



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. **799**, s. 2026

September 24, 2026

**CALL FOR APPLICATIONS FOR THE INSTITUTION-BASED GRADUATE PROGRAM IN
SPECIAL NEEDS AND INCLUSIVE EDUCATION FOR IN-SERVICE TEACHERS**

To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Heads of Public and Private Elementary and Secondary Schools
All Others Concerned

1. This is in reference to **Regional Memorandum No. 0840, s. 2026**, dated September 22, 2026, re: **Call for Applicants for the Institution-Based Graduate Program in Special Needs and Inclusive Education for In-Service Teachers**, the contents of which are self-explanatory.
2. For complete details, please refer to the attached Memorandum.
3. For clarifications and other concerns regarding the application and selection process, concerned personnel may coordinate with the **Division SNED Focal Person** through juanita.lafuente001@deped.gov.ph.
4. Immediate and wide dissemination of this Memorandum is desired.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/JAAL/CID/JTB/jcl



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



Office of the Regional Director

22 SEP 2026

REGIONAL MEMORANDUM

No. **0840** s. 2026

CALL FOR APPLICATIONS FOR THE INSTITUTION-BASED GRADUATE PROGRAM IN SPECIAL NEEDS AND INCLUSIVE EDUCATION FOR IN-SERVICE TEACHERS

To: Schools Division Superintendents
All Others concerned

1. The Department of Education (DepEd), through the Office of the Undersecretary for Learning Systems, has issued the Memorandum, titled **Call for and Selection of Applicants for the Institution-Based Graduate Program in Special Needs and Inclusive Education for In-Service Teachers**.
2. The program is anchored on Section 10 of Republic Act No. 11650, otherwise known as the *Instituting a Policy of Inclusion and Services for Learners with Disabilities in Support of Inclusive Education Act*. It aims to strengthen the competencies of public elementary and secondary school teachers handling learners with disabilities (LWDs), particularly in inclusive education, differentiated instruction, and disability-responsive pedagogies.
3. The program provides a **one-year full scholarship** leading to a **Graduate Diploma in Special Needs and Inclusive Education**, to be delivered by the Philippine Normal University (PNU) through full online classes beginning September 2026.
4. For Region VII – Central Visayas, **24 scholarship slots** have been allocated (see Enclosure 1). The Regional Office, through the Curriculum and Learning Management Division (CLMD), shall facilitate the call for applications, screening, evaluation, and selection of qualified applicants according to the guidelines (see Enclosure 3).
5. The applicants must meet all of the following qualifications (see Enclosure 2):
 - 5.1. a permanent teacher under DepEd;
 - 5.2. have rendered at least three (3) years of continuous service;
 - 5.3. currently handling learners with disabilities in inclusive classes;
 - 5.4. have obtained at least a **Very Satisfactory** rating in the Individual Performance Commitment and Review Form (IPCRF) for the last two rating periods;
 - 5.5. not a current recipient of another government-funded scholarship with a service obligation;
 - 5.6. not currently enrolled in a graduate school;
 - 5.7. physically and mentally fit to undertake graduate studies; and
 - 5.8. willing to sign a Return Service Agreement.



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DepEd Tayo Region VII



region7.deped.gov.ph



6. Interested applicants shall submit the following documentary requirements:
- 6.1. Updated Personal Data Sheet (PDS);
 - 6.2. Certified True Copy of the IPCRF for the last two rating periods;
 - 6.3. Service Record;
 - 6.4. Certification of current assignment as a Receiving Teacher, duly signed by the School Head;
 - 6.5. One-page Letter of Intent stating the applicant's motivation for pursuing the program and proposed contributions upon completion; and
 - 6.6. Endorsement from the School Head and the Schools Division Superintendent.
7. The Schools Division Offices (SDOs) shall conduct the initial screening of applicants to verify their eligibility and the completeness and authenticity of the submitted documents. Each SDO shall identify and endorse qualified applicants based on its allotted number of slots, ensuring that all nominees meet the qualifications and documentary requirements.
8. The SDOs shall submit the complete application documents of their qualified nominees to the Regional Office through CLMD **on or before September 24, 2026**. Applications submitted beyond the deadline or with incomplete documentary requirements shall not be considered for regional evaluation.
9. All SDOs are directed to ensure transparency, fairness, and adherence to the prescribed qualifications, documentary requirements, and selection criteria throughout the screening and endorsement process.
10. The Regional Selection Committee (RSC), through CLMD, shall conduct the regional screening, evaluation, and selection of qualified applicants. The RSC shall be composed of
- 9.1. Lead: SNED Regional Education Program Supervisor/Regional SNED Focal Person; and
 - 9.2. Members: Two (2) Regional Education Program Supervisors designated by CLMD.
11. The RSC shall evaluate the submitted applications and prepare the final list of qualified applicants based on the criteria and the number of slots allotted to each SDO. The final list shall be prepared using the template attached as Annex A in the said national Memorandum and be submitted for approval of the Regional Director.
12. The regional evaluation shall be based on the following criteria:

Criteria	Weight
Teaching Experience with Learners with Disabilities	25%
Performance Rating (IPCRF)	25%
Interview – Commitment and Readiness	25%
Leadership and School Endorsement	25%
Total	100%

13. The Regional Office shall submit the approved list of qualified scholarship recipients to the Bureau of Learning Delivery – Student Inclusion Division (BLD-SID) through bld.sid@deped.gov.ph, following the submission requirements of the national Memorandum.

14. For clarifications and other concerns regarding the application and selection process, concerned personnel may coordinate with **Dr. Gilda G. Bancog**, Regional SNED Focal Person, through gilda.bancog@deped.gov.ph.

15. Immediate and wide dissemination of this Memorandum is desired.

 **DR. ARTURO B. BAYOCOT, CESO III**
Regional Director

ABB/FYA/CLMD/BCA/ggb

ALLOCATION OF SCHOLARSHIP SLOTS
Institution-Based Graduate Program in Special Needs and Inclusive Education for In-
Service Teachers

No.	Schools Division Office	No. of Slots
1	Bogo	1
2	Bohol Province	3
3	Cebu Province	4
4	Cebu City	2
5	Lapu-Lapu City	2
6	Mandaue City	2
7	Danao City	2
8	Talisay City	2
9	City of Naga	1
10	Toledo City	2
11	Tagbilaran City	1
12	Carcar City	2
	TOTAL	24

APPLICATION CHECKLIST**Institution-Based Graduate Program in Special Needs and Inclusive Education for In-Service Teachers****A. QUALIFICATION REQUIREMENTS**

- ☐ Permanent teacher under DepEd
- ☐ At least three (3) years of continuous service
- ☐ Currently handling learners with disabilities in inclusive classes
- ☐ At least **Very Satisfactory** IPCRF rating for the last two rating periods
- ☐ Not a current recipient of another government-funded scholarship with service obligation
- ☐ Not currently enrolled in graduate school
- ☐ Physically and mentally fit to undertake graduate studies
- ☐ Willing to sign a Return Service Agreement

