



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

Office of the Schools Division  
Superintendent

DIVISION MEMORANDUM  
No. 173 , s. 2025

March 14, 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  
OIC-Chief, CID  
Chief, SGOD  
Public Elementary and Secondary School Heads  
Public Elementary and Secondary Teachers  
All Others Concerned

1. This Office, through the School Governance and Operations Division (SGOD), is disseminating Regional Memorandum No. 0248, s. 2025, dated March 10, 2025, titled "**Call for Nominations for the SEAMEO INNOTECH Southeast Asian School Leadership Program under the SEAMEO Educational Development Fund.**"
2. Interested participants are kindly requested to contact Rosene Olaivar via Messenger on or before March 14, 2025. Please note that the deadline for submission to the regional office is March 15, 2025.
3. For further details, please refer to the attached communication.
4. Immediate dissemination of this Memorandum is desired.

For the SDS:

**WILFREDA D. BONGALOS PhD CESO V**  
Schools Division Superintendent

  
**JOHN ARIEL A. LAGURA PhD**  
OIC-Assistant Schools Division Superintendent

WDB/JAAL/SGOD/MCC/rdo



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Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

**REGIONAL MEMORANDUM**


No. **0248**, s. 2025

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

To: Schools Division Superintendents  
Assistant Schools Division Superintendents  
All Others Concerned

1. Attached is DepEd Memorandum DM- OUHROD-2025-0597 from Usec. Wifredo E. Cabral, Undersecretary for Human Resource and Organizational Development dated March 6, 2025 titled **Call for Nominations for the SEAMEO INNOTECH Southeast Asian School Leadership Program Under the SEAMEO Educational Development Fund**, contents of which are self-explanatory, for the information and guidance of all concerned.
2. Division Scholarship Focal Persons are directed to submit one (1) nominee on or before **March 12, 2025** via this link: <https://bit.ly/3WpGXP>.
3. In selecting the nominee refer to **General Eligibility Requirements/Checklist**.
4. For queries and clarifications, you may contact Dr. Rosa H. Cabotaje, Scholarship Focal Person through this email address, [rosa.cabotaje@deped.gov.ph](mailto:rosa.cabotaje@deped.gov.ph).
5. For immediate and wide dissemination.

  
**SALUSTIANO T. JIMENEZ JD, EdD, CESO III**  
Director IV  
Regional Director

SEJ/LYA/HRDD/SEAPRO7/MGB/ETC



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DepEd Tayo Region VII



[region7.deped.gov.ph](http://region7.deped.gov.ph)



Certificate No. PH-P-QMS



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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:

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

	<ul style="list-style-type: none"> <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</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]



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## Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

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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# Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

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