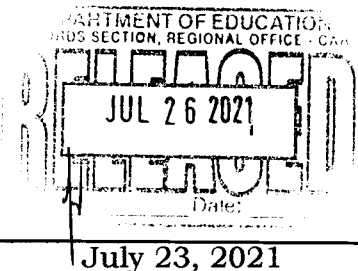




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



Date: July 23, 2021

REGIONAL MEMORANDUM

NO. 309 2021

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

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

1. Pursuant to DO 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 requested to comply to the provisions of RM No. 018, 2021, re: Implementing Guidelines on Local and Foreign Scholarship, Fellowship and Training (Enclosure 2).

3. Foregoing considered, participants shall submit a scanned copy of listed **Documentary Requirements** (Enclosure 3) to the National Educators Academy of the Philippines (NEAP)-CAR through email address rneap.depedcar@gmail.com before **August 15, 2021**, to support the course registration.

4. The Course fee shall be charged against FY 2021 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 L. CARIÑO EdD, CESO III
Director IV/ Regional Director

NEAPR/JPA/Lbl



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ISO 9001:2015 Certified
Quality Management System
DE-50500784 QM15

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

A. Nominees for Health Management Excellence for Southeast Asian Schools (HEALTHeXCELS)

Abra		Apayao		Baguio City		Benguet			
Darren C. Carino Kristin V. Flores Somaia M. Bradley Karren Marie B. Paganao		Perfecto P. Manuel Jr. Fely H. Sayoc Bredilyn L. Macadangdang Juan R. Palattao Jr.		Jocelyn C. Coldeg Ofelia B. Padlan Lilibeth G. Degsi Gaynnivlyn D. Abansi		Jeremie B. Teofilo Maria Victoria A. Marzan Shelby G. Sangao Rose Virginie D. Killip			
Ifugao		Kalinga		Mt. Province		Tabuk City		Regional Office**	
Beverly B. Damuggo Maureen I. Fajardo Collete P. Olosan Marilou D. Tenenan		Lannie B. Diaz Ana Alodia L. Cabias Johanna B. Dalanao Estrelita R. Lacuesta		Erwin S. Bagsiyao Thyrany A. Cattel Florence T. Comaad Velma Ruth M. Ofo-ob		Shirly P. Labawig Jocelyn L. Lomeng Socorro L. Macaso Joyce A. Dakiwag		Angeline F. Calatan	

B. Excellence in Leading Education in Emergency Situations for Southeast Asian Schools (LEADeXCELS)

Abra		Apayao		Baguio City		Benguet			
Florgale B. Panelo Hazel B. Barona Rynwalter A. Paa Edlaine B. Castillo		Arlyn M. Ventura Bernie A. Gamiao Noeme A. Pena Pidencio A. Castillo		Christorey C. Simangan Rowena B. Dumaguin Jovelyn Petra T. Balantin Juliet D. Piok		Corazon C. Quipot Stephen P. Bulalin Nerissa I. Barbosa Arvin M. Doman			
Ifugao		Kalinga		Mt. Province		Tabuk City		Regional Office**	
Joel M. Gulgulway Elnora K. Tunge Victoria D. Dulawan Teresa P. Aliguyon		Valentine G. Palattao Neva Jane A. Atiwag Merlyne I. Gumatay Gina L. Basing-at		Margie A. Ligligen Ching E. Kilakil Damsy L. Kilito Ligaya S. Taud		Allan R. Galanza Harriet C. BUslig Ramil M. Tugas Menchie P. Gamongan		Cyrille Gaye B. Miranda Elizabeth T. Calbayan Jannette O. Payang	

Enclosure 3. Documentary Requirements

1. Letter of intent addressed to the Regional Director, duly endorsed by the Assistant Regional Director;
2. Updated Personal Data Sheet;
3. Medical Certificate (Form 86) signed by a government physician;
4. Service Record duly signed by the immediate AO;
5. Photocopy of IPCRF for the last rating period;
6. Photocopy of Transcript of Records (Baccalaureate and Masters Degree, if any);
7. Certification of the HR Officer that the nominee has no pending scholarship nomination to other program;
8. Certification of the HR Officer that the nominee has never availed any scholarship program sponsored by DepED or other attached agencies;
9. Certification of the HR Officer that the nominee is a permanent personnel;
10. NBI Clearance to support that the grantee have no pending criminal case; and
11. Certification from the Regional/ Division Legal Officer that the Grantee has no pending administrative case.