



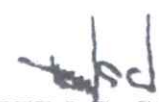
Republika ng Pilipinas  
**Department of Education**  
 OFFICE OF THE UNDERSECRETARY  
 HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

REPUBLIC OF THE PHILIPPINES  
 DEPARTMENT OF EDUCATION  
 REGIONAL OFFICE OF THE UNDERSECRETARY  
 DIVISION OFFICE - CEBU  
 NOV 11 2024  
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 9:58 AM

**MEMORANDUM**  
 DM-OUHROD-2024- 2237

NOV 12 2024 RECEIVED THE DIRECTOR  
 NOV 12 2024 RECEIVED 3:28 PM

**TO :** Regional Directors  
 Schools Division Superintendents  
 School Heads  
 All Others Concerned

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

**SUBJECT :** **CALL FOR NOMINATION FOR SEAMEO REGIONAL CENTRE FOR SPECIAL EDUCATIONAL NEEDS TRAINING TITLED INCULCATING POSITIVE BEHAVIOR IN CLASSROOM FOR LEARNERS WITH SPECIAL EDUCATIONAL NEEDS**

**DATE :** 11 November 2024

- The SEAMEO Regional Centre for Special Educational Needs (SEAMEO SEN) announces its **Call for Nomination** for its regular training scholarship offering titled ***Inculcating Positive Behavior in Classroom for Learners with Special Educational Needs***, with course details as follows:

<b>Course Title</b>	Inculcating Positive Behavior in Classroom for Learners with Special Educational Needs
<b>Course Schedule</b>	06-10 January 2025 ( <i>excluding travel time</i> )
<b>No. of Slots</b>	Two (2)
<b>Modality</b>	Face-to-face
<b>Target Participants</b>	Primary/ Secondary/ Inclusive/ Mainstream School Teacher of Special Education
<b>Deadline of Submission</b>	22 November 2024

- For selection purposes, the National Educators Academy of the Philippines (NEAP) encourages each 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.

- The **Participant Nomination Form** and **required documents** must be **accomplished and uploaded (in PDF form) on or before 22 November 2024**, through the Microsoft Office Form which can be accessed through the link



<https://forms.office.com/r/xUaPeHepw0>. 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, direct sending of requirements to the Secretariat's email, discrepancies in documents, etc.
5. NEAP further reiterates that the established qualifications and selection parameters for its scholarship programs are in adherence to the Equal Opportunity Principle (EOP).
6. For additional information or any concerns, please contact the **NEAP Scholarship Secretariat** through email [scholarships@deped.gov.ph](mailto:scholarships@deped.gov.ph) and/or landline (02) 8715-9919.
7. For immediate dissemination and appropriate action.

**Enclosures:**

*Enclosure 1 - Checklist of General Eligibility Requirements*

*Enclosure 2 - Scholarship Clearance*

**Copy furnished:**

**OFFICE OF THE SECRETARY**

*[NEAPScholarshipSecretariat/Bedana]*



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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.  c. Must present his/her Individual Development Plan (IDP) that is validated by the head of the office.	Latest rated performance rating with approved IDP
	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).  g. Must have no current or pending enrollment in other institutions for graduate or postgraduate degree programs (for degree programs).	Updated Personal Data Sheet
	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"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	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"/> <b>Degree</b> <input type="checkbox"/> <b>Non-Degree</b>	
<b>VI. Scholarship Duration</b>		
<b>VII. Status</b>	<input type="checkbox"/> <b>Completed the course</b> (Submit a copy of Certificate of Completion)	<input type="checkbox"/> <b>Withdrawn from the Course</b> (State the reason below)



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**Department of Education**

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<b>VIII. Reason/s for Non-Completion</b>  (must be supported by attachments)	<input type="checkbox"/> <b>Resignation</b> <input type="checkbox"/> <b>Transfer</b> <input type="checkbox"/> <b>Retirement</b> <input type="checkbox"/> <b>Others</b>  <i>Explain further.</i>					
<b>IX. Service Obligation</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">No. of Months/Yrs Required</th> <th style="width: 50%;">No. of Months/Yrs Completed</th> </tr> <tr> <td style="height: 30px;"> </td> <td> </td> </tr> </table>	No. of Months/Yrs Required	No. of Months/Yrs Completed			
No. of Months/Yrs Required	No. of Months/Yrs Completed					
<b>X. Reason for Non-Completion</b>  (must be supported by attachments)	<input type="checkbox"/> <b>Resignation</b> <input type="checkbox"/> <b>Transfer</b> <input type="checkbox"/> <b>Retirement</b> <input type="checkbox"/> <b>Others</b>  <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 style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Name and Signature of the Scholar	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> 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 style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Name and Signature of the Recommending Authority (SDO - HRDD)	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date and Time					



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