B. DOCUMENTARY REQUIREMENTS

- ☐ Updated Personal Data Sheet (PDS)
- ☐ Certified True Copy of IPCRF for the last two rating periods
- ☐ Service Record
- ☐ Certification of current assignment as a Receiving Teacher, signed by the School Head
- ☐ One-page Letter of Intent indicating:
 - motivation for pursuing the graduate program; and
 - proposed contributions upon completion of the program
- ☐ Endorsement from the School Head
- ☐ Endorsement from the Schools Division Superintendent

C. SUBMISSION

Deadline for submission to the Regional Office: September 24, 2026

Receiving Office: Curriculum and Learning Management Division (CLMD)
DepEd Regional Office VII – Central Visayas

REGIONAL SELECTION AND EVALUATION MATRIX
Institution-Based Graduate Program in Special Needs and Inclusive Education for In-
Service Teachers

I. SELECTION CRITERIA

Criteria	Weight Score
Teaching Experience with Learners with Disabilities	25% _____
Performance Rating (IPCRF)	25% _____
Interview – Commitment and Readiness	25% _____
Leadership and School Endorsement	25% _____
TOTAL	100% _____

II. REGIONAL SELECTION COMMITTEE

The Regional Selection Committee shall be constituted through the Curriculum and Learning Management Division (CLMD) and shall be composed of

Lead: Regional SNED Focal Person
Member: Regional Education Program Supervisor
Member: Regional Education Program Supervisor

III. EVALUATION PROCESS

1. Verification of Eligibility – The submitted documents shall be reviewed to determine compliance with the qualification requirements.
2. Documentary Evaluation – Complete and valid documents shall be evaluated based on the selection criteria.
3. Interview – Qualified applicants shall undergo an interview focusing on their commitment and readiness to undertake the graduate program.
4. Consolidation of Results – The scores from the different evaluation components shall be consolidated to determine the applicants' final rating.
5. Selection of Qualified Applicants – The RSC shall recommend applicants based on the final ratings and the number of scholarship slots allotted to each SDO.
6. Approval – The final list of qualified scholarship recipients shall be submitted to the Regional Director for approval.

IV. CERTIFICATION

We hereby certify that the applicants were evaluated according to the prescribed qualifications, documentary requirements, and selection criteria.

Prepared by:

Regional SNED Focal Person

Date: _____

Members:

Regional Education Program Supervisor

Date: _____

Regional Education Program Supervisor

Date: _____

Recommending Approval:

Chief, Curriculum and Learning Management Division

Approved:

Regional Director



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

MEMORANDUM
DM-OULS-2026- 381

TO : **ALL REGIONAL DIRECTORS**

FROM : *Carmela C. Oracion*
CARMELA C. ORACION
Undersecretary for Learning Systems

SUBJECT : **CALL FOR AND SELECTION OF APPLICANTS FOR THE INSTITUTION-BASED GRADUATE PROGRAM IN SPECIAL NEEDS AND INCLUSIVE EDUCATION FOR IN-SERVICE TEACHERS**

DATE : **AUGUST 19, 2026**

Pursuant to Section 10 (Scholarship Program and Service Obligation) of Republic Act No. 11650, otherwise known as the "Instituting a Policy of Inclusion and Services for Learners with Disabilities in Support of Inclusive Education Act," the Department of Education (DepEd) continues to strengthen its commitment to inclusive education through capacity-building initiatives for teachers.

In line with this, the Learning Systems Strand, through the Bureau of Learning Delivery - Student Inclusion Division (BLD-SID), hereby announces the **Call for and Selection of Applicants for the Institution-Based Graduate Program in Special Needs and Inclusive Education for In-Service Teachers**, which aims to enhance the competencies of public elementary and secondary teachers on inclusive education, differentiated instruction, and disability-responsive pedagogies to better support learners with disabilities (LWDs) in basic education. This program forms part of DepEd's broader strategy to build a pool of qualified and competent receiving teachers who can effectively implement inclusive education in schools nationwide. It shall be a **one (1)-year full scholarship leading to a Graduate Diploma in Special Needs and Inclusive education**.

The program will be delivered in partnership with the **Philippine Normal University (PNU)**. It is scheduled to commence in **September 2026** to be delivered through **full online classes**.

As part of the preliminary process, the Regional Offices (ROs) are hereby requested to:

- issue a Regional Memorandum to Schools Division Offices (SDOs) calling for applications from qualified general education teachers handling LWDs;
- constitute a Regional Selection Committee to oversee the evaluation of applicants;



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Direct Line: (632) 8633-7202/8687-4146 E-mail: ouct@depd.gov.ph



- c. facilitate the screening, evaluation, and selection of applicants in accordance with the attached guidelines; and
- d. submit the list of qualified scholars based on their allotted slot to the BLD-SID through email at bld.sid@deped.gov.ph.

The Guidelines on the Selection of Applicants (Annex A) and the template for the List of Qualified Scholars (Annex B) are enclosed for reference.

For further inquiries or clarifications, please contact the BLD-SID, through Mita A. Parocha, Supervising Education Program Specialist and/or Mr. Mark Ryan F. Romero, Senior Education Program Specialist, through telephone number 8637-4346 or through email at bld.sid@deped.gov.ph.

ect

For immediate dissemination and compliance.

Copy furnished:

OFFICE OF THE SECRETARY

MALCOLM S. GARMA

Undersecretary for Governance and Operations



Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

Annex A

GUIDELINES ON THE SELECTION OF APPLICANTS FOR THE INSTITUTION-BASED GRADUATE PROGRAM IN SPECIAL NEEDS AND INCLUSIVE EDUCATION FOR IN-SERVICE TEACHERS

These guidelines shall apply to all permanent general education teachers who are handling LWDs in either public elementary or secondary schools.

The allotted number of scholarship program recipients per region is provided as follows:

Region	Number of Scholarship Program Recipients
Region I	28
Region II	18
Region III	42
Region IVA	52
Region IVB	14
Region V	26
CAR	16
NCR	32
Region VI	16
Region VII	24
Region VIII	26
NIR	42
Region IX	18
Region X	28
Region XI	22
Region XII	16
CARAGA	24
Total	444

Procedures:

1. Upon receipt of this memorandum, each RO shall issue a regional memorandum to its SDOs, calling for the submission of documentary requirements from interested general education teachers handling LWDs who wish to apply as scholars for the *Institution-Based Graduate Program in Special Needs and Inclusive Education*.
2. The following are the general qualifications and documentary requirements:

General Qualifications:

Applicants must meet the following general qualifications:

- a. Must be a permanent teacher under DepEd



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OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

- b. Must have rendered at least three (3) years of continuous service
- c. Must be currently handling LWDs in inclusive classes
- d. Must have obtained at least a Very Satisfactory performance rating (IPCRF) for the last two (2) rating periods
- e. Must not be currently a recipient of any other government-funded scholarship with service obligation
- f. Must not be currently enrolled in any graduate school program
- g. Must be physically and mentally fit to undertake graduate studies
- h. Must be willing to sign a Return Service Agreement

