



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

27 November 2024

Regional Memorandum
No. 866 s.2024

CALL FOR APPLICATIONS: GRADUATE CERTIFICATE PROGRAM IN EARLY CHILDHOOD EDUCATION

To Schools Division Superintendents

- 1. With reference to DM-OUHROD-2024-3346 from DepEd Central Office, this Office, through the Human Resource Development Division, announces the Call for Applications for the scholarship program offering titled Graduate Certificate in Early Childhood Education of Philippine Normal University.
2. The scholarship program has the following specific objectives:
a. Produce a pool of formally trained ECE teachers who are not graduates of Early Childhood Care and Development baccalaureate degree/major;
b. Ensure effective delivery and facilitation of ECE from Kindergarten to Grade 3 (K-3); and
c. Provide career advancement opportunities for K-3 teachers which they can use as a pathway for Master's Degree or further studies.
3. The details of the scholarship program are as follows:

Table with 2 columns: Target Scholars, Program Delivery Design. Target Scholars: K-3 Teachers who are not graduates/specialists of Early Childhood Education. Program Delivery Design: Follows the micro-credentialing route that PNU offers through the College of Alternative and Lifelong Learning (CALL) (in micro-credentialing, students are required to complete the activities in a course training module to earn the course units). Based on the Engage, Practice, Consolidate - Target, Raise, Act, Improve, Nurture (EPC-TRAIN) Training Framework.



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph




Certificate No. PHP QMS 22 93 0085

	<ul style="list-style-type: none"> <li>· Scholars are monitored, observed, and mentored by their immediate superiors/supervisors in the application of their learnings in the workplace</li> </ul>
<b>Duration</b>	Six-seven (6-7) months
<b>Modality</b>	<ul style="list-style-type: none"> <li>· Through ePNU, a Moodle-based learning platform</li> <li>· For synchronous sessions, faculty and students may utilize Google Meet/Zoom or any platforms where online classes may be conducted</li> </ul>
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>· With at least 2 years of teaching experience in DepEd</li> <li>· Must be 50 years of age and below</li> <li>· Currently not enrolled in other schools/ institutes/ colleges/ universities</li> <li>· Must be computer literate and has access to a stable internet connection (<i>at least 15 mbps</i>) to participate in online classes</li> <li>· Must have completed all previous scholarships and no pending nomination for any scholarship</li> <li>· Must have no pending administrative and/or criminal case</li> <li>· Must be physically and mentally fit</li> </ul>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>· Letter of Intent (LOI) (<i>See template through the link <a href="https://tinyurl.com/5n85ut27">https://tinyurl.com/5n85ut27</a></i>)</li> <li>· Accomplished Online Application Form via <a href="https://forms.office.com/r/DSfSrGR4gs">https://forms.office.com/r/DSfSrGR4gs</a></li> </ul>
<b>Additional Reminders and Requirements</b>	<ul style="list-style-type: none"> <li>· Acceptance and entry to the program are subject to the existing rules and regulations prescribed by PNU</li> <li>· Prospective scholars must pass the Graduate College Admission Test (GCAT) and submit all entry requirements before enrollment in the program</li> <li>· Successful applicants should submit the required entry credentials to ensure seamless processing of documents upon submission</li> <li>· Original Transcript of Records (TOR) with remarks "<i>Copy for PNU</i>" from the last school the scholar attended</li> <li>· Original Philippine Statistics Authority (PSA)-issued Marriage Certificate for married female scholars if the TOR bears their maiden name</li> <li>· Two (2) copies of 2x2 latest ID picture</li> <li>· Certificate of GWA/GPA (<i>Certified True Copy only for PNU alumna/alumnus</i>)</li> </ul>



