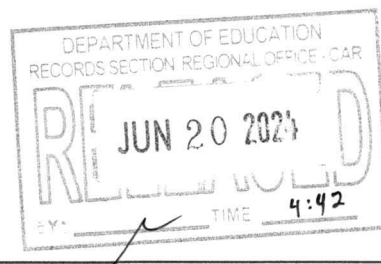




Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region



20 June 2024

**REGIONAL MEMORANDUM**  
 No. 400.2024

**CALL FOR NOMINATION FOR SEAMEO REGIONAL CENTRE FOR SPECIAL EDUCATIONAL NEEDS TRAINING TITLED TEACHING STRATEGIES IN SUPPORTING AND DEVELOPING LEARNERS WITH SPEECH AND LANGUAGE IMPAIRMENTS**

To: Assistant Regional Director  
 Schools Division Superintendents  
 All Other Concerned

1. Pursuant to DM-OUHROD-2024-1169 re: Call for Nomination for SEAMEO Regional Centre for Special Educational Needs Training titled Teaching Strategies in Supporting and Developing Learners with Speech and Language Impairments, this office through the Human Resource Development Division (HRDD), calls for nominations for the aforementioned course.

2. Details of the course are as follows:

Course Schedule	Specification of Participant	Application Deadline
23-26 September 2024 (4 days online)	Primary/Secondary/ Inclusive/Mainstream School Teacher of Special Education	July 1, 2024

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

4. Each SDO shall nominate one (1) nominee after evaluation of SDO Personnel Development Committee (PDC) following the qualifications indicated in Enclosure 1. All forms and required documents must be accomplished and uploaded in PDF form.

5. Signed endorsement and scholarship screening form (Enclosure 2) shall be sent to [car.neapr@deped.gov.ph](mailto:car.neapr@deped.gov.ph) on or before the deadline indicated above.

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](mailto:car.neapr@deped.gov.ph).

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

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

HRDD-NEAPCAR/RCA/esf



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)

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**Republic of the Philippines**  
**Department of Education**

Cordillera Administrative Region

(Enclosure 1 to RM No. 400)

**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 (Enclosure 3)
	l. Has no pending application for retirement.	
	m. Must be able to render his/her service obligation vis-a-vis duration of the scholarship.	



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(Enclosure 2 to RM No. 400 )

**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?	



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

Telephone No: (074) 422 – 1318

Email Address: car@deped.gov.ph



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(Enclosure 3 to RM No. 400 )

**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> <i>Explain further.</i>	
<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> <i>Explain further.</i>	
<b>I hereby attest that the information in this form and the supporting documents attached hereto are true and correct</b>		

_____ 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
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**APPROVED**

_____ Name and Signature of the Recommending Authority (RO-HRDD)	_____ Date and Time
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