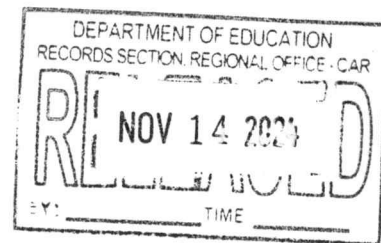




Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION



12 November 2024

**REGIONAL MEMORANDUM**

No. 825-2024

**CALL FOR NOMINATION FOR SEAMEO REGIONAL CENTRE FOR SPECIAL EDUCATIONAL NEEDS (SEAMEO SENS) TRAINING ON INCULCATING POSITIVE BEHAVIOR IN CLASSROOM FOR LEARNERS WITH SPECIAL EDUCATIONAL NEEDS**

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

1. In reference to DM-OUHROD-2024-2237 regarding Call for Nomination For SEAMEO Regional Centre For Special Educational Needs (SEAMEO SENS) Training titled *Inculcating Positive Behavior in Classroom for Learners With Special Educational Needs*, this office calls for nomination for the regular training scholarship with the following course details:

<b>Course Title</b>	Inculcating Positive Behavior in Classroom for Learners with Special Educational Needs
<b>Course Schedule</b>	06-10 January 2025 ( <i>excluding travel time</i> )
<b>No. of Slots</b>	Two (2)
<b>Modality</b>	Face-to-face
<b>Target Participants</b>	Primary/ Secondary/ Inclusive/ Mainstream School Teacher of Special Education
<b>Deadline of Submission</b>	18 November 2024

2. Each Schools Division Office (SDO) is requested to recommend one (1) nominee after evaluation by the SDO Personnel Development Committee (PDC) following the qualifications outlined in Enclosure 1.

3. Due to limited slots, the Regional Professional Development Committee (PDC) shall screen nominees based on criteria in Enclosures 1-2. Please use official DepEd email accounts for submission of the requirement documents.

4. Signed endorsement and other required attachments, as specified in indicated in Enclosures 1-2, shall be submitted to [car.neapr@deped.gov.ph](mailto:car.neapr@deped.gov.ph) on or before the deadline.



**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)



DepEd Tavo Cordillera



<https://depedcar.ph>



Certificate No. PHP CMS 74 01 7107

5. Applications may be disqualified for reasons, such as but not limited to, incomplete requirements, lack of official endorsement/s, direct submission to SEAMEO secretariat's email, discrepancies in documentation.

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 

//HRDDNEAPR/rca/esf/seameosens



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DepEd Tayo Cordillera



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Certificate No. PHP QMS  
24 03 0102

(Enclosure 1 to RM No. 825 )

GENERAL ELIGIBILITY REQUIREMENTS/CHECKLIST

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

<b>Remarks (✓, ✗, others)</b>	<b>Eligibility</b>	<b>Documentary Requirements</b>
	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
	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)
	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

**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"/> Yes <input type="checkbox"/> No	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"/> Degree <input type="checkbox"/> Non-Degree	
<b>VI. Scholarship Duration</b>		
<b>VII. Status</b>	<input type="checkbox"/> Completed the course (Submit a copy of Certificate of Completion)	<input type="checkbox"/> Withdrawn from the Course (State the reason below)
<b>VIII. Reason/s for Non-Completion</b> (must be supported by attachments)	<input type="checkbox"/> Resignation <input type="checkbox"/> Transfer <input type="checkbox"/> Retirement <input type="checkbox"/> Others 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"/> Resignation <input type="checkbox"/> Transfer <input type="checkbox"/> Retirement <input type="checkbox"/> Others 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>		
		_____ Date and Time
_____ Name and Signature of the Recommending Authority (SDO - HRDD)		
<b>APPROVED</b>		
_____ Name and Signature of the Recommending Authority (RO-HRDD)		_____ Date and Time