	<ul style="list-style-type: none"><li>· Omnibus Sworn Statement (See template through the link <a href="https://tinyurl.com/5n85ut27">https://tinyurl.com/5n85ut27</a>)</li><li>· Scholarship Contract (See template through the link <a href="https://tinyurl.com/5n85ut27">https://tinyurl.com/5n85ut27</a>)</li><li>· Workplace Application (WAP) Proposal (See template through the link <a href="https://tinyurl.com/5n85ut27">https://tinyurl.com/5n85ut27</a>; can be accomplished in the duration of the program)</li></ul>
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4. Each Schools Division Office is encouraged to nominate one (1) qualified applicant for the program and submit the **complete documentary requirements** to [hrd.calabarzon@deped.gov.ph](mailto:hrd.calabarzon@deped.gov.ph) on or **December 3, 2024**, for screening and evaluation of the Regional Office Scholarship Secretariat.
5. Documentary requirements specified in the checklist shall be checked by the School Head and consolidated by the HRTD-SEPS.
6. Please note that applications may be disqualified due to various reasons, such as but not limited to, incomplete submission of documentary requirements, lack of official endorsement/s, etc.
7. For inquiries and concerns, please contact the Regional Office Scholarship Secretariat through email [hrd.calabarzon@deped.gov.ph](mailto:hrd.calabarzon@deped.gov.ph).
8. Immediate dissemination of the Memorandum is hereby enjoined.

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



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**Appendix No. 1**

**LETTER OF INTENT**

[Insert date]

**[NAME OF Head of Office per governance level]**

[Position]

[Office]

[Address]

Dear **XXXX**,

Greetings!

This is (insert your full name), (position) in (bureau/service/unit/office/school name).

I am writing to signify my interest to register and/or apply for the (scholarship program) offered by (sponsoring institution).

If accepted, I am willing to maintain academic standards and shall faithfully abide with the program requirements and prescribed terms and conditions of the scholarship program/contract and the rules and regulations enforced by the university/training institution.

I certify that all documents I submitted are true and correct and I shall take full responsibility and accountability on the validity and authenticity of the same. I understand that any violation will automatically disqualify me from the selection process, and I may be subjected to appropriate legal action warranted by applicable laws.

Thank you.

Very truly yours,

**[NAME OF APPLICANT]**

[Position]

[Region, SDO]



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**Endorsed by:**

[Name of School Head]  
[Position]

**Approved/Disapproved by:**

[Name of Schools Division Superintendent]





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**Appendix No. 2**

**Omnibus Sworn Statement**

Name of Applicant:  
 Schools Division Office:  
 Scholarship Program:  
 DepEd email address:  
 Alternate email address:

Office/School:  
 Region:  
 Contact Number:

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the SDO Scholarship Committee)	
		Status of Submission (Check if complied)	Remarks
a Letter of intent addressed to the Head of Office			
b Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c Updated Service Record			
d Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e Scholarship Application Form (as required)			
f. Photocopy of the Office Performance Commitment Review Form (OPCRF)/ Individual Performance Commitment and Review Form (IPCRF) in the last two (2) rating periods with the approved Individual Development Plan (IDP);			
g Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h Medical Certificate (CSC Form 211 Revised 2018) issued by a			



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**NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES**

	government physician or an accredited government hospital or clinic government physician			
i	Photocopy of the Transcript of Records (for scholarships leading to a graduate degree)			
j	Certificate of Eligibility/License;			
k	Sworn Statement of No Pending Case			
l	Photocopy of valid Passport (if applicable)			

Attested:

\_\_\_\_\_  
 CO/RO/SDO Scholarship Committee

**OMNIBUS SWORN STATEMENT**

**CERTIFICATION OF AUTHENTICITY AND VERACITY**

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

**DATA PRIVACY CONSENT**

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

\_\_\_\_\_  
 Name and Signature of Applicant

Subscribed and sworn to before me this \_\_day of \_\_\_\_, year \_\_\_\_.