Documentary Requirements:

Applicants must submit the following documentary requirements:

- a. Updated Personal Data Sheet (PDS)
 - b. Certified True Copy of IPCRF (last two rating periods)
 - c. Service Record
 - d. Certification on current assignment as Receiving Teacher signed by School Head
 - e. One-page Letter of Intent stating motivation and proposed contributions upon completion
 - f. Endorsement from School Head and Schools Division Superintendent
3. Each RO, through the Curriculum and Learning Management Division (CLMD), is requested to form a Regional Selection Committee (RSC) composed of **one (1) lead** (the SNED Regional Education Program Supervisor (EPS)/Focal Person) and **two (2) members** who are Regional EPSs.
 4. The RSC shall conduct the selection and evaluation process of the documentary requirements of all applicants preferably at least one week before the submission of the list of qualified scholars to the BLD-SID.
 5. Applicants shall be evaluated using the following weighted criteria:

Criteria	Weight
Teaching Experience with LWDs	25%
Performance Rating (IPCRF)	25%
Interview (Commitment and Readiness)	25%
Leadership and School Endorsement	25%
TOTAL	100%

6. Each RO shall verify the eligibility and completeness of documents of all applicants prior to selecting the qualified scholars.
7. Upon completing the evaluation, each RO shall prepare the list of qualified scholars based on its allotted slot using the template in Annex B.
8. The list, duly approved by the Regional Director, shall be endorsed to the BLD-SID through the email address bls.sid@deped.gov.ph on or before **September 15, 2026**.



Republic of the Philippines
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Annex B

**LIST OF QUALIFIED SCHOLARS FOR THE INSTITUTION-BASED GRADUATE
PROGRAM IN SPECIAL NEEDS AND INCLUSIVE EDUCATION
FOR IN-SERVICE TEACHERS**

Region _____

No.	Name	Position	School	Division	Email Address

Prepared by:

SNED Regional Focal Person
Signature over Printed Name

Recommending Approval:

CLMD Chief
Signature over Printed Name

Approved by:

Regional Director
Signature over Printed Name

MEMORANDUM OF AGREEMENT

KNOW ALL PERSONS BY THESE PRESENTS:

This **Memorandum of Agreement** (hereinafter referred to as the "Agreement") is made and entered into in _____, Philippines, by and between:

The **DEPARTMENT OF EDUCATION** is a government entity mandated by law to ensure the delivery of quality basic education, particularly by Batas Pambansa Blg. 232, otherwise known as the "*Education Act of 1982*," as amended by Republic Act No. 9155, otherwise known as the "*Governance of Basic Education Act of 2001*," with principal address at DepEd Complex, Meralco Avenue, Pasig City, 1600, Metro Manila, Philippines, represented herein by the **SECRETARY OF THE DEPARTMENT OF EDUCATION, SONNY ANGARA**, hereinafter referred to as "DepEd",

and

The **PHILIPPINE NORMAL UNIVERSITY**, a state institution of higher learning, with principal office address at Taft Avenue corner Ayala Boulevard, Ermita, Manila, represented by its President, **Dr. BERT J. TUGA**, pursuant to the pertinent provisions of Republic Act No. 7168, and by PNU Board of Regents Resolution No. U-3066, series of 2019, hereinafter referred to as "PNU",

Collectively referred to as '*Parties*' and individually as '*Party*.'

WITNESSETH:

WHEREAS, DepEd is responsible for developing and implementing continuing employee training for all teaching, teaching-related, and non-teaching personnel by CSC Memorandum Circular No. 9, s. 1989, entitled "*Revised Guidelines in the Conduct of Government Training and Development Programs*," where it is stated explicitly that all heads of departments, bureaus, and agencies of the national and local government, including government-owned and controlled corporations, shall be responsible for the training and development of their respective offices;

WHEREAS, Letter of Instructions No. 1487, dated 10 December 1985, states that DepEd, through the National Educators Academy of the Philippines (NEAP), shall "*work closely together with teacher training institutions among or within the state university and college system.*"

WHEREAS, the Special Provisions of Republic Act No. 12116, otherwise known as the "*General Appropriations Act of FY 2025*," reiterated the provisions of LOI No. 1487 stating that DepEd "*shall work closely with teacher training institutions in the SUCs such as the University of the Philippines, Philippine Normal University, Development Academy of the Philippines, relevant government agencies and other institutions of similarly high repute, including private institutions;*"

WHEREAS, RA 11650, otherwise known as the "Instituting a Policy of Inclusion and Services for Learners with Disabilities in Support of Inclusive Education Act," mandates the establishment of Inclusive Learning Resource Centers (ILRCs) to provide specialized support and services for learners with disabilities (LWDs), through the collaboration of Special Needs Education (SNEd) teachers and general education teachers. In line with its commitment to ensure the readiness of receiving teachers to support learners with disabilities (LWDs), the Department of Education, in partnership with higher education institutions such as the Philippine Normal University (PNU), shall implement a scholarship program—such as the Institution-Based Graduate Program in Special Needs and Inclusive Education for In-Service Teachers. The Implementing Rules and Regulations (IRR) of RA 11650 outline the scope, standards, and operational mechanisms upon which this Memorandum of Agreement is anchored.

WHEREAS, Republic Act No. 12009, otherwise known as the "New Government Procurement Act," governs the procurement process of government contracts to ensure transparency, competitiveness, and accountability in the acquisition of goods and services;

WHEREAS, the Philippine Normal University (PNU), as the National Center for Teacher Education (NCTE), is committed to providing leadership in teacher education and nurturing innovative teachers and education leaders in the country, as mandated by Republic Act No. 9647 or the Philippine Normal University Modernization Act of 2009. PNU aims to provide technical support to DepEd in its programs and projects, including policy formulation and recommendations on teacher training, teacher education, and the continuing professional development of teachers and academic supervisors;

WHEREAS, the DepEd, through the Bureau of Learning Delivery (BLD), under Section 4.5, paragraphs (a) and (b) of the Revised Implementing Rules and Regulations (IRR) of Republic Act No. 12009 or the New Government Procurement Reform Act, has agreed to provide direct financial or material assistance for the benefit of teachers and school leaders, in the form of scholarships for the *Institution-based Graduate Program in Special Needs and Inclusive Education for In-service Teachers*, and to pay on their behalf the reasonably assessed fees for the full implementation of the said program under BLD;

NOW, THEREFORE, for and in consideration of the foregoing premises, the parties agree to enter into this Memorandum of Agreement under the following terms and conditions:

ARTICLE I: Description of the Project

The *Institution-based Graduate Program in Special Needs and Inclusive Education for In-service Teachers* is a collaborative initiative between the DepEd and the PNU. This initiative is grounded on Section 10 of RA 11650. The program is designed to equip receiving teachers with specialized competencies and pedagogical skills necessary to support learners with disabilities in inclusive educational settings, aligning with DepEd's commitment to equitable and quality education for all.

