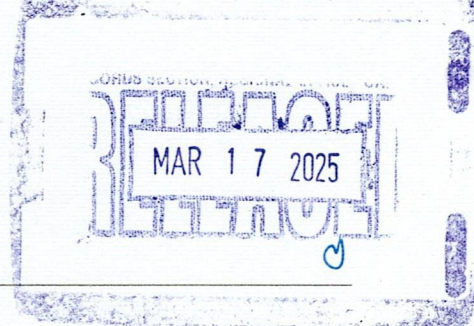




Republic of the Philippines
Department of Education
CARAGA REGION



REGIONAL MEMORANDUM

No. **0279**, s. 2025

MAR 17 2025

To: Schools Division Superintendents
All Others Concerned

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

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	April 7 to June 13, 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 5 years of supervisory experience in a school) 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 Willing to apply new learning and share them with other school heads Committed to actively participate in and complete the course
Deadline of Submission	March 15, 2025

2. Relative to this, each Schools Division Office is encouraged to nominate one qualified candidate for the program.

3. Enclosed is the DM-OUHROD-2025-0597 for guidance and reference.

4. In compliance with Regional Order No. 16, s. 2019, also known as the DepEd Caraga Equal Opportunity Principle (EOP) Policy, all participants are evaluated regardless of sex, gender, age, civil status, physical attributes, religion, belief, creed, race, family background, political affiliation, socio-economic status or any other legally protected characteristics.

5. For immediate dissemination and appropriate action.


MARIA INES C. ASUNCION
Director IV
Regional Director 

Encl.: As stated

Reference: DM-OUHROD-2025-0597 and Regional Order No. 16, s. 2019

To be indicated in the Perpetual Index under the following subjects:

EVALUATION PROGRAM SCHOLARSHIP SELECTION

HRDD/aoh
03/13/2025



Republika ng Pilipinas

Department of Education

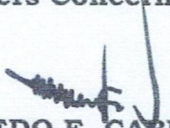
OFFICE OF THE UNDERSECRETARY

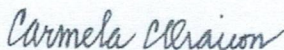
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

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

	- 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]



Republika ng Pilipinas

Department of Education

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



Republika ng Pilipinas

Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 2

SCHOLARSHIP CLEARANCE

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



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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

X. Reason for Non-Completion (must be supported by attachments)	☐ Resignation ☐ Transfer ☐ Retirement ☐ 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