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**Appendix No. 3**

**Sample Workplace Application Plan (WAP) Template**

Name of Learners		Office and Position	
Title of PD Programs		Date of Delivery	
		PD Program Provider	
Name of Immediate Supervisor		Office and Position	

**Background and Rationale of WAP Plan:**

Briefly describe why the WAP will be implemented. Identify the competency gaps that will be addressed and current performance level on key result area(s).

Expected Performance Improvement			
Competencies for Development	Key Result Area(s)	Expected Improvement in Performance Indicator	Means of Verification

Type of Intervention						
	Committee Work		Job Shadowing		Informal JEL Activities	Others (Please specify)







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	Job Expansion		Special Project		(Please specify)	
	Job Rotation		Stretch Assignments		WAP Implementation	
Briefly describe the intervention (e.g., type of special project, nature of committee and role of learners, etc.), and specify duration and offices where learner will be assigned, if appropriate. Use one to two paragraphs.						

<b>Application Objective</b> State what learner will be able to do by the end of the WAP, following ABCD (Audience-Behavior-Condition-Degree) guidelines.				
<b>Learning Objectives</b> <i>(What learner be able to do by the end of an activity/ learning session)</i>	<b>Activities</b> <i>(Activities that learner will engage in to meet each learning objective)</i>	<b>Timeline</b> <i>(Start-end of each activity)</i>	<b>Learning Facilitator</b> <i>(Immediate Supervisor or peer assigned to guide learner)</i>	<b>Support/Resources</b> <i>(Office order, information, etc. needed)</i>

Prepared by (name and position):	Learner's Signature	Date

Reviewed by (name and position):	Signature	Date





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Approved by (name and position):	Learner's Signature	Date



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**Appendix No. 4**

**SCHOLARSHIP CONTRACT**

This **Scholarship Contract**, is entered into this \_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_ at \_\_\_\_\_, Philippines, by and between:

**[NAME OF SCHOLAR]**, Filipino, of legal age and with residence at [HOME ADDRESS], [POSITION] of [SCHOOL / OFFICE / STATION], (hereinafter referred to as the "**SCHOLAR**")

-and-

The **DEPARTMENT OF EDUCATION**, herein referred to as "**DepEd**", an agency of the national government of the Republic of the Philippines, created by virtue of law, particularly Batas Pambansa Bldg. 232, otherwise known as the "Education Act of 1982," as amended by Republic Act No. 9155, otherwise known as the "Governance of Basic Education Act of 2001," with its field office at [ADDRESS] represented by its \_\_\_\_\_, **[NAME]**;

**WITNESSETH THAT:**

**WHEREAS**, Section 5 (4), Article XIV of the 1987 Philippine Constitution underscores the right of teachers to professional development, which states that: "*The State shall enhance the right of teachers to professional advancement. Non-teaching academic and non-academic personnel shall enjoy the protection of the State.*";

**WHEREAS**, DepEd is a government agency who is committed to facilitating the professional growth of its personnel and equipping them to address the evolving demands of the 21<sup>st</sup> century basic education delivery by offering scholarships to eligible personnel;

**WHEREAS**, DepEd Order No. \_\_\_\_, s. 2024, otherwise known as the "Omnibus Scholarship Guidelines For DepEd Personnel", is established which seeks to standardize the qualifications and streamline the management, processes, procedures, and implementation of scholarship programs funded by DepEd, other government agencies, private institutions, foreign governments, and international organizations to ensure equal and equitable opportunities to all interested and qualified employees to avail scholarship programs;

**NOW, THEREFORE**, for and in consideration of the foregoing, the PARTIES have agreed on the following:

**I. NATURE OF THE SCHOLARSHIP**





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## Department of Education

### NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

(Brief Description of the Scholarship Program)

#### II. DURATION OF SCHOLARSHIP

This scholarship grant on (PROGRAM CODE AND TITLE OF THE COURSE) at the (VENUE OF THE COURSE) is for the period (INCLUSIVE DATES OF THE COURSE).

