

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

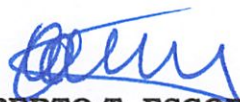
20 May 2024

**Regional Memorandum**  
No.371 s.2024

**SUBMISSION OF SDO NOMINEES IN THE SEAMEO REGIONAL  
CENTRE FOR QITEP IN SCIENCE (SEAQIS)  
4<sup>th</sup> KI HAJAR DEWANTARA AWARD**

To **Schools Division Superintendents**

1. In reference to DepEd Memorandum-OUHROD-2024-0853 on the Call for Nomination in SEAMEO Regional Centre for QITEP in Science (SEAQIS) 4th KI HAJAR DEWANTARA Award, this Office, through the Human Resource Development Division (HRDD), requests each Schools Division Office to submit the name and documentary requirements of one (1) qualified nominee to the said scholarships on or before June 13, 2024, via email at [hrd.calabarzon@deped.gov.ph](mailto:hrd.calabarzon@deped.gov.ph).
2. Nominees should meet the qualifications and submit all the required documents set by NEAP and SEAQIS as listed in **Enclosure 1**, and Scholarship Clearance in **Enclosure 2** should also be submitted. The target participants are Science teachers from primary or secondary level. The said scholarship will be on November 4-8, 2024.
3. For selection purposes, the HRDD-NEAP R Scholarship screening committee will screen and evaluate the documents of the nominees. Those who qualify will undergo interviews and be notified via email.
4. For further information, inquiries and clarifications, you may contact Jisela N. Ulpina, OIC-Chief of HRDD-NEAP or Maricris R. Tadioan, Scholarship Focal Person through these email addresses: [maricris.tadioan@deped.gov.ph](mailto:maricris.tadioan@deped.gov.ph) or [hrd.calabarzon@deped.gov.ph](mailto:hrd.calabarzon@deped.gov.ph).
5. Immediate dissemination of this Memorandum is hereby enjoined.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director

06/ROH8/ROH1



Address: Gate 2, Karangalan Village, Cainta, Rizal  
Telephone No.: 02-8682-2114  
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Website: [depedcalabarzon.ph](http://depedcalabarzon.ph)



Certificate No. PHP QMS  
22 93 0085

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
	e. Must be physically, mentally, and psychologically fit.	Medical certificate from any government physician as to health status.
	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)



Address: Room 102 Rizal Bldg., DepEd Complex, Meralco Ave., Pasig City, Metro Manila  
 Telephone Nos.: 8637-7206  
 Email Address: usec.hrod@deped.gov.ph  
 Website: https://www.deped.gov.ph

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	i. Must be willing to prepare, share, and implement a Scholarship Report and Work Application Plan (WAP).	
	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
	k. Has already finished his/her existing service obligation for a scholarship, if any.  **in any case that the HRDD has no existing format, please use Enclosure 2 of this memo  l. Has no pending application for retirement.	Clearance from HRDD/NEAP  link: <a href="https://bit.ly/46X2TrU">bit.ly/46X2TrU</a>
	m. Must be able to render his/her service obligation vis- a- vis duration of the scholarship.	
SEAMEO QITEP in Science Requirements		
1	Concept Note	<a href="https://tinyurl.com/2yzhkpd">https://tinyurl.com/2yzhkpd</a>
2	Nomination Form	
3	Best Practice Template	
4	Lesson Plan	
5	Best Practice Video Implementation	



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**SCHOLARSHIP CLEARANCE**

<b>I. NAME</b>		
<b>II. Position/Designation</b>		
<b>III. Permanent Station</b>		
<b>IV. Has availed any scholarship program</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, fill out sections V-X, as applicable.
<b>V. Scholarship Program</b>	<b>Program Type</b>	<b>Title of the Program</b>
	<input type="checkbox"/> Degree <input type="checkbox"/> Non-Degree	
<b>VI. Scholarship Duration</b>		
<b>VII. Status</b>	<input type="checkbox"/> Completed the course (Submit a copy of Certificate of Completion)	<input type="checkbox"/> Withdrawn from the Course (State the reason below)



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<b>VIII. Reason/s for Non-Completion</b> (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>	
<b>IX. Service Obligation</b>	<b>No. of Months/Yrs Required</b>	<b>No. of Months/Yrs Completed</b>
<b>X. Reason for Non-Completion</b> (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
<b>APPROVED</b>	
Name and Signature of the Recommending Authority (RO-HRDD)	Date and Time



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