



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL



31 August 2021

Regional Memorandum

**SUBMISSION OF SDO NOMINEES TO THE SEAMEO INNOTECH SOUTHEAST
ASIAN SCHOOL LEADERSHIP PROGRAM**

To : **Schools Division Superintendents**

1. With reference to Deped Memorandum CI-2021-342 on Seameo Innotech Southeast Asian School Leadership Program, this Office, through the Human Resource Development Division requests your Office to submit the names and required documents of one(1) qualified Primary Principal and one (1) Secondary Principal, as nominees for this course on the SEAMEO Regional Center for Educational Innovation and Technology (SEAMEO INNOTECH) on its regular course at hrd.calabarzon@deped.gov.ph.

2. The details of the course are as follows:

Course Title	Online Version of Southeast Asian School Leadership Program (SEA-SLP) 2021-2022
Course Schedule	Date a. First Run (2021) 4 October to 26 November 2021 b. Second Run (2022)-14 March to 6 May, 2022
Target Participants	Primary Principals and Secondary Principals

3. Considering the current pandemic situation and travelling restriction in our region, SEAMEO INNOTECH has decided to implement this course via online mode, the platform to be used is still to be announced.
4. The following are the qualifications and corresponding documentary requirements. A notice/letter will be sent through email for those who will qualify for interview. Nominees are also requested to fill out the Participant Nomination Form on Enclosure A.



"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"

Trunkline: 02-8682-5773/8684-4914/8647-7487

Website: depedcalabarzon.ph

Document Inquiry : <https://r4a-teadoc.com/inquire>

Facebook: DepEd R-4A Calabarzon

Qualifications	Documentary Requirements
a. Filipino citizen	1. Updated Personal Data Sheet
b. Must be 50 years old below. c. At least five (5) years of experience as school head in the government (DepEd) at the time of nomination	2. Screening Form
d. Must be computer literate, has laptop with camera, and has access to stable internet connection to enable them to participate in online interactions. e. Able and willing to utilize course learning as well as share them with others upon completion of the program. f. Must hold a permanent appointment at the organization nominating him/her	Endorsements from the head of office; a. endorsement from the Schools Division Office through the Office of the SDS
g. Must have no pending administrative and/or criminal case	b. Nomination Letter from the Regional/Bureau Director or his/her duly authorized representative (thru the Regional HRDD Chiefs)
h. Must have a college degree and/or sufficient demonstrated ability and experience related/relevant to the course he/she is applying for,	
i. Must have a good command of the English language (spoken and written)	
j. Must have professional development needs aligned with the KRAs of the organization. k. Must have outstanding accomplishments related/leading to the program applying for,	
l. Must have no pending nomination for scholarship in another program/course or have already rendered the required service obligation for a scholarship previously enjoyed	
m. Physically and mentally fit	

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


FRANCIS CESAR B. BRINGAS
 Regional Director

COURSE TITLEApplication of **(NAME of NOMINEE)**

Region: _____

Submitted on (DATE and TIME)

1. Email Addresses:	
2. Training Course:	
3. Contact Numbers:	
4. Designation/Position:	
5. Work Station (School/Office Unit):	
6. School Division Office:	
7. Religion:	
8. Age:	
9. Number of Years in DepEd	
10. Work Experience/s Related to Teaching (Indicate the highlights and duration.)	
11. Outstanding Accomplishments (Max of 5)	
12. Educational Attainment (Indicate School, Program, Specialization, and Title of Thesis/Dissertation, if any.)	
13. What challenges had you experienced as a teacher? What did you learn from them?	
14. What initiatives do you plan to implement so your school/office will benefit from this program?	
15. How did you hear about this scholarship opportunity?	