Objectives

1. To develop and enhance the competencies of receiving teachers in SNEd through institution-based training in partnership with the National Center for Teacher Education.
2. To deliver a structured academic program comprising six to nine academic units per term, contributing to 30 units that may be credited leading to a master's degree in SNEd.

3. To ensure that in-service or receiving teachers are equipped with the necessary skills to implement inclusive teaching strategies, develop Individualized Education Plans (IEPs), and adapt classroom methodologies to support diverse learners effectively.

1. Program Delivery

The *Institution-based Graduate Program in Special Needs and Inclusive Education for In-service Teachers* delivery will follow the ladderized programming model of PNU, known as the Multipathways Ladderized Graduate Education Programs (MLGTEP), also referred to as the Outcomes-based Graduate Teacher Education Curriculum (OBGTEC 3.0), as presented in Figure 1.

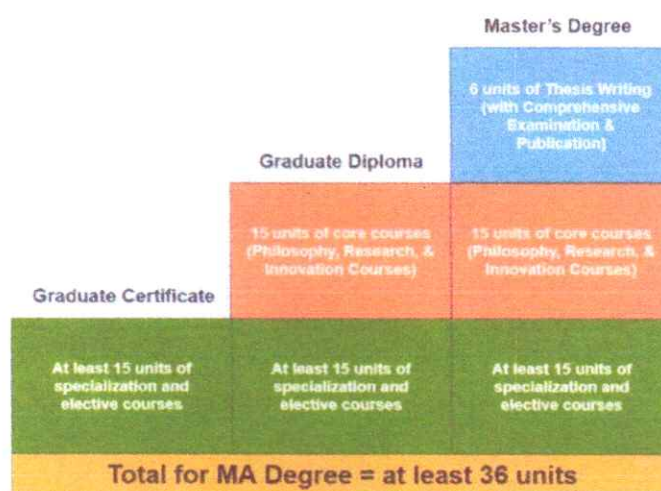


Figure 1. Outcomes-Based Graduate Teacher Education Curriculum (OBGTEC 3.0) Framework

Targeting the program's course offerings, the program delivery will follow the offering of a Graduate Certificate Program, enabling scholars to earn course units in **Master of Arts in Special Needs and Inclusive Education (MA SNIEd)**. Each course, equivalent to 3 units, will be taken in fifty-four (54) hours, and the schedule can be customized if there is a cohort formed or where scholars can join the regular classes delivered in twelve (12) weeks if the courses are to be taken in a regular term. A total of 30 units - with a minimum of 15 units of specialization and elective courses, plus 15 units of core courses are required for scholars to complete the *graduate diploma*. Passing the comprehensive exam will make the scholars qualified to continue leading to a Master's degree. The program will be delivered online, and classes will be scheduled on weekdays after 5:30 PM or during weekends.

The ten (10) specialization and elective courses that shall be offered are as follows:

Course Code	Course Title
SPECIALIZATION	
SNIEd 701	Debating Special and Inclusive Education
SNIEd 702	Assessment of Learners with Special Education Needs
SNIEd 706	Creating Inclusive Classrooms
SNIEd 708	Practicum
SNIEd 710 *Elective	Seminar in Management and Inclusive Schools and Special Education Programs

CORE COURSES	
ED 701	Contemporary Philosophy of Education
ED 702	Quantitative Research Method
ED 703	Qualitative Research Method
ED 704	Independent Study for Educational Innovation
ED 705	Seminar in Thesis Writing

2. Program Requirements

Admission to and participation in the program shall be governed by the prevailing academic rules and regulations of the Philippine Normal University (PNU), subject to the specific provisions set forth in this agreement.

2.1 Completers of Graduate Certificates in SNIEd

To be awarded the Graduate Certificate in SNIEd, scholars must:

- Satisfy all entry requirements of the University, including passing the Graduate College Admission Test (GCAT);
- Complete a total of fifteen (15) academic units, comprising specialization and elective courses in SNIEd, taken at PNU; and
- Obtain a passing grade not lower than 2.0 in all enrolled academic courses.

In cases where a scholar fails to pass the GCAT, they may be allowed to continue in the program on a probationary status during the first academic term, subject to the following conditions:

- Attain a general weighted average of not lower than 1.75 for all academic courses completed during the first term; and
- Have no incomplete grades or withdrawn subjects.

2.2 Completers of Post-Baccalaureate Certificate in SNIEd

Students who do not meet the retention requirements for the Graduate Certificate in SNIEd shall be reclassified under the Post-Baccalaureate Certificate track. This program mirrors the Graduate Certificate in terms of curriculum, academic load, and coursework, requiring the completion of fifteen (15) academic units in specialization and elective courses. However, scholars under the Post-Baccalaureate Certificate track who wish to continue with a Graduate Diploma leading to a Master's Degree in SNIEd must reapply for admission and fulfill all PNU entry requirements, including passing the GCAT. Units earned may be credited toward the graduate degree upon review and approval of the relevant academic offices.

All associated costs for pursuing further studies beyond the initial scholarship support granted by DepEd shall be the sole responsibility of the scholars.

2.3 Completers of the Graduate Diploma in SNIEd

Scholars who successfully complete a total of thirty (30) academic units—comprising fifteen (15) units of core courses and fifteen (15) units of specialization and elective course in SNIEd—shall be conferred the Graduate Diploma in Special Needs and Inclusive Education. This credential represents advanced academic preparation and professional competency in the field, in alignment with national education policies and inclusive education frameworks.

To ensure authentic application of learning, a Job-Embedded Learning (JEL) component shall be implemented through a structured coaching and mentoring system. Each scholar shall be paired with their *Inclusive Learning Resource Center (ILRC) supervisor or Special Needs Education coordinator*, who will serve as a

mentor throughout the course, as applicable. These mentors may participate in synchronous class sessions to align implementation expectations with course objectives. They are also the cooperating teacher or field supervisor of SNIEd scholars during the course of their practicum.

3. Period of Implementation

Following PNU's Academic Calendar, the program can be implemented in three terms. A term is suitable for twelve to thirteen weeks for regular term, and two to three weeks for special term. Two weeks to one month will be set in between terms. Extensions in the period of implementation and adjustments in the program may be undertaken by PNU only upon the submission and the concomitant approval of the DepEd through a written agreement specifically detailing the need for the said amendment.

ARTICLE II: Duties and Responsibilities

1. DepEd shall:

- a. facilitate the application process of interested applicants;
- b. endorse to PNU the list of scholars for the graduate diploma program and the list of immediate supervisors who shall serve as mentors for the coaching and mentoring system of the program;
- c. pay all fees pertaining to the program stated in Article III of this agreement;
- d. assign one point person each from BLD and NEAP to serve as coordinators to PNU;
- e. suggest any refinement or modification to the program based on needs and other contexts; and,
- f. participate in monitoring and evaluation activities related to the running of the program.

