



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



01 March 2024

REGIONAL MEMORANDUM  
 No. **000231** s. 2024

49  
 MAR. 05 2024  
 Mt 10:31am

**CALL FOR NOMINATION FOR SEAMEO REGIONAL CENTRE FOR SPECIAL EDUCATIONAL NEEDS SCHOLARSHIP OFFERINGS**

To : Schools Division Superintendents  
 All Concerned

1. The Southeast Asian Ministers of Education Organization Regional Centre for Special Educational Needs (SEAMEO SEN) announces its regular courses for Special Education teachers.
2. The course details are as follows:

Course Title	Course Dates	Modality	Target Participants	Deadline of Nomination in the Region
Teaching Strategies for Learners with Comorbidities in Learning Disabilities and Down Syndrome	April 22-26, 2024	Face-to-Face	Primary/Secondary/Inclusive/Mainstream School Teachers for Special Education	March 6, 2024
Effective Strategies for Teaching Visual and Performing Arts to Learners with Special Education Needs	May 13-17, 2024	Face-to-Face	Primary/Secondary/Inclusive/Mainstream School Teachers for Special Education	March 11, 2024



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Regional Center Site, Rawis, Legazpi City 4500

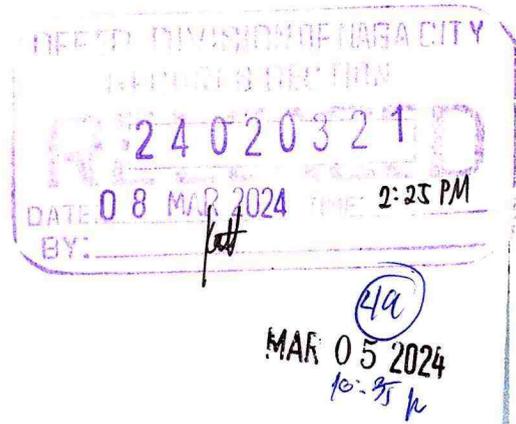
0969 516 9555

region5@deped.gov.ph

3. Each SDO is enjoined to **nominate one (1) Primary/Secondary/Inclusive/Mainstream School Teacher for Special Education**. All nominees must meet the qualifications and submit the list of requirements as listed in Enclosures 1 & 2.
4. 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 set for every course. Late documents shall not be accepted.**
5. Documents shall be submitted in clear PDF format using the official DepEd email account.
6. Shortlisted nominees shall be notified by the Regional Office through a memorandum.
7. Enclosed are the General Eligibility Requirements/Checklist and List of Requirements for reference.
8. Immediate dissemination of this Memorandum is desired.

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**GILBERT T. SADSAD**  
 Regional Director

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



HRDD/mde  
 03/01/24



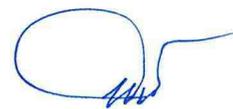
Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
 REHIYON V

**TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA**

March 5, 2024

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 CID and SGOD Personnel  
 OSDS Unit Heads  
 Public School Heads  
 All Others Concerned

For information and guidance.



**SUSAN S. COLLANO CESO V**  
 Schools Division Superintendent

DM 31, s. 2019 Rider Rev. 01



✉ Roxas Avenue, Brgy. Triangulo, Naga City, Camarines Sur  
 ☎ 0981 630 0070  
 📧 [naga.city@deped.gov.ph](mailto:naga.city@deped.gov.ph)



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HRDD/mde  
03/01/24

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## ENCLOSURE 2: LIST OF REQUIREMENTS

1. Personal Data Sheet (CSC form no. 212, rev. 2017)  
*Note: You may download this form at [bit.ly/PDS-Rev-2017](http://bit.ly/PDS-Rev-2017)*
2. Endorsement from the Immediate Supervisor
3. Nomination Letter from the Immediate Supervisor
4. Endorsement from the Schools Division Office through the Office of the SDS
5. Nomination Letter from the Regional/Bureau Director or his/her duly authorized representative (thru the Regional HRDD Chief)  
(For the Regional Office)
6. Rated IPCRF for the past two years with approved IDP
7. Proof of Outstanding Accomplishments (certificate, photo of plaque/medal/trophy, manuscript, etc.) **duly certified true and correct by the applicant's immediate supervisor.**
8. Updated Service Record
9. Certificate of no pending administrative/legal charges
10. Medical certificate from any government physician as to health status
11. Scholarship Clearance  
*Note: You may download these forms at [bit.ly/CLEARANCE-SCHOLARSHIP](http://bit.ly/CLEARANCE-SCHOLARSHIP)*
12. Photocopy of Passport

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**ENