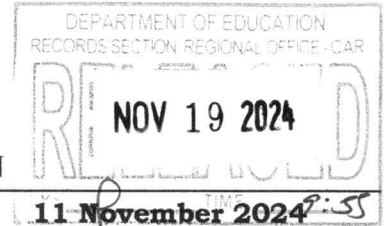




Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION



**REGIONAL MEMORANDUM**

No. ~~829~~ 2024

**CALL FOR NOMINATION ON THE SOUTHEAST ASIAN MINISTERS OF EDUCATION ORGANIZATION (SEAMEO) REGIONAL CENTRE FOR EDUCATION IN SCIENCE AND MATHEMATICS (RECSAM) COURSE OFFERINGS**

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

1. Relative to DM-OUHROD-2024-2242 titled "SEAMEO RECSAM Regular Course Offerings For FY 2024/2025 (14 April – 09 May 2025)," this office announces its **Call for Nomination** for Batch 2, with course details as follows:

a. Implementing Classroom-Based Alternative Assessment in Secondary Science Education

<b>Course Code</b>	RC-SS-149-3
<b>Course Schedule</b>	14 April – 09 May 2025 (Four weeks)
<b>No. of Slots</b>	One (1)
<b>Target Participants and Qualification</b>	<ul style="list-style-type: none"> <li>Science Educators or Key Secondary Science Teachers</li> <li>Able to communicate in English</li> <li>Must be good in good health both physically and mentally</li> <li>Certified medically fit to qualify for the course</li> <li>Should not be more than 50 years of age</li> <li>Successful applicants must submit a medical form upon receipt of SEAMEO RECSAM's notification of selection</li> <li>Since the course involves travels, outdoor learning and field trips, pregnant nominees will not be considered for the course</li> </ul>
<b>Documentary Requirements</b>	<ul style="list-style-type: none"> <li>Accomplished Application Form</li> <li>Photocopy of passport (applicants who do not have passport at the time of application are required to submit the documents 2 weeks after notification of successful selection)</li> <li>SEAMEO RECSAM Scholar Agreement</li> <li>Medical Report (Upon notification of successful selection)</li> <li>Letter of Intent (addressed to DepEd)</li> </ul>
<b>Deadline of submission</b>	19 November 2024



**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>



Certificate No. PHP QMS 24 93 0192

b. Enhancing Teacher Professional Development in Secondary Mathematics Education Adapting Classroom Based Research

<b>Course Code</b>	RC-SS-149-34
<b>Course Schedule</b>	14 April – 09 May 2025 (Four weeks)
<b>No. of Slots</b>	One (1)
<b>Target Participants and Qualification</b>	<ul style="list-style-type: none"> <li>• Mathematics Educators or Key Secondary Mathematics Teachers</li> <li>• Able to communicate in English</li> <li>• Must be good in good health both physically and mentally</li> <li>• Certified medically fit to qualify for the course</li> <li>• Should not be more than 50 years of age</li> <li>• <i>Successful applicants must submit a medical form upon receipt of SEAMEO RECSAM's notification of selection</i></li> <li>• <i>Since the course involves travels, outdoor learning and field trips, pregnant nominees will not be considered for the course</i></li> </ul>
<b>Documentary Requirements</b>	<ul style="list-style-type: none"> <li>• Accomplished Application Form</li> <li>• Photocopy of passport (<i>applicants who do not have passport at the time of application are required to submit the documents 2 weeks after notification of successful selection</i>)</li> <li>• SEAMEO RECSAM Scholar Agreement</li> <li>• Medical Report (<i>Upon notification of successful selection</i>)</li> <li>• Letter of Intent (addressed to DepEd)</li> </ul>
<b>Deadline of submission</b>	19 November 2024

2. Each SDO shall recommend one (1) nominee after evaluation by the SDO Personnel Development Committee (PDC) following the qualifications indicated in Enclosure 1.

3. In view of limited slots provided for the region, the Regional Professional Development Committee (PDC) shall screen nominees based on Enclosure 1-2. Kindly use official DepEd email accounts in submitting the requirements.

4. Signed pdf endorsement and attachments indicated in Enclosure 1-2 shall be sent to [car.neapr@deped.gov.ph](mailto:car.neapr@deped.gov.ph) on or before the deadline indicated above.

5. Applications may be disqualified due to various reasons, such as but not limited to: incomplete requirements, no official endorsement/s, application being sent directly to the secretariat's email, discrepancy in documents.

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

(Enclosure 1 to RM No. 829.9001)

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
	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
	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 <b>Enclosure 2</b> of this memo	Clearance from HRDD/NEAP
	l. Has no pending application for retirement. Clearance from HRDD/NEAP	
	m. Must be able to render his/her service obligation vis-à-vis duration of the scholarship	

(Enclosure 2 to RM No. 829-2024)

**SCHOLARSHIP CLEARANCE**

<b>I. NAME</b>		
<b>II. Position/Designation</b>		
<b>III. Permanent Station</b>		
<b>IV. Has availed any scholarship program</b>		If yes, fill out sections V-X, as applicable.
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>		
<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 (Submit a copy of Certificate of Completion)</b>	<input type="checkbox"/> <b>Withdrawn from the Course (State the reason below)</b>
	<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>VIII. Reason/s for Non-Completion</b> (must be supported by attachments)		
<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>		
<i>I hereby attest that the information in this form and the supporting documents attached hereto are true and correct</i>		
<hr/> Name and Signature of the Scholar		<hr/> 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>		
<hr/> Name and Signature of the Recommending Authority (SDO - HRDD)		<hr/> Date and Time
<b>APPROVED</b>		
<hr/> Name and Signature of the Recommending Authority (RO-HRDD)		<hr/> Date and Time