2. PNU shall:

- a. secure all necessary approvals for the offering of the *Graduate Certificate and Diploma Program in SNIEd for GCAT passers and Post-Baccalaureate Certificate in SNIEd for Non-GCAT passers*;
- b. facilitate the program delivery design for the graduate certificate courses;
- c. assign key leads and committees to manage all details of the programs;
- d. ensure alignment of instructional materials with the University's course learning outcomes and the set expectations of the professional standards, at no additional cost to DepEd;
- e. enter partnerships with the member institutions of the National Network of Normal Schools (3NS) to support the offering of customized programs, if necessary;
- f. ensure effective implementation of the programs by providing qualified professors, trainers, and facilities such as library, guidance and counseling services, and the like;
- g. provide system coordination in partnership with DepEd, to strategize, reach solutions, and engage in monitoring and evaluation of the programs;
- h. provide facilities and venues, including online platforms and web-based portals for the classes and other program-related activities within the duration of the training program;
- i. submit to DepEd a Completion Report for the program implemented and other documents including, but not limited to an impact study that provides

- research-based evidence on the outcomes of the professional development programs; and
- j. ensure that its responsibilities are undertaken at no additional cost to DepEd.

ARTICLE III: Payment

The Department of Education shall pay **Fifty-one thousand four hundred forty-five pesos and fifty centavos (PhP 51,445.50)** per scholar earning a Graduate Diploma in Special Needs and Inclusive Education, leading to a Master's Degree. A total budget **Twenty-three Million, five hundred forty-five thousand, six hundred seventy-seven Pesos (PhP 23,545,677.00)** is allocated for the whole program duration, covering tuition and miscellaneous fees for four hundred forty-four (444) DepEd scholars (PhP 22,841,802.00), plus PhP 703,875.00 for course material refinement and logistics as itemized in this Article. The schedule of payment is as follows:

- a. **Fifty Percent (50%)** of the total amount due on the first tranche of payment or **Eleven Million Seven Hundred Seventy-two Thousand Eight Hundred Thirty-Eight Pesos and Fifty Centavos (PhP 11,772,838.50)** shall be paid within thirty (30) days following the signing of the Memorandum of Agreement and the submission of all the complete documentary requirements to DepEd-BLD's Finance Strand, which are compliant with the department's existing accounting and auditing rules and regulations. The thirty (30)-day period will commence once the two (2) requirements listed above have been fulfilled;
- b. **Forty Percent (40%)** of the total amount due on the second tranche of payment or **Nine Million Four Hundred Eighteen Thousand Two Hundred Seventy Pesos and Eighty Centavos (PhP 9,418,270.80)** shall be paid within forty-five (45) days after the delivery of the first academic term of the program along with the complete submission of complete documentary requirements and the liquidation of the first tranche of payment to DepEd-BLD's Finance Strand, which are compliant with the department's existing accounting and auditing rules and regulations; and
- c. **Ten Percent (10%)** of the total amount due third and final tranche of payment or **Two Million Three Hundred Fifty Four Thousand Five Hundred Sixty Seven Pesos and Seventy Centavos (PhP 2,354,567.70)** shall be paid within forty-five (45) days upon completion of the program, subject to submission of the final accomplishment report and other documentary requirements to DepEd-BLD's Finance Strand, which are compliant with the department's existing accounting and auditing rules and regulations.

To facilitate the payment, DepEd shall send a notice to PNU requesting to submit documentary requirements such as invoices, receipts, and a certificate of enrolment. Once received, PNU shall submit the said requirements to DepEd's designated office or department. DepEd shall acknowledge receipt of the documents and begin the verification process. The DepEd Accounting Division shall conduct a pre-audit assessment of all supporting documents to facilitate the release of the payment per tranche.

Below is the breakdown of expenses for the amount allocated per scholar per academic course:

GRADUATE DIPLOMA IN SPECIAL NEEDS AND INCLUSIVE EDUCATION (LEADING TO A MASTER'S DEGREE)						
TUITION FEE MATRIX PER STUDENT						Total Amount for 444 Students
Description	One Year - 30 Units				Total Amount	
	6 UNITS	9 UNITS	9 UNITS	6 UNITS		
	1st Term	2nd Term	3rd Term	Special Term		
Tuition Fee	7,200.00	10,800.00	10,800.00	7,200.00	36,000.00	15,984,000.00
Add: Miscellaneous						
Registration	220	220	220	220	880.00	390,720.00
Medical and Dental	220	220	220	220	880.00	390,720.00
Cultural	110	110	110	110	440.00	195,360.00
Library Fee	440	660	660	440	2,200.00	976,800.00
Student Council	30	30	30	30	120.00	53,280.00
PWEBSS	200	200	200	200	800.00	355,200.00
Normal Lights	200	200	200	200	800.00	355,200.00
PNU Online Commons	100	100	100	100	400.00	177,600.00
Sub Total	1,520.00	1,740.00	1,740.00	1,520.00	6,520.00	2,894,880.00
Total Tuition and Miscellaneous Fees	8,720.00	12,540.00	12,540.00	8,720.00	42,520.00	18,878,880.00
Add: University I.D	250				250	111,000.00
GCAT	400				400	177,600.00
Comprehensive Exam				1800	1,800.00	799,200.00
Administrative Cost	1,405.50	1,881.00	1,881.00	1,308.00	6,475.50	2,875,122.00
Grand Total	10,775.50	14,421.00	14,421.00	11,828.00	51,445.50	22,841,802.00

Line Item Budget, Particulars, and Specifications	Unit Cost (in PhP)	Quantity (Number of materials / pax)	Duration (Please specify unit e.g. days)	TOTAL AMOUNT (in PhP)
Personnel Services				
e-Course Module Writers	20000	10	1 month	200,000.00
Venue and Accommodation				
e-Course Writers and Project Team	7500	15	3 days	112,500.00
Honoraria for the Project Team				
Project Development Staff/Research/Technical Staff (One Year-12 months of engagement from September 2026-August 2027)	25,000	1	12 months	300,000.00
SUBTOTAL				612,000.00
ADMINISTRATIVE COST (15%)				91,875.00
GRAND TOTAL				703,875.00

TOTAL PROJECT COST:

TUITION FEE FOR 444 STUDENTS	22,841,802.00
Course Material Refinement and Logistics	703,875.00
GRAND TOTAL	23,545,677.00

The cost of the *Institution-based Graduate Program in Special Needs and Inclusive Education for In-service* amounting to **Twenty-three Million, five hundred forty-five thousand, six hundred seventy-seven Pesos (PhP 23,545,677.00)** shall be charged from the Human Resource Development for Personnel in Schools and Learning Centers FY 2026 (R.A. No. 12314) Continuing Fund. All expenses related to the implementation of the MOA shall be in strict compliance with the existing budgeting, accounting, and auditing laws, rules, and regulations.

