



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



20 June 2025

Regional Memorandum
No.454 s.2025

**CALL FOR NOMINATIONS: SINGAPORE COOPERATION
PROGRAMME'S EMPOWERING PERSONS WITH
DISABILITIES AND SPECIAL NEEDS**

To **Schools Division Superintendents**

1. With reference to DM-OUHROD-2025-1592 from DepEd Central Office, this Office, through the Human Resource Development Division, announces the Singapore Cooperation Programme's (SCP) **Call for Nominations** for its training program titled **Empowering Persons with Disabilities and Special Needs**.
2. The program details are as follows:

Course Title	Empowering Persons with Disabilities and Special Needs
Schedule	17 – 21 November 2025
Modality	Face-to-Face (Singapore)
Target Participants	Mid-level – senior-level government officials involved in social policy planning and development

3. Each Schools Division Office is encouraged to nominate one (1) qualified personnel and submit their documentary requirements and forms at hrd.calabarzon@deped.gov.ph, **on or before June 25, 2025**.
4. For further details regarding the qualifications, downloadable forms / templates, please refer to *Checklist of General Eligibility Requirements (Enclosure 1)* and *Scholarship Clearance (Enclosure 2)*.
5. For inquiries and concerns, please contact the Regional Office Scholarship Secretariat through email hrd.calabarzon@deped.gov.ph.






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
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6. Immediate dissemination of the Memorandum is hereby enjoined.


ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director 

06/ROH-09-01




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Department of Education


OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2025-1592

TO : Bureau/Service Directors
Regional Directors
Schools Division Superintendents
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 NOMINATION FOR SINGAPORE COOPERATION PROGRAMME TRAINING "EMPOWERING PERSONS WITH DISABILITIES AND SPECIAL NEEDS"**

DATE : 16 June 2025

1. The Singapore Cooperation Programme (SCP) announces its **Call for Nomination** for its training program titled **Empowering Persons with Disabilities and Special Needs**, with course details as follows:

Course Title	Empowering Persons with Disabilities and Special Needs
Course Schedule	17-21 November 2025
No. of Slots	One (1)
Modality	Face-to-face (Singapore)
Target Participants	Mid-level – senior-level government officials involved in social policy planning and development
Deadline of Submission	30 June 2025

2. For selection purposes, NEAP encourages each Central Office Bureau/Service and Regional Office (RO) 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.



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549
Email Address: usec.hrod@depd.gov.ph | Website: www.deped.gov.ph

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3. The **Participant Nomination Form** and required documents must be **accomplished and uploaded (in PDF form) on or before 30 June 2025**, through the Microsoft Office Form which can be accessed through the link <https://forms.office.com/r/uAtTMe4iRE>. Kindly use official DepEd email accounts in submitting the requirements.
4. NEAP shall screen and evaluate the nominations submitted by the ROs based on the prescribed criteria, and endorse the qualified participants to TESDA.
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 need additional information or have any concerns, please contact the **NEAP Scholarship Secretariat** through email scholarships@deped.gov.ph and/or landline (02) 8715-9919.
8. For immediate dissemination and appropriate action.

Enclosures:

Enclosure 1 – Checklist of General Eligibility Requirements

Enclosure 2 – Scholarship Clearance

Copy furnished:

OFFICE OF THE SECRETARY



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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
	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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	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

ADDITIONAL DOCUMENTARY REQUIREMENT BY TESDA

- Photocopy of VALID Passport
- Diploma/Transcript of Records
- Medical Result (ECG/URINALYSIS/X-RAY/FECCALYSIS) and Medical Certificate that you are physically fit to undergo foreign training.



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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	Title of the Program
	<input type="checkbox"/> Degree <input type="checkbox"/> Non-Degree	
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)



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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		



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Name and Signature of the Recommending Authority

Date and Time

(RO-HRDD)