



Republic of the Philippines
Department of Education
 REGION VI – WESTERN VISAYAS
 DIVISION OF ESCALANTE CITY

March 12, 2025

DIVISION MEMORANDUM

No. 167, s. 2025



**CALL FOR NOMINATIONS FOR THE SEAMEO INNOTECH SOUTHEAST
 ASIAN SCHOOL LEADERSHIP PROGRAM UNDER THE SEAMEO
 EDUCATIONAL DEVELOPMENT FUND**

To: OIC- Assistant Schools Division Superintendent
 Chief Education Supervisors
 Education Program Supervisors/Specialists
 Public Elementary/Secondary School Heads/TICs
 All Others Concerned

- Attached is Memorandum DM-OUHROD-2025-0597 dated March 6, 2025, on its **Call for Nominations** for the regular scholarships offering titled **Southeast Asian School Leadership Program (SEA-SLP)**, this Office informs the field of the above-mentioned subject.
- The **Participant Nomination Form** and required documents must be accomplished and uploaded (in PDF form) on or before on or before **March 15, 2025**, through the Microsoft Form which can be accessed through the link: <https://forms.office.com/r/3ps14p3QiU>. Kindly use official DepEd email accounts in submitting the requirements.
- For full details, please see enclosed Memorandum.
- Immediate dissemination of this Memorandum is desired.

PETER J. GALIMBA

Assistant Schools Division Superintendent
 OIC- Schools Division Superintendent

For the SDS:

MARITES C. CAPILITAN, PhD

OIC-Assistant Schools Division Superintendent
 In-Charge of the Division

HRDS

Encl.: As stated

Reference: As stated

To be indicated in the Perpetual Index under the subjects:

GRANT

SCHOLARSHIPS

ORGANIZATION

MIANO, EC/SGOD/ 3-15-2025



Deped Tayo Escalante City deped.escalantecity.weebly.com

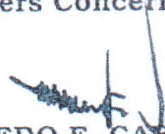
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 Telephone Nos. (034) 445-9704/445-2686
 Email Add: escalante.city001@deped.gov.ph




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Department of Education
 OFFICE OF THE UNDERSECRETARY
 HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
 DM-OUHROD-2025-0597

FOR : Undersecretaries
 Assistant Secretaries
 Bureau and Service Directors
 Regional Directors
 Schools Division Superintendents
 School Heads
 All Others Concerned

FROM : 
WILFREDO E. CABRAL
 Undersecretary
 Human Resource and Organizational Development


CARMELA C. ORACION
 Assistant Secretary
 Human Resource and Organizational Development
 (National Educators Academy of the Philippines)

SUBJECT : **CALL FOR NOMINATIONS FOR THE SEAMEO INNOTECH SOUTHEAST ASIAN SCHOOL LEADERSHIP PROGRAM UNDER THE SEAMEO EDUCATIONAL DEVELOPMENT FUND**

DATE : 06 March 2025

1. The Southeast Asian Ministers of Education Organization Regional Centre for Educational Innovation and Technology (SEAMEO INNOTECH) announces its **Call for Nominations** for the regular scholarship offering titled **Southeast Asian School Leadership Program (SEA-SLP)**, with course details as follows:

Course Title	Southeast Asian School Leadership Program
Course Schedule	07 April – 13 June 2025
No. of Slots	Three (3)
Modality	- Phase 1 – Online - Phase 2 – Face-to-face - Phase 3 – Online
Target Participants	- School Heads (Directors, Administrators, Principals, and Assistant Principals with at least five (5) years of supervisory experience in a school; or



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	- Officials and personnel from the Department of Education who are responsible for designing and managing learning programs for school leaders
Qualifications	- Computer literate and with access to stable internet connection - Able to understand, speak, and write in English - Able and willing to apply new learnings and share them with other school heads - Committed to actively participate in and complete the course
Deadline of Submission	15 March 2025

- For selection purposes, the National Educators Academy of the Philippines (NEAP) encourages each Central Office Bureau/Service/Office and Regional Office to **nominate at least one (1) qualified participant**. All nominees must meet the qualifications and submit the documentary requirements listed in **Enclosure 1**. The **Scholarship Clearance (Enclosure 2)** should also be submitted.
- The **Participant Nomination Form and required documents must be accomplished and uploaded (in PDF form) on or before 15 March 2025**, through the Microsoft Office Form which can be accessed through the link <https://forms.office.com/r/3ps14p3QiU>. Kindly use official DepEd email accounts in submitting the requirements.
- Please note that applications may be disqualified due to various reasons, such as but not limited to, incomplete requirements, lack of official endorsement/s, sending of application directly to the Secretariat's email, discrepancies in documents, etc.
- Heads of offices/immediate supervisors of the participants shall make the necessary arrangements to ensure that office operations and classes will not be disrupted.
- Should you have questions or concerns, please coordinate with the **NEAP Scholarship Secretariat** through email scholarships@deped.gov.ph and/or landline (02) 8715-9919.
- For dissemination and appropriate action.

Copy furnished:

OFFICE OF THE SECRETARY
OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING
OFFICE OF THE UNDERSECRETARY FOR OPERATIONS
OFFICE OF THE ASSISTANT SECRETARY FOR EXTERNAL PARTNERSHIPS SERVICE

[NEAPScholarshipSecretariat/Pereyra/Bedana]



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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 1

GENERAL ELIGIBILITY REQUIREMENTS/CHECKLIST

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

Remarks (✓, X, 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



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Enclosure 2

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



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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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