#### III. SCHOLAR'S PRIVILEGES AND ENTITLEMENTS

The Scholar shall be entitled to the following:

- a. [SCHOLARSHIP PACKAGE];
- b. Be on Official Time for the entire duration of the scholarship program; and
- c. Use of office equipment and facilities of the DepEd Academic Institution Partners, partner SUCs or TEIs (as deemed necessary).

#### IV. DUTIES AND RESPONSIBILITIES OF THE SCHOLAR

The SCHOLAR shall fulfill the following duties and responsibilities:

- a. Attend the program or course regularly and submit all the program or course requirements until its completion.
- b. Maintain academic standards and other course requirements set forth by the program of the institution and Department of Education (DepEd).
- c. Must maintain eligibility requirements throughout the scholarship program.
- d. Conduct oneself in such a manner that will uphold the moral integrity and professionalism of a DepEd personnel and a public servant throughout the course.
- e. Ensure WAP implementation and completion within the timeline stated in the plan.
- f. Return to the official station and assume functions immediately upon the scholarship program or course's conclusion.
- h. Fulfill his/her service obligation. (Indicate the exact service obligation and years/period)
- g. Apply knowledge, skills and learning experiences gained from the professional development courses or programs through sharing expertise gained with other teachers in the school, district, division, or region during training, Learning Action Cells (LAC), conferences, etc.
- h. Refund in full to DepEd and/or Sponsoring Agency such sums of money as may have been defrayed by the Philippine government for expenses incurred for having attended the program or course, such as but not limited to salaries and benefits received during the duration of the scholarship program, for failure to comply with any of the foregoing conditions through the scholars' fault or willful neglect of the provisions of the contract.





Republika ng Pilipinas

**Department of Education**  
**NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES**

**V. DUTIES AND RESPONSIBILITIES OF DepEd**

The Department shall fulfill the following duties and responsibilities:

- a. Ensure that the scholar's absence from the permanent official station will not hamper the operational efficiency of the office/school,
- b. Ensure that the scholar receives salary, allowances and other benefits as provided by law and/or scholarship contract.

**VI. DEFERMENT/WITHDRAWAL**

Deferment or withdrawal from enrolment or participation in the scholarship program or course must be with approval from the Head of Office through the submission of a formal letter with appropriate supporting documents. The Head of Office of the concerned governance level shall have the right to approve or disapprove all requests for deferment or withdrawal based on the following grounds.

- a. In case of serious illness with medical abstract issued by government physician government-accredited hospital or clinic,
- b. force majeure or fortuitous event,
- c. other unavoidable circumstances considered meritorious by the PDC.

If the scholar suffers illness or injury, resulting in an inability to continue studies, it should be supported by a medical abstract issued by the government physician or government-accredited hospital or clinic stating:

- a. The nature and extent of the sickness or injury incurred or sustained by the scholar;
- b. Facts and actual circumstance surrounding the acquisition of, or giving rise to the sickness or injury;
- c. That the illness was not the proximate result of the scholar's misconduct, gross negligence, use of prohibited drugs or alcoholic liquor.

**VII. PENALTIES**

DepEd scholar who defers without approval, withdraws from the scholarship program and/or whose scholarship contract is terminated due to non-compliance with his/her duties and responsibilities shall refund in full to DepEd such sums of money as may have been defrayed by the Philippine government in relation to the scholarship program or course but not limited to salaries and benefits received in the duration of the scholarship program. Such withdrawal may be due to any of the following:



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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

- a. grantee's fault or willful neglect or causes within one's control
- b. resignation or retirement from the service
- c. transfer to private entities

**VIII. EFFECTIVITY**

This Scholarship Contract shall take effect upon signing/approval of the parties and shall be valid and binding until the completion of its purpose/s or unless earlier terminated by the Parties.

