

(Enclosure 2 to RM No. 186.2025)

### SCHOLARSHIP SCREENING FORM

Name of Teacher	
School	
Division	
Years in the DepEd	
Questions:	
Work Experience/s Related to Teaching (Indicate the highlights and duration.)	
Outstanding Accomplishments (Maximum of five, kindly put the highlights only)	
Educational Attainment (Indicate School, Program, Specialization, and Title of Thesis/Dissertation, if any.)	
What challenges had you experienced as a teacher? What did you learn from them?	
What initiatives do you plan to implement so your school/office will benefit from this program?	
How did you hear about this scholarship opportunity?	

(Enclosure 3 to RM No. 186 )2025

**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> Explain further.	
<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"/> <b>Resignation</b> <input type="checkbox"/> <b>Transfer</b> <input type="checkbox"/> <b>Retirement</b> <input type="checkbox"/> <b>Others</b> Explain further.	
<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



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