ARTICLE IV: Selection Criteria for the DepEd Scholars

DepEd, through BLD, shall facilitate the Call for Applications of interested applicants, in coordination with the Regional SNEd Focal Persons in each Division. The qualifications of scholars who shall be accepted into the program are as follows:

1. With at least two (2) years of teaching experience in DepEd
2. Must have at least 5 years of continuous active service remaining prior to compulsory retirement upon completion of the program, to fulfill the required Return Service Agreement.
3. Currently not enrolled in other schools/ institutes/ colleges/ universities
4. Must be computer literate and have access to a stable internet connection (at least 15 mbps) to participants in online classes
5. Must have completed all previous scholarships and no pending nomination for any scholarship
6. Must have no administrative and/or criminal case
7. Must be physically and mentally fit
8. Should have ILRC or SPED Center in their municipality/city/school

Documentary requirements of the interested applicants shall be checked by the School Head and consolidated by the HRDT-SEPS. 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. Acceptance and entry to the program are subject to the existing rules and regulations prescribed by PNU. The requirements are specified below:

1. Letter of intent addressed to the Head of Office
2. Accomplished Online Application Form
3. Duly accomplished Personal Data Sheet (PDS)
 - (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable
4. Updated Service Record
5. Photocopy of Certificate of Eligibility/Report of Rating, if applicable
6. Original Transcript of Records (TOR) with remarks "Copy for PNU" from the last school the scholar attended
7. Original Philippine Statistics Authority (PSA)-issued Marriage Certificate for married female scholars if the TOR bears their maiden name
8. Two (2) copies of 2x2 latest ID picture
9. Certificate of GWA/GPA (*Certified True Copy only for PNU alumna/ alumnus*)
10. Photocopy of the Office Performance Commitment Review Form (OPCRF)/ Individual Performance Commitment and Review Form (IPCRF) in the last two (2) rating periods with the approved Individual Development Plan (IDP)

11. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable
12. Medical Certificate (CSC Form 211 Revised 2018) issued by a government physician or an accredited government hospital or clinic government physician
13. Certificate of Eligibility/License
14. Omnibus Sworn Statement
15. Scholarship Contract
16. Workplace Application (WAP) Proposal

Established qualifications and selection parameters for DepEd's scholarship programs are adherence to the Equal Opportunity Principle (EOP). The list of accepted applicants shall be submitted to PNU to facilitate the University's enrolment process, entry requirements, and other procedures upon acceptance to PNU.

ARTICLE V: Monitoring and Evaluation Mechanisms

PNU shall provide systems for the project's monitoring and evaluation (M&E), in coordination with BLD and DepEd-NEAP's Quality Assurance Division (QAD). M&E shall be in place to ensure that the program is being implemented effectively and that progress toward achieving the set goals and objectives is being tracked. The M&E system shall provide continuous feedback, facilitate accountability, generate project reports, manage scholars' engagement, and allow for necessary adjustments to be made. Specifically, the M&E activities are as follows:

- a. Monitoring activities shall be conducted periodically to assess the progress of the project and the status of the scholars' engagement. These activities will involve tracking both qualitative and quantitative data related to project inputs, processes, and outputs.
- b. The use of records of all activities and monitoring tools (such as checklists, surveys, or tracking systems) shall be practiced both by PNU and DepEd to provide periodic updates on project progress.
- c. Monitoring tools, including but not limited to progress reports, site visits, surveys, and data collection platforms, will be used to gather relevant data.
- d. Interviews, focus group discussions, surveys, case studies, and secondary data analysis shall be employed during data collection. Gathered data and all M&E procedures shall follow ethical standards in compliance with RA 10173 (Data Privacy Act of 2012).
- e. Conduct interim reportings with DepEd and other relevant stakeholders on progress/updates of the program, financial status, challenges encountered during implementation, and other findings during the monitoring and evaluation phase.
- f. A final M&E report and/or the completion report that includes data and findings shall be prepared by PNU and submitted to DepEd. This report shall cover an assessment of the project's outcomes, recommendations for future improvements, and insights on the sustainability of the project's impacts.

ARTICLE VI: Effectivity

This Memorandum of Agreement shall take effect upon signing by the Parties and shall remain in full force and effect for a period of one (1) year, unless sooner revoked upon mutual written consent of the parties.

ARTICLE VII: Termination

Either Party may pre-terminate this Agreement without cause, by giving the other Party at least thirty (30) days prior written notice, provided that the terminating Party is not guilty of fault or gross negligence.

Without prejudice to any other right or remedy in law or equity, either Party shall have the right to immediately pre-terminate this Agreement for valid cause, by giving the other Party written notice. "Valid Cause" includes, but is not limited to, the following acts or omissions of the other Party:

- a. A breach of any material provision of this Agreement by the other Party, upon ten (10) days written notice to the other Party, provided that, during such ten (10)-day period, the breaching Party has failed to cure such breach; and
- b. Commission or non-performance of any act which seriously harms or prejudices the terminating Party in any way.

The termination or pre-termination of this Agreement shall not affect the validity and completion of any project, program, activity, or contract that has already been performed or has commenced performance pursuant to this Agreement or by virtue of separate agreements unless mutually agreed upon by the Parties.

ARTICLE VIII: Capacity and Authorization

The Parties hereby represent and warrant that they are duly authorized and empowered to execute, deliver, and perform this Agreement and that such action does not conflict with or violate any provision of law, regulation, policy, contract deed of trust, or other instruments to which it is a party or by which it is bound and that this Agreement constitutes a valid and binding obligation that is enforceable in accordance with its terms.

ARTICLE IX: Data Privacy, Confidentiality, and Non-Disclosure Clause

Each Party in the performance of their respective duties and responsibilities under this Agreement and in the implementation thereof shall adhere to Republic Act No. 10173, otherwise known as the "Data Privacy Act of 2012."

Any gathered data and information should be protected and respected during the term and even after the termination of this Agreement. The processing of any gathered data and information should be in compliance with the confidentiality and privacy requirements under the said law and applicable regulations.

The other Party shall not reproduce, share, or distribute data and information derived by reason of this Agreement, to any third party, both local and international, without the express approval of DepEd.

ARTICLE X: Settlement of Differences

The Parties shall exert their best efforts to properly resolve any differences or disagreements with respect to any issue that may arise in connection with this MOA. It shall be settled through amicable means, such as but not limited to, mutual consultation and negotiation.

In case of failure to settle differences, the dispute shall be referred to adjudication and/or arbitration pursuant to Presidential Decree No. 242 s. 1973, otherwise known as "Prescribing Procedure for Administrative Settlement or Adjudication of Disputes, Claims, and Controversies Between or Among Government Offices, Agencies, and Instrumentalities, Including Government-Owned or Controlled Corporations, and for other purposes."

ARTICLE XI: Amendments

Both Parties may recommend in writing any revision, amendment, or addition of any terms or conditions in this Agreement, subject to prior notification to the other Party, and shall be deemed approved when confirmed by both Parties in writing. Such amendments or revisions shall have the same effect as the original agreement and will form an integral part hereof. Any revision, amendment, or addition shall not prejudice the rights and obligations arising from or based on this Agreement before or up to the date of such revision, amendment, or addition.