**IN WITNESS WHEREOF**, the Parties have signed this Scholarship Contract as of the date first above written.

**[NAME]**  
DepEd Scholar

**[NAME]**  
Position  
Head of Office per governance level

SIGNED IN THE PRESENCE OF:

**[NAME]**  
[CO/RO/SDO PDC Chairperson]





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**ACKNOWLEDGMENT**

REPUBLIC OF THE PHILIPPINES)  
 \_\_\_\_\_) S.S.

BEFORE ME, a Notary Public for and in \_\_\_\_\_ personally appeared the following:

Name	Government Issued ID (Details)	Date and Place Issued
Name of Scholar		

Known to me as the same person who executed the foregoing Scholarship Contract, signed by the PARTIES and their instrumental witnesses, and they acknowledged to me that the same is their free voluntary act and deed.  
 This Scholarship Contract consists of \_\_\_ pages including the Annex and this page in which this acknowledgment is written, signed by the parties and their instrumental witnesses every page thereof.

WITNESS MY HAND AND NOTARIAL SEAL, on the date at the place first written above.

NOTARY PUBLIC

Doc. No. \_\_\_\_\_  
 Page No. \_\_\_\_\_  
 Book No. \_\_\_\_\_  
 Series of 2024



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**ACKNOWLEDGMENT**

REPUBLIC OF THE PHILIPPINES  
( \_\_\_\_\_ ) S.S.

BEFORE ME, a Notary Public for and in \_\_\_\_\_ personally appeared the following:

Name	Government Issued ID (Details)	Date and Place Issued
Name of Head of Office per governance level		

Known to me as the same person who executed the foregoing Scholarship Contract, signed by the PARTIES and their instrumental witnesses, and they acknowledged to me that the same is their free voluntary act and deed.

This Scholarship Contract consists of \_\_\_ pages including the Annex and this page in which this acknowledgment is written, signed by the parties and their instrumental witnesses every page thereof.

WITNESS MY HAND AND NOTARIAL SEAL, on the date at the place first written above.

NOTARY PUBLIC

Doc. No. \_\_\_\_\_  
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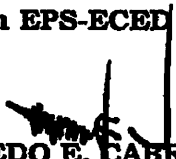
OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**MEMORANDUM**

**DM-OUHROD-2024-3346**

**TO :** Regional Directors  
Schools Division Superintendents  
Regional CLMD and HRDD Chiefs  
Division EPS-ECED and HRTD-SEPS

**FROM :**   
**WILFREDO E. CABRAL**  
Undersecretary  
Human Resource and Organizational Development

**SUBJECT :** **CALL FOR APPLICATIONS FOR THE GRADUATE CERTIFICATE PROGRAM IN EARLY CHILDHOOD EDUCATION**

**DATE :** 25 November 2024

1. To address the professional development needs of teachers in Early Childhood Education (ECE), the Department of Education partnered with the Philippine Normal University to provide a scholarship program titled *Graduate Certificate in Early Childhood Education* to ECE teachers, and hereby issues the **Call for Applications** for the same.
2. The scholarship program has the following specific objectives:
  - a. Produce a pool of formally trained ECE teachers who are not graduates of Early Childhood Care and Development baccalaureate degree/major;
  - b. Ensure effective delivery and facilitation of ECE from Kindergarten to Grade 3 (K-3); and
  - c. Provide career advancement opportunities for K-3 teachers which they can use as a pathway for Master's Degree or further studies.

3. Pertinent program details are as follows:

<b>Program Title</b>	Graduate Certificate in Early Childhood Education
<b>Partner University</b>	Philippine Normal University (PNU)
<b>Target Scholars</b>	K-3 Teachers who are not graduates/specialists of Early Childhood Education
<b>No. of Slots per Region</b>	Two-three (2-3)



