

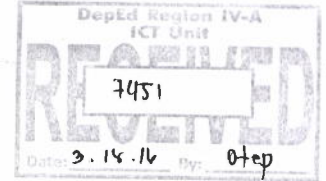


Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION IV-A CALABARZON
Gate 2, Karangalan Village, Cainta Rizal



REGIONAL MEMORANDUM

NO. 074 s. 2016



To : **SCHOOLS DIVISION SUPERINTENDENTS**

From : 
BEATRIZ G. TORNO
Director III

0004070

Subject : **SEAMEO SEN Regular Courses Scholarship**

Date : **March 17, 2016**

Per DepEd MEMORANDUM Scholarship No. 10, s. 2016 SEAMEO SEN Regular Courses, this Office will conduct screening of documents of interested applicants. Target participants for this Program are Primary/Secondary School Teachers of Special Education.

In this regard, all Schools Division Offices (SDOs) are requested to advise their Scholarship Screening Committee to screen applicants and submit to this Office the name of one (1) qualified SPED teacher together with his/her necessary documents as indicated in Annex-A List of Requirements on or before March 28, 2016.

Immediate dissemination of and appropriate action for this Memorandum is earnestly desired.



LIST OF REQUIREMENTS

A. Qualifications

1. General

- a. Must have a college degree related to the field of study or have sufficiently demonstrated ability and experience in the field of study
- b. Must be holding a permanent appointment
- c. Candidates must have rendered at least three (3) years of service
- d. Must have obtained at least a *Very Satisfactory* Performance Rating for two (2) consecutive rating periods immediately preceding the nomination
- e. Must not have a pending application for scholarship under another program
- f. Must have rendered the service obligation required under Executive Order 367 for scholarship recently concluded

2. Program (SEAMEO SEN)

- a. Proficient in English
- b. Must be excellent in health condition (a medical certificate accomplished by a government physician certifying that the participant is medically fit for 4 week programme is to be attached to the course application form)
- c. Should not be more than 50 years of age
- d. Should not be an expectant mother

B. Documentary

1. To be submitted prior to the deadline for screening and evaluation:

- a. Letter of Application addressed to the donor organization
- b. Letter of Nomination addressed to the Chairman of DepEd Scholarship Committee signed by applicants' respective Regional Director or his / her duly authorized official
- c. Personal Data Sheet with a list of in-service trainings and other seminars attended (*Please indicate the complete name of the organizer; refrain from using acronyms. Indicate the complete title of the training. The Certificates of Attendance / Participation NEED NOT be submitted.*)
- d. Certified copy of statement of actual duties and responsibilities
- e. Photocopy of passport

2. To be submitted upon acceptance:

- a. Certified true copy of Service Record**
- b. Photocopy of diploma for all degrees attained**
- c. Photocopy of Transcript of Records for all degrees attained**
- d. Certification from the Head of Office that the nominee has no pending application for scholarship under another program**
- e. Certification that the nominee has no pending administrative and / or criminal case**
- f. Certification from the concerned office that the nominee has no financial and other office accountabilities**
- g. Scholarship Contract**

Sponsoring Group	SEAMEO Regional Centre for Special Education		
Scholarship Program	Best Practices in Teaching and Learning: Co-Curricular Activities for SEN Children		
Target Participants	Primary / Secondary School Teacher of Special Education	Number of Nominees	One (1) per region
Date of the Program	4 to 27 May 2016	Deadline of Submission of Nominees	15 April 2016
Contact Details	sddhrds@gmail.com (02) 6388638 / 6339455	Endorsement	Division and Regional Office Heads
Inclusions (from the Donor Country)	Accommodation Meals Visitation cost (educational visit)	DepEd Counterpart	Salary and benefits of then nominee for the duration of the training