

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



10 March 2025

**Regional Memorandum**

No. 177 s. 2025

**CALL FOR NOMINATIONS: SEAMEO INNOTECH SOUTHEAST ASIAN SCHOOL LEADERSHIP PROGRAM**

To **Schools Division Superintendents**

1. With reference to DM-OUHROD-2025-0597 from DepEd Central Office, this Office, through the Human Resource Development Division, announces the **Call for Nominations** for the **Southeast Asian School Leadership Program (SEA-SLP)** under the SEAMEO Educational Development Fund.
2. The following are the relevant information regarding the scholarship program:

<b>Course Title</b>	<b>Southeast Asian School Leadership Program</b>
<b>Course Schedule</b>	07 April – 13 June 2025
<b>Modality</b>	- Phase 1 – Online - Phase 2 – Face-to-face - Phase 3 – Online
<b>Target Participants</b>	- School Heads (Directors, Administrators, Principals, and Assistant Principals with at least five (5) years of supervisory experience in a school; or - Officials and personnel from the Department of Education who are responsible for designing and managing learning programs for school leaders
<b>Qualifications</b>	- Computer literate and with access to stable internet connection - Able to understand, speak, and write in English - Able and willing to apply new learnings and share them with other school heads - Committed to actively participate in and complete the course




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

3. Each Schools Division Office is encouraged to nominate **one (1) qualified applicant** and submit the documentary requirements in **Enclosure 1** to [hrd.calabarzon@deped.gov.ph](mailto:hrd.calabarzon@deped.gov.ph), on or before **March 13, 2025**, for evaluation of the Regional Office Scholarship Secretariat.
4. 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.
5. For inquiries and concerns, please contact the Regional Office Scholarship Secretariat through email [hrd.calabarzon@deped.gov.ph](mailto:hrd.calabarzon@deped.gov.ph).
6. Immediate dissemination of the Memorandum is hereby enjoined.

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



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# Department of Education

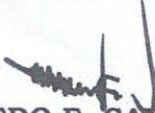
OFFICE OF THE UNDERSECRETARY

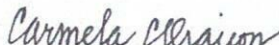
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

## MEMORANDUM

DM-OUHROD-2025-0597

FOR : **Undersecretaries**  
**Assistant Secretaries**  
**Bureau and Service Directors**  
**Regional Directors**  
**Schools Division Superintendents**  
**School Heads**  
**All Others Concerned**

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

  
**CARMELA C. ORACION**  
*Assistant Secretary*  
*Human Resource and Organizational Development*  
*(National Educators Academy of the Philippines)*

SUBJECT : **CALL FOR NOMINATIONS FOR THE SEAMEO INNOTECH SOUTHEAST ASIAN SCHOOL LEADERSHIP PROGRAM UNDER THE SEAMEO EDUCATIONAL DEVELOPMENT FUND**

DATE : 06 March 2025

1. The Southeast Asian Ministers of Education Organization Regional Centre for Educational Innovation and Technology (SEAMEO INNOTECH) announces its **Call for Nominations** for the regular scholarship offering titled **Southeast Asian School Leadership Program (SEA-SLP)**, with course details as follows:

<b>Course Title</b>	<b>Southeast Asian School Leadership Program</b>
<b>Course Schedule</b>	07 April – 13 June 2025
<b>No. of Slots</b>	Three (3)
<b>Modality</b>	- Phase 1 – Online - Phase 2 – Face-to-face - Phase 3 – Online
<b>Target Participants</b>	- School Heads (Directors, Administrators, Principals, and Assistant Principals with at least five (5) years of supervisory experience in a school; or

	- Officials and personnel from the Department of Education who are responsible for designing and managing learning programs for school leaders
<b>Qualifications</b>	- Computer literate and with access to stable internet connection - Able to understand, speak, and write in English - Able and willing to apply new learnings and share them with other school heads - Committed to actively participate in and complete the course
<b>Deadline of Submission</b>	15 March 2025

2. For selection purposes, the National Educators Academy of the Philippines (NEAP) encourages each Central Office Bureau/Service/Office and Regional Office to **nominate at least one (1) qualified participant**. All nominees must meet the qualifications and submit the documentary requirements listed in **Enclosure 1**. The *Scholarship Clearance (Enclosure 2)* should also be submitted.
3. The **Participant Nomination Form and required documents must be accomplished and uploaded (in PDF form) on or before 15 March 2025**, through the Microsoft Office Form which can be accessed through the link <https://forms.office.com/r/3ps14p3QiU>. Kindly use official DepEd email accounts in submitting the requirements.
4. Please note that applications may be disqualified due to various reasons, such as but not limited to, incomplete requirements, lack of official endorsement/s, sending of application directly to the Secretariat's email, discrepancies in documents, etc.
5. Heads of offices/immediate supervisors of the participants shall make the necessary arrangements to ensure that office operations and classes will not be disrupted.
6. Should you have questions or concerns, please coordinate with the **NEAP Scholarship Secretariat** through email [scholarships@deped.gov.ph](mailto:scholarships@deped.gov.ph) and/or landline (02) 8715-9919.
7. For dissemination and appropriate action.

**Copy furnished:**

**OFFICE OF THE SECRETARY**  
**OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING**  
**OFFICE OF THE UNDERSECRETARY FOR OPERATIONS**  
**OFFICE OF THE ASSISTANT SECRETARY FOR EXTERNAL PARTNERSHIPS SERVICE**

[NEAPScholarshipSecretariat/Pereyra/Bedana]



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600  
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Doc. Ref. Code	DM-OUHROD	Rev	00
Effectivity	03.23.2023	Page	2 of 2





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Enclosure 1

### GENERAL ELIGIBILITY REQUIREMENTS/CHECKLIST

<b>Name:</b>	
<b>Scholarship Program:</b>	
<b>Sponsoring Agency/Organization:</b>	
<b>Region/SDO:</b>	
<b>Work Station:</b>	

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
	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)
	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





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Enclosure 2

### 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)
<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>



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<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>	
<hr/>	<hr/>
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>	
<hr/>	<hr/>
Name and Signature of the Recommending Authority (SDO - HRDD)	Date and Time
<b>APPROVED</b>	
<hr/>	<hr/>
Name and Signature of the Recommending Authority (RO-HRDD)	Date and Time