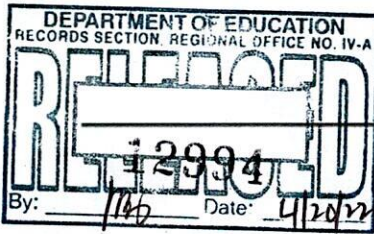




Republic of the Philippines  
**Department of Education**  
 REGION IV-A CALABARZON



12 April 2022

**Regional Memorandum**

**SUBMISSION OF QUALIFIED NOMINEES FOR SEAMEO SEN SCHOLARSHIP IN PREPARATION OF FUNCTIONAL INDIVIDUALIZED EDUCATION PLAN (IEP) FOR STUDENTS WITH SPECIAL EDUCATION NEEDS**

To : **Schools Division Superintendents**

1. In reference to DepEd Memorandum DM-CI-2022-00112 on SEAMEO SEN Scholarship in Preparation of Functional Individualized Education Plan (IEP) for Students with Special Education Needs, this Office, through the Human Resource Development Division (HRDD) requests each Schools Division Office to submit the name and documents of (1) one qualified nominee for this scholarship program. Please send the document (soft copy) via email at [hrd.calabarzon@deped.gov.ph](mailto:hrd.calabarzon@deped.gov.ph) on or before April 19, 2022.

2. The details of the course are as follows:

Course Title	Preparation of Functional Individualized Education Plan (IEP) for Students with Special Education Needs
Schedule	24-26 May 2022
Resource Person	Associate Prof. Dr. Hasnah Toran Center of Community Education & Well-Being University Kebangsaan Malaysia
Time	09:00am - 4:30 pm
Target Participants	Primary/Secondary School Teacher of Special Education /Inclusive/Mainstream Teachers

3. Considering the current pandemic situation and travelling restrictions in our region, SEAMEO SEN has decided to implement this course online using the Zoom Meetings video conferencing platform.



**Address:** Gate 2, Karangalan Village, Cainta, Rizal  
**Telephone Nos.:** 02-8682-5773/8684-4914/8647-7487  
**Email Address:** [region4a@deped.gov.ph](mailto:region4a@deped.gov.ph)  
**Website:** [depedcalabarzon.ph](http://depedcalabarzon.ph)

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.

Qualification	Documentary Requirements
a. Filipino citizen	1. Updated Personal Data Sheet 2. Screening Form 3. Rated IPCRF for the past two years 4. Endorsements from the head of office <ul style="list-style-type: none"> <li>a. endorsement from the Schools Division Office through the Office of the SDS</li> <li>b. Nomination Letter from the Regional/Bureau Director or his/her duly authorized representative (thru the Regional HRDD Chiefs)</li> </ul>
b. Must be 50 years old below. c. At least five (5) years of service in the government (DepEd) at the time of nomination	
d. Must be computer literate and have 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 other upon completion of the program. f. Must hold a permanent appointment at the organization nominating him/her	
g. Must have no pending administrative and/or criminal case	
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