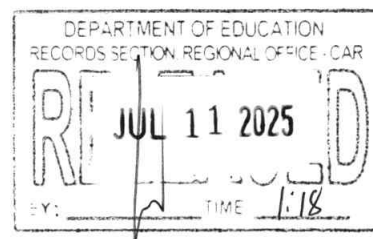




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region



10 JULY 2025

**REGIONAL MEMORANDUM**

No. 505.2025

**CALL FOR NOMINATIONS FOR SEAMEO REGIONAL CENTRE FOR  
QITEP IN SCIENCE (SEAQiS) REGULAR COURSES**

To: Assistant Regional Director  
Schools Division Superintendents  
All Other Concerned

1. DM-OUHROD-2025-1860 calls for Nominations for the Nomination for SEAMEO Regional Centre for QITEP in Science (SEAQiS) Regular Courses, this office calls for nominations for the SEAQiS, with details as follows:

Regular Course	No. of Slots	Target Participants	Schedule
Environmental Education for Sustainable Development (ESSD)	1	Junior and Senior High School Science Teachers	03-09 August 2025 Face to Face (Bandung, Indonesia)
Earth and Space Science (ESS)	1	Junior High School Science Teachers or Senior High School Physics / Geography Teachers	
Science Classroom Supervision (SCS)	1		

2. For selection purposes, each SDO shall recommend one (1) nominee after evaluation by the SDO Personnel Development Committee (PDC) following the qualifications indicated in Enclosures 1 and 2. The deadline for submission of an e-copy of requirements will be on **July 11, 2025, 12:00 noon** via the email **car.neapr@deped.gov.ph**.

3. Please note that applications may be disqualified due to various reasons, such as but not limited to; incomplete requirements, lack of official endorsement, direct sending of requirements to the Secretariat's email, discrepancies in documents, etc.

4. For queries and clarifications, please contact the Human Resource Development Division – National Educators Academy of the Philippines in the



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601  
Telephone No: (074) 422 – 1318  
Email Address: car@deped.gov.ph  
DepEd Tayo Cordillera <https://depedcar.ph>



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).

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

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

(Enclosure 1 to RM No. **505 . 2025**

GENERAL ELIGIBILITY REQUIREMENTS/CHECKLIST

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

Remarks (✓, ✗, 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 the office.	
	d. Must be holding a permanent item.	Updated Service Record
	e. 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
	f. Must have no current or pending enrollment in other institutions for graduate or postgraduate degree programs (for degree programs).	
	g. Must be willing to sign a Scholarship Contract and commit to its provisions.	(shall be complied with after being officially nominated)
	h. Must have no pending administrative, civil, or criminal case, and must not have been found guilty of any violation involving moral turpitude, corruption, or fraud.	Certificate of no pending administrative/legal charges
	i. Educational Attainment	Photocopy of diploma of highest educational attainment/transcript of records
	j. Passport	Photocopy of VALID Passport

(Enclosure 2 to RM No. 505, 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> <input type="checkbox"/> <b>Degree</b> <input type="checkbox"/> <b>Non-Degree</b>	<b>Title of the Program</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
<b>APPROVED</b>		
_____ Name and Signature of the Recommending Authority (RO-HRDD)		_____ Date and Time