<b>Program Delivery Design</b>	<ul style="list-style-type: none"> <li>Follows the micro-credentialing route that PNU offers through the College of Alternative and Lifelong Learning (CALL) (<i>in micro-credentialing, students are required to complete the activities in a course training module to earn the course units</i>)</li> <li>Based on the <i>Engage, Practice, Consolidate – Target, Raise, Act, Improve, Nurture (EPC-TRAIN)</i> Training Framework</li> <li>Scholars are monitored, observed, and mentored by their immediate superiors/supervisors in the application of their learnings in the workplace</li> </ul>
<b>Duration</b>	Six-seven (6-7) months
<b>Modality</b>	<ul style="list-style-type: none"> <li>Through ePNU, a Moodle-based learning platform</li> <li>For synchronous sessions, faculty and students may utilize Google Meet/Zoom or any platforms where online classes may be conducted</li> </ul>
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>With at least 2 years of teaching experience in DepEd</li> <li>Must be 50 years of age and below</li> <li>Currently not enrolled in other schools/ institutes/ colleges/ universities</li> <li>Must be computer literate and has access to a stable internet connection (<i>at least 15 mbps</i>) to participate in online classes</li> <li>Must have completed all previous scholarships and no pending nomination for any scholarship</li> <li>Must have no pending administrative and/or criminal case</li> <li>Must be physically and mentally fit</li> </ul>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>Letter of Intent (LOI) (<i>See template through the link <a href="https://tinyurl.com/5n85ut27">https://tinyurl.com/5n85ut27</a></i>)</li> <li>Accomplished Online Application Form via <a href="https://forms.office.com/r/DSfSrGR4gs">https://forms.office.com/r/DSfSrGR4gs</a></li> </ul>
<b>Additional Reminders and Requirements</b>	<ul style="list-style-type: none"> <li>Acceptance and entry to the program are subject to the existing rules and regulations prescribed by PNU</li> <li>Prospective scholars must pass the Graduate College Admission Test (GCAT) and submit all entry requirements before enrollment in the program</li> <li>Successful applicants should submit the required entry credentials to ensure seamless processing of documents upon submission</li> <li>Original Transcript of Records (TOR) with remarks "<i>Copy for PNU</i>" from the last school the scholar attended</li> <li>Original Philippine Statistics Authority (PSA)-issued Marriage Certificate for married female scholars if the TOR bears their maiden name</li> <li>Two (2) copies of 2x2 latest ID picture</li> <li>Certificate of GWA/GPA (<i>Certified True Copy only for PNU alumna/alumnus</i>)</li> <li>Omnibus Sworn Statement (<i>See template through the link <a href="https://tinyurl.com/5n85ut27">https://tinyurl.com/5n85ut27</a></i>)</li> <li>Scholarship Contract (<i>See template through the link <a href="https://tinyurl.com/5n85ut27">https://tinyurl.com/5n85ut27</a></i>)</li> <li>Workplace Application (WAP) Proposal (<i>See template through the link <a href="https://tinyurl.com/5n85ut27">https://tinyurl.com/5n85ut27</a>; can be accomplished in the duration of the program</i>)</li> </ul>
<b>Deadline of Application</b>	06 December 2024

4. Documentary requirements specified in the checklist shall be checked by the School Head and consolidated by the HRTD-SEPS.

5. Please note that applications may be disqualified due to various reasons, such as but not limited to, incomplete requirements, lack of official endorsement/s, direct sending of requirements to the Secretariat's email, discrepancies in documents, etc.
6. NEAP further reiterates that the established qualifications and selection parameters for its scholarship programs are in adherence to the Equal Opportunity Principle (EOP).
7. Should you have questions or concerns, please coordinate with **NEAP Scholarship Secretariat** through email [scholarships@deped.gov.ph](mailto:scholarships@deped.gov.ph) and/or landline (02) 8715-9919.
8. For dissemination and appropriate action.

*Copy furnished:*

**OFFICE OF THE SECRETARY**

**ATTY. REVSEE A. ESCOBEDO**  
*Undersecretary for Operations*

**GEORGINA ANN H. YANG**  
*Assistant Secretary, External Partnerships Service*

*{NEAPScholarshipSecretariat/ Pereyra}*