ARTICLE XII: Separability

In the event that any of the provisions of this Agreement or any document that may be executed in connection therewith shall be declared invalid, illegal, or unenforceable in any respect by a competent authority, the validity, legality, and enforceability of the remaining provisions of this Agreement or any document that may be executed in connection therewith shall not in any way be affected or impaired and shall remain in full force and effect.

ARTICLE XIII: Miscellaneous Provisions

Except as otherwise provided herein, no Party shall have any right, power, or authority to create any obligation, express or implied, on behalf of any other Party. Nothing in this Agreement is intended to create or constitute a joint venture, partnership, agency, trust, or other association of any kind between the Parties or persons referred to herein. The employees of each Party shall remain its employees, and the concerned employer shall be solely responsible for the wages, benefits, and emoluments of such employees.

The Parties shall not assign or transfer this Agreement or any of the rights or obligations granted herein without the prior written consent of the other Party, and any purported assignment made without obtaining such written consent shall be null and void.

This Agreement, including any dispute relating to its existence, validity, or termination, and any other matters arising out of or in connection with it shall be governed by and construed in accordance with the relevant laws of the Republic of the Philippines.

ARTICLE XIV. Intellectual Property

All Parties shall comply with Republic Act No. 8293, otherwise known as the "Intellectual Property Code of the Philippines," as amended by Republic Act Nos. 9150, 9502, and 10372, and other applicable laws and rules governing intellectual property in the Philippines. The Parties shall retain all intellectual property rights owned by them, which include but are not limited to copyrights, trademarks, tradenames, trade secrets, industrial designs, patents, and any other intellectual property that may be contained in any of the tools, materials, or platforms (electronic or otherwise) that each Party may use to implement the Programs (the "Intellectual Property").

The Parties may not use the company name, logo, trademark, service mark, or tradenames of the other Party and/or its parent company and the affiliates and subsidiaries of its parent company, as may be applicable, without the prior written approval of such Party and/or the relevant company that owns such Intellectual Property.

Each Party may use the logos and knowledge products of the other Party, in relation to this Agreement, provided that such use is limited to academic and promotional materials, which include, but are not limited to, logos, brochures, press releases, websites and other social media tools, provided further that the use is necessary and directly related to the

accomplishment of the objectives of this Agreement. The use of the service marks of DepEd, if any, shall be in accordance with its Service Marks and Visual Identity Manual under DepEd Order No. 031, series of 2019, as may be further revised by the DepEd from time to time.

Each Party mutually holds each other free and harmless from any and all liabilities arising from copyright infringement claims and/or any other intellectual property claims or suits from third parties. Attribution shall be given to both Parties in accordance with law.

ARTICLE XV. Liability

The liability of the breaching Party shall be those that are the natural and probable consequences of the breach of the provisions of the Agreement, and which the Parties have foreseen or could have reasonably foreseen at the time the breach was constituted. Provided, in case of fraud, bad faith, malice, or wanton attitude, the breaching Party shall be responsible for all damages that may be reasonably attributed to the non-performance or material breach of the provisions of this Agreement. Such liability shall subsist even after the termination of this Agreement, provided that the damages were incurred during the effectivity of this Agreement.

ARTICLE XVI. Waiver of Rights

Under this Agreement, no Party's delay or failure to exercise any right, power, or remedy shall be considered a waiver. The Parties understand that each situation is unique, and addressing one matter does not constitute a waiver of rights for any other issue. No single or partial exercise of rights shall preclude further exercises of those rights.

The failure of one Party to insist on the strict performance by the other Party of any stipulation or condition of this Agreement and/or exercise any right, remedy, or option herein shall not be construed as abandonment, withdrawal, waiver, or cancellation of such stipulation, condition, right, remedy, or option. Such stipulation, condition, right, remedy, or option shall continue to be in full force and effect. Silence on the part of one Party shall not be considered as condonation or waiver of any breach or default by the other Party of any covenant or condition herein provided. No waiver shall be deemed to have been made by any of the Party, unless reduced in writing.

IN WITNESS WHEREOF, the parties hereto have affixed their respective signatures this _____ day of _____ 2026 in _____.

SIGNED:

SONNY ANGARA
Department of Education

DR. BERT J. TUGA
Philippine Normal University

SIGNED IN THE PRESENCE OF:

GERSON MARVIN M. ABESAMIS
Witness for DepEd

DR. MARILYN U. BALAGTAS
Witness for PNU

REPUBLIC OF THE PHILIPPINES)
PASIG CITY, METROPOLITAN MANILA)

ACKNOWLEDGMENT

BEFORE ME, a Notary Public in and for Pasig City, Metropolitan Manila, Philippines,
this _____ day of _____ 2026 personally appeared the following and
presented their valid proof of identification:

Name	Details of Government ID		
	ID	ID Number	Valid Until
SONNY ANGARA Secretary Department of Education			
Dr. BERT J. TUGA President Philippine Normal University			

Known to me to be the same persons who executed the foregoing instrument and
acknowledged to me that the same is the free and voluntary act and deed of the entities
which they respectively represent.

The foregoing instrument is an AGREEMENT consisting of _____ (____) pages (exclusive of attachments), including this page on which this acknowledgment is written and signed by the parties hereto and their instrument witness on the left-hand margin of every page hereof.

WITNESSED MY HAND AND SEAL on the date and place first above written.

NOTARY PUBLIC

Document Number : _____
Page Number : _____
Book Number : _____
Series of 2026



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

Office of the Regional Director

REGIONAL MEMORANDUM

No. s. 2026

**CALL FOR APPLICATIONS FOR THE INSTITUTION-BASED GRADUATE PROGRAM IN
SPECIAL NEEDS AND INCLUSIVE EDUCATION FOR IN-SERVICE TEACHERS**

To: Schools Division Superintendents
All Others concerned

1. The Department of Education (DepEd), through the Office of the Undersecretary for Learning Systems, has issued the Memorandum, titled **Call for and Selection of Applicants for the Institution-Based Graduate Program in Special Needs and Inclusive Education for In-Service Teachers**.
2. The program is anchored on Section 10 of Republic Act No. 11650, otherwise known as the *Instituting a Policy of Inclusion and Services for Learners with Disabilities in Support of Inclusive Education Act*. It aims to strengthen the competencies of public elementary and secondary school teachers handling learners with disabilities (LWDs), particularly in inclusive education, differentiated instruction, and disability-responsive pedagogies.
3. The program provides a **one-year full scholarship** leading to a **Graduate Diploma in Special Needs and Inclusive Education**, to be delivered by the Philippine Normal University (PNU) through full online classes beginning September 2026.
4. For Region VII – Central Visayas, **24 scholarship slots** have been allocated (see Enclosure 1). The Regional Office, through the Curriculum and Learning Management Division (CLMD), shall facilitate the call for applications, screening, evaluation, and selection of qualified applicants according to the guidelines (see Enclosure 3).
5. The applicants must meet all of the following qualifications (see Enclosure 2):
 - 5.1. a permanent teacher under DepEd;
 - 5.2. have rendered at least three (3) years of continuous service;
 - 5.3. currently handling learners with disabilities in inclusive classes;
 - 5.4. have obtained at least a **Very Satisfactory** rating in the Individual Performance Commitment and Review Form (IPCRF) for the last two rating periods;
 - 5.5. not a current recipient of another government-funded scholarship with a service obligation;
 - 5.6. not currently enrolled in a graduate school;
 - 5.7. physically and mentally fit to undertake graduate studies; and
 - 5.8. willing to sign a Return Service Agreement.

