



DepEd - Division Office of Catanduanes  
RECORDS SECTION

**RELEASED**

BY: *[Signature]* No: 231  
DATE: 12 MAR 2025 TIME: 5:32

Republika ng Pilipinas

Kagawaran ng Edukasyon

REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

March 11, 2025

DIVISION MEMORANDUM

No. 231 s. 2025

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

To : OIC-Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
Private and Public Elementary and Secondary School Heads  
All Others Concerned

1. In reference to Regional Memorandum No. 00342 s. 2025 "CALL FOR NOMINATIONS FOR THE SEAMEO INNOTECH SOUTHEAST ASIAN SCHOOL LEADERSHIP PROGRAM UNDER THE SEAMEO EDUCATIONAL DEVELOPMENT FUND", this office encourages interested and qualified individuals to submit a scanned copy of the following requirements to the Schools Governance Operations Division-Human Resource Development Section official email [hrd.ctd@deped.gov.ph](mailto:hrd.ctd@deped.gov.ph) on or before **March 12, 2025 (AM)**.

**Documentary Requirements**

- a. Personal Data Sheet (CSC form 212, rev. 2017)
- b. Endorsement from Immediate Supervisor
- c. Nomination letter from the District PRAISE Committee Chairperson
- d. Proof of Outstanding Accomplishments
- e. Rated IPCRF for the past two years with approved IDP
- f. Medical Certificate
- g. Updated Service Record
- h. Certificate of no pending administrative/legal charges
- i. Scholarship Clearance Form
- j. Photocopy of Passport

2. The Division Personnel Development Committee (DPDC) shall evaluate the documents on **March 12, 2025 (AM)** and recommend to the OIC Schools Division Superintendent the nominee for the scholarship.

3. Details of the scholarship is found in the copy of the Regional memorandum enclosed in this memorandum.

4. Immediate dissemination of the Memorandum is desired.

**CECILE C. FERRO CESO VI**

Assistant Schools Division Superintendent

Officer-In-Charge

Office of the Schools Division Superintendent



San Roque, Virac, Catanduanes

052-8114036 / 09623505374

catanduanes@deped.gov.ph

www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph



Republic of the Philippines  
**Department of Education**  
 REGION V - BICOL



10 March 2025

REGIONAL MEMORANDUM  
 No. 00342 s. 2025

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

To : Assistant Regional Director  
 Schools Division Superintendents  
 All Others Concerned

1. The Southeast Asian Ministers of Education Organization Regional Centre for Educational Innovation and Technology (SEAMEO INNOTECH) announces its **Call for Nomination** 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>Modality</b>	Phase 1 – Online Phase 2 – Face-to-face Phase 3 – Online
<b>Target Participants</b>	<ul style="list-style-type: none"> <li>• School Heads (Directors, Administrators, Principals, and Assistant Principals with at least five (5) years of supervisory experience in a school; or</li> <li>• Officials and personnel from the Department of Education who are responsible for designing and managing learning programs for school leaders</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Computer literate and with access to stable internet connection</li> <li>• Able to understand, speak, and write in English</li> <li>• Able and willing to apply new learnings and share them with other school heads</li> <li>• Committed to actively participate in and complete the course</li> </ul>
<b>Deadline of Submission to the Regional Office</b>	12 March 2025



Address: Regional Center Site, Rawis, Legazpi City, 4500  
 Telephone Nos.: 0969 516 9555



2. For selection purposes, each SDO is enjoined to nominate one (1) qualified participant. All nominees must meet the admission criteria qualifications and submit the documentary requirements as listed in Enclosure 1.
3. Soft copies of the documents shall be emailed to [hrdd.rov@deped.gov.ph](mailto:hrdd.rov@deped.gov.ph) **on or before the deadline. Late and incomplete documents shall not be accepted.**
4. Documents shall be submitted in clear PDF format using the official DepEd email account.
5. Shortlisted nominees shall be notified by the Regional Office through a memorandum.
6. Enclosed are the General Eligibility Requirements/Checklist, and List of Requirements for reference.
7. Immediate dissemination of and strict compliance with this Memorandum is desired.



**GILBERT T. SADSAD**  
Regional Director

Encls: As stated  
To be indicated in the Perpetual Index  
under the following subjects:  
SCHOLARSHIP  
SEAMEO INNOTECH  
PROFESSIONAL GROWTH

## **ENCLOSURE 1: SCHOLARSHIP REQUIREMENTS**

- 1. Personal Data Sheet (CSC form no. 212, rev. 2017)**  
*You may download this form at [bit.ly/PDS-Rev-2017](http://bit.ly/PDS-Rev-2017)*  
File name format: (Last name)\_PDS
- 2. Endorsement from Immediate Supervisor**  
File name format: (Last name)\_ImmSup
- 3. Endorsement from the Schools Division Office through the Office of the SDS**  
File name format: (Last name)\_EndoSDS
- 4. Nomination Letter from the Regional/Bureau Director or his/her duly authorized representative (thru the Regional HRDD Chiefs)**  
File name format: (Last name)\_EndoRO
- 5. Proof of Outstanding Accomplishments (certificate, photo of plaque/medal/trophy, manuscript, etc.) DULY CERTIFIED TRUE AND CORRECT BY THE APPLICANT'S IMMEDIATE SUPERVISOR.**  
File name format: (Last name)\_Proof
- 6. Rated IPCRF for the past two years with approved IDP**  
File name format: (Last name)\_IPCRF
- 7. Medical Certificate**  
File name format: (Last name)\_MedCert
- 8. Updated Service Record**  
File name format: (Last name)\_Service Record
- 9. Certificate of no pending administrative/legal charges**  
File name format: (Last name)\_Cert\_Admin
- 10. Scholarship Clearance Form**  
*You may download these forms at [bit.ly/46X2TrU](http://bit.ly/46X2TrU)*  
File name format: (Last name)\_Clearance
- 11. Photocopy of Passport**  
File name format: (Last name)\_Passport

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## ENCLOSURE 2: GENERAL ELIGIBILITY REQUIREMENTS/CHECKLIST

<b>Eligibility</b>
a. Must be a Filipino citizen.
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.
d. Must be holding a permanent Item.
e. Must be physically, mentally, and, psychologically fit.
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 post-graduate degree programs (for degree programs).
h. Must be willing to sign a Scholarship Contract and commit to its provision.
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.
k. Has already finished his/her existing service obligation for a scholarship, if any.
l. Has no pending application for retirement.
m. Must be able to render his/her service obligation vis- a- vis duration of the scholarship.

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