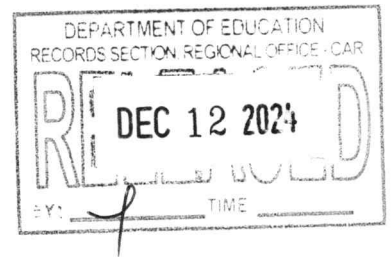




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



12 December 2024

**REGIONAL MEMORANDUM**

No. 903.2024

**CALL FOR NOMINATIONS FOR THE 2025 KOREA-PHILIPPINES TEACHER EXCHANGE PROGRAMME (KPTEP)**

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

1. Relative to DM-OUHROD-2024-3526 re: Call for nomination for the 2025 Korea-Philippines Teacher Exchange Programme (KPTEP); this office announces its **Call for Nomination** for the **2025 KPTEP**, implemented by the Asia-Pacific Centre of Education for International Understanding (APCEIU).

2. It aims to provide Filipino and Korean teachers with constructive experiences that will enable them to do the following:

- a. Learn from each other's educational system;
- b. Deepen cultural understanding;
- c. Build inter-cultural communicative competency in teaching while collaborating with local teachers;
- d. Strengthen networks in education between Korea and Philippines;
- e. Share their knowledge and pedagogical skills through their teaching and learning process; and
- f. Invigorate networks in the education sector within the Asia-Pacific region.

3. The following are the qualifications:

- a. In-service public school teachers from primary and secondary schools with over five (5) years of teaching experience;
- b. Teachers under the Special Program in Foreign Language (SPFL) – Korean;
- c. Have not previously received any funding for a longer-than-a-month stay programme from the Korean government within the last three (3) years;
- d. Advanced English skills/proficiency in reading, writing, speaking, and listening, or basic Korean language proficiency;
- e. Should have at least a very satisfactory performance rating;
- f. Should not be more than fifty (50) years old;
- g. Must be physically and mentally fit and with no existing health condition; and
- h. Must have a valid passport.



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 0182

4. The teacher-applicants must submit pertinent documents enclosed in their portfolio/documentation including the following with corresponding means of verification:
  - a. Educational attainment;
  - b. Innovations and implemented programs across governance levels (national/regional/division/school level);
  - c. Community and extension services; and
  - d. Endorsement from the School Head duly approved by the Schools Division Superintendent.
5. The responsibilities of the teacher-participants are as follows:
  - a. Design and conduct lessons on curriculum of relevant subjects in collaboration with mentor teachers;
  - b. Introduce Philippine education and culture to Korean students and teachers for intercultural understanding;
  - c. Conduct individual projects on Global Citizenship Education;
  - d. Submit assignments including final reports on individual performance and achievements; and
  - e. Undertake other educational activities, assigned by or in consultation with host schools, host ministry, or APCEIU, to enhance mutual understanding between Korea and Philippines.
6. Each SDO shall recommend one (1) nominee after evaluation by the SDO Personnel Development Committee (PDC) following the qualifications indicated above.
7. In view of limited slots provided for the region, the Regional Professional Development Committee (PDC) shall screen nominees based on the above qualifications and requirements. Kindly use official DepEd email accounts in submitting the requirements.
8. Signed endorsement and attachments indicated in Enclosures 1-2 shall be sent to [car.neapr@deped.gov.ph](mailto:car.neapr@deped.gov.ph) on or before **December 20, 2024**.
9. 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.
10. 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).
11. Immediate and widest dissemination of this Memorandum is directed.

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

GENERAL ELIGIBILITY REQUIREMENTS/CHECKLIST

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

<b>Remarks (✓, X, 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.  c. Must present his/her Individual Development Plan (IDP) that is validated by the head of the office.	Latest rated performance rating with approved IDP
	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).  g. Must have no current or pending enrollment in other institutions for graduate or postgraduate degree programs (for degree programs).	Updated Personal Data Sheet
	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. Educational Attainment	Photocopy of diploma of highest educational attainment
	l. Innovations and implemented programs across governance levels (national/regional/division/school level);	Accomplishment reports
	m. Community and extension services;	Accomplishment reports
	n. Endorsement from the School Head duly approved by the Schools Division Superintendent.	Endorsement (from SH, and SDS)

**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 (Submit a copy of Certificate of Completion)</b>	<input type="checkbox"/> <b>Withdrawn from the Course (State the reason below)</b>
<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>	
<p><b><i>I hereby attest that the information in this form and the supporting documents attached hereto are true and correct</i></b></p>		
<hr/> Name and Signature of the Scholar <i>This is to certify that the information in this form and the supporting documents attached hereto are true and correct</i>		<hr/> Date and Time
<hr/> Name and Signature of the Recommending Authority (SDO - HRDD)		<hr/> Date and Time
<p><b>APPROVED</b></p>		
<hr/> Name and Signature of the Recommending Authority (RO-HRDD)		<hr/> Date and Time