



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

02 July 2024

Regional Memorandum

**SUBMISSION OF SDO NOMINEES FOR SEAMEO REGIONAL
CENTRE FOR SPECIAL EDUCATIONAL NEEDS TRAINING
TITLED TEACHING STRATEGIES IN SUPPORTING AND
DEVELOPING LEARNERS WITH SPEECH AND
LANGUAGE IMPAIRMENTS**

To **Schools Division Superintendents**

1. In reference to DepEd Memorandum-OUHROD-2024-1169 on the call for nomination in SEAMEO Regional Centre for Special Educational Needs Training Titled Teaching Strategies in Supporting and Developing Learners with Speech and Language Impairments, 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 via email at hrd.calabarzon@deped.gov.ph.
2. Please see attachments A and B for the details of the course, the qualifications, and the documentary requirements of nominees to the said scholarships.
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 via email at maricris.tadioan@deped.gov.ph or hrd.calabarzon@deped.gov.ph.
5. Immediate dissemination of this Memorandum is hereby enjoined.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

06/ROH8/ROH2



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Certificate No. PHP QMS
22 93 0085

ATTACHMENT A: Details of The Course

No	Course Title	Course Schedule	Target Participants	Modality	Deadline
1	Teaching Strategies in Supporting and Developing Learners with Speech and Language Impairments	23-26 September 2024	Primary/secondary /inclusive/mainstream school teacher of Special Education	Online	July 09, 2024

ATTACHMENT B: Qualifications and Documentary Requirements

Qualifications	Documentary Requirements
a. Filipino citizen	Updated Personal Data Sheet
b. must have obtained a very satisfactory (vs) performance rating for two (2) consecutive years.	Updated Service Record
c. Must be holding a permanent item. At least three (3) years of service in the government (DepEd) at the time of nomination.	Latest rated performance rating with IDP
d. Must be computer literate and have access to a stable Internet connection to enable them to participate in online interactions.	Medical certificate from any government physician as to health status.
e. Able and willing to utilize course learning as well as share it with others upon completion of the program.	Endorsements from the head of the office
f. must present his/her Individual Development Plan (IDP)	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 to the Regional/Bureau Director or his/her duly authorized representative (through the Regional HRDD Chiefs).
h. must be physically, mentally, and psychologically fit.	Certificate of no pending administrative/legal charges.
i. Must have no current or pending enrollment in other institutions for graduate or post graduate degree (for those who will apply for a doctoral degree)	Clearance from HRDD/NEAP.
j. must be willing to sign a scholarship contract and commit to it's provision.	(shall be complied after being officially nominated)
k. Must have no pending nomination for scholarship in another program/course or have already rendered the required service obligation for a scholarship previously enjoyed	
l. must be able to render his/her service obligation vis-a vis duration of the scholarship.	

[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
	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)



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 Email Address: usec.hrod@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
	m. Must be able to render his/her service obligation vis- a- vis duration of the scholarship.	

[Enclosure 2]

SCHOLARSHIP CLEARANCE

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

VIII. Reason/s for Non-Completion (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>	
IX. Service Obligation	No. of Months/Yrs Required	No. of Months/Yrs Completed
X. Reason for Non-Completion (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

APPROVED	
Name and Signature of the Recommending Authority (RO-HRDD)	Date and Time