6. Interested applicants shall submit the following documentary requirements:
- 6.1. Updated Personal Data Sheet (PDS);
 - 6.2. Certified True Copy of the IPCRF for the last two rating periods;
 - 6.3. Service Record;
 - 6.4. Certification of current assignment as a Receiving Teacher, duly signed by the School Head;
 - 6.5. One-page Letter of Intent stating the applicant's motivation for pursuing the program and proposed contributions upon completion; and
 - 6.6 Endorsement from the School Head and the Schools Division Superintendent.
7. The Schools Division Offices (SDOs) shall conduct the initial screening of applicants to verify their eligibility and the completeness and authenticity of the submitted documents. Each SDO shall identify and endorse qualified applicants based on its allotted number of slots, ensuring that all nominees meet the qualifications and documentary requirements.
8. The SDOs shall submit the complete application documents of their qualified nominees to the Regional Office through CLMD **on or before September 24, 2026**. Applications submitted beyond the deadline or with incomplete documentary requirements shall not be considered for regional evaluation.
9. All SDOs are directed to ensure transparency, fairness, and adherence to the prescribed qualifications, documentary requirements, and selection criteria throughout the screening and endorsement process.
10. The Regional Selection Committee (RSC), through CLMD, shall conduct the regional screening, evaluation, and selection of qualified applicants. The RSC shall be composed of
- 9.1. Lead: SNED Regional Education Program Supervisor/Regional SNED Focal Person; and
 - 9.2. Members: Two (2) Regional Education Program Supervisors designated by CLMD.
11. The RSC shall evaluate the submitted applications and prepare the final list of qualified applicants based on the criteria and the number of slots allotted to each SDO. The final list shall be prepared using the template attached as Annex A in the said national Memorandum and be submitted for approval of the Regional Director.
12. The regional evaluation shall be based on the following criteria:

Criteria	Weight
Teaching Experience with Learners with Disabilities	25%
Performance Rating (IPCRF)	25%
Interview – Commitment and Readiness	25%
Leadership and School Endorsement	25%
Total	100%

13. The Regional Office shall submit the approved list of qualified scholarship recipients to the Bureau of Learning Delivery – Student Inclusion Division (BLD-SID) through bld.sid@deped.gov.ph, following the submission requirements of the national Memorandum.

14. For clarifications and other concerns regarding the application and selection process, concerned personnel may coordinate with **Dr. Gilda G. Bancog**, Regional SNED Focal Person, through gilda.bancog@deped.gov.ph.

15. Immediate and wide dissemination of this Memorandum is desired.

DR. ARTURO B. BAYOCOT, CESO III
Regional Director

ABB/FYA/CLMD/BCA/ggb

ALLOCATION OF SCHOLARSHIP SLOTS
Institution-Based Graduate Program in Special Needs and Inclusive Education for In-
Service Teachers

No.	Schools Division Office	No. of Slots
1	Bogo	1
2	Bohol Province	3
3	Cebu Province	4
4	Cebu City	2
5	Lapu-Lapu City	2
6	Mandaue City	2
7	Danao City	2
8	Talisay City	2
9	City of Naga	1
10	Toledo City	2
11	Tagbilaran City	1
12	Carcar City	2
	TOTAL	24

APPLICATION CHECKLIST

Institution-Based Graduate Program in Special Needs and Inclusive Education for In-Service Teachers

A. QUALIFICATION REQUIREMENTS

- ☐ Permanent teacher under DepEd
- ☐ At least three (3) years of continuous service
- ☐ Currently handling learners with disabilities in inclusive classes
- ☐ At least **Very Satisfactory** IPCRF rating for the last two rating periods
- ☐ Not a current recipient of another government-funded scholarship with service obligation
- ☐ Not currently enrolled in graduate school
- ☐ Physically and mentally fit to undertake graduate studies
- ☐ Willing to sign a Return Service Agreement

B. DOCUMENTARY REQUIREMENTS

- ☐ Updated Personal Data Sheet (PDS)
- ☐ Certified True Copy of IPCRF for the last two rating periods
- ☐ Service Record
- ☐ Certification of current assignment as a Receiving Teacher, signed by the School Head
- ☐ One-page Letter of Intent indicating:
 - motivation for pursuing the graduate program; and
 - proposed contributions upon completion of the program
- ☐ Endorsement from the School Head
- ☐ Endorsement from the Schools Division Superintendent

C. SUBMISSION

Deadline for submission to the Regional Office: September 24, 2026

Receiving Office: Curriculum and Learning Management Division (CLMD)
DepEd Regional Office VII – Central Visayas

REGIONAL SELECTION AND EVALUATION MATRIX
Institution-Based Graduate Program in Special Needs and Inclusive Education for In-
Service Teachers

I. SELECTION CRITERIA

Criteria	Weight Score
Teaching Experience with Learners with Disabilities	25% _____
Performance Rating (IPCRF)	25% _____
Interview – Commitment and Readiness	25% _____
Leadership and School Endorsement	25% _____
TOTAL	100% _____

II. REGIONAL SELECTION COMMITTEE

The Regional Selection Committee shall be constituted through the Curriculum and Learning Management Division (CLMD) and shall be composed of

Lead: Regional SNED Focal Person
Member: Regional Education Program Supervisor
Member: Regional Education Program Supervisor

III. EVALUATION PROCESS

1. Verification of Eligibility – The submitted documents shall be reviewed to determine compliance with the qualification requirements.
2. Documentary Evaluation – Complete and valid documents shall be evaluated based on the selection criteria.
3. Interview – Qualified applicants shall undergo an interview focusing on their commitment and readiness to undertake the graduate program.
4. Consolidation of Results – The scores from the different evaluation components shall be consolidated to determine the applicants' final rating.
5. Selection of Qualified Applicants – The RSC shall recommend applicants based on the final ratings and the number of scholarship slots allotted to each SDO.
6. Approval – The final list of qualified scholarship recipients shall be submitted to the Regional Director for approval.

IV. CERTIFICATION

We hereby certify that the applicants were evaluated according to the prescribed qualifications, documentary requirements, and selection criteria.

Prepared by:

Regional SNED Focal Person

Date: _____

Members:

Regional Education Program Supervisor

Date: _____

Regional Education Program Supervisor

Date: _____

Recommending Approval:

Chief, Curriculum and Learning Management Division

Approved:

Regional Director