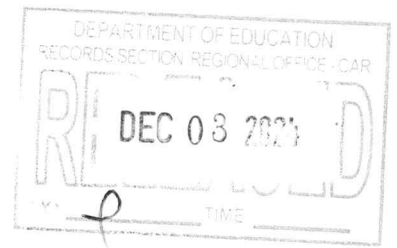




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION



02 December 2024

REGIONAL MEMORANDUM

No. 878 · 2024

CALL FOR APPLICATIONS FOR THE GRADUATE CERTIFICATE PROGRAM IN EARLY CHILDHOOD EDUCATION

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

1. Relative to DM-OUHROD-2024-3346 re: Call for Applications for the Graduate Certificate Program in Early Childhood Education, this office calls for nomination on the said program.
2. The scholarship program has the following specific objectives:
 - a. Produce a pool of formally trained ECE teachers who are not graduates of Early Childhood Care and Development baccalaureate degree/major;
 - b. Ensure effective delivery and facilitation of ECE from Kindergarten to Grade 3 (K-3); and
 - c. Provide career advancement opportunities for K-3 teachers which they can use as a pathway for Master's Degree or further studies.

3. Pertinent program details are as follows:

Program Title	Graduate Certificate in Early Childhood Education
Partner University	Philippine Normal University (PNU)
Target Scholars	K-3 Teachers who are not graduates/specialists of Early Childhood Education
No. of Slots per Region	Two-three (2-3)
Program Delivery Design	<ul style="list-style-type: none"> · Follows the micro-credentialing route that PNU offers through the College of Alternative and Lifelong Learning (CALL) (<i>in micro-credentialing, students are required to complete the activities in a course training module to earn the course units</i>) · Based on the <i>Engage, Practice, Consolidate – Target, Raise, Act, Improve, Nurture (EPC-TRAIN)</i> Training Framework



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

Telephone No.: (074) 422 – 1318

Email Address: car@deped.gov.ph



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	<ul style="list-style-type: none"> · Scholars are monitored, observed, and mentored by their immediate superiors/supervisors in the application of their learnings in the workplace
Duration	Six-seven (6-7) months
Modality	<ul style="list-style-type: none"> · Through ePNU, a Moodle-based learning platform · For synchronous sessions, faculty and students may utilize Google Meet/Zoom or any platforms where online classes may be conducted
Eligibility	<ul style="list-style-type: none"> · With at least 2 years of teaching experience in DepEd · Must be 50 years of age and below · Currently not enrolled in other schools/institutes/ colleges/ universities · Must be computer literate and has access to a stable internet connection (<i>at least 15 mbps</i>) to participate in online classes · Must have completed all previous scholarships and no pending nomination for any scholarship · Must have no pending administrative and/or criminal case · Must be physically and mentally fit
Requirements	<ul style="list-style-type: none"> · Letter of Intent (LOI) (<i>See template through the link https://tinyurl.com/5n85ut27</i>) · Accomplished Online Application Form via https://forms.office.com/r/DSfSrGR4gS
Additional Reminders and Requirements	<ul style="list-style-type: none"> · Acceptance and entry to the program are subject to the existing rules and regulations prescribed by PNU · Prospective scholars must pass the Graduate College Admission Test (GCAT) and submit all entry requirements before enrollment in the program · Successful applicants should submit the required entry credentials to ensure seamless processing of documents upon submission · Original Transcript of Records (TOR) with remarks "<i>Copy for PNU</i>" from the last school the scholar attended · Original Philippine Statistics Authority (PSA)-issued Marriage Certificate for married female scholars if the TOR bears their maiden name · Two (2) copies of 2x2 latest ID picture · Certificate of GWA/GPA (<i>Certified True Copy only for PNU alumna/alumnus</i>) · Omnibus Sworn Statement (<i>See template through the link https://tinyurl.com/5n85ut27</i>) · Scholarship Contract (<i>See template through the link https://tinyurl.com/5n85ut27</i>)

	· Workplace Application (WAP) Proposal (See template through the link https://tinyurl.com/5n85ut27 ; can be accomplished in the duration of the program)
Deadline of Application	04 December 2024

4. Required documents specified in the checklist shall be checked by the School Head and consolidated by the SDO HRD-SEPS.
5. Signed pdf endorsement and attachments indicated in Enclosure 1-2 shall be sent to car.neapr@deped.gov.ph on or before the deadline indicated above.
6. 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, etc.
7. 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.
8. 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. 878-2024)

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 Enclosure 2 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. 878-2024)

SCHOLARSHIP CLEARANCE

I. NAME		
II. Position/Designation		
III. Permanent Station		
IV. Has availed any scholarship program	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, fill out sections V-X, as applicable.
V. Scholarship Program	Program Type	Title of the Program
	<input type="checkbox"/> Degree <input type="checkbox"/> Non-Degree	
VI. Scholarship Duration		
VII. Status	<input type="checkbox"/> Completed the course (Submit a copy of Certificate of Completion)	<input type="checkbox"/> Withdrawn from the Course (State the reason below)
VIII. Reason/s for Non-Completion (must be supported by attachments)	<input type="checkbox"/> Resignation <input type="checkbox"/> Transfer <input type="checkbox"/> Retirement <input type="checkbox"/> Others <i>Explain further.</i>	
IX. Service Obligation	No. of Months/Yrs Required	No. of Months/Yrs Completed
X. Reason for Non-Completion (must be supported by attachments)	<input type="checkbox"/> Resignation <input type="checkbox"/> Transfer <input type="checkbox"/> Retirement <input type="checkbox"/> Others <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>		
_____ 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
APPROVED		
_____ Name and Signature of the Recommending Authority (RO-HRDD)		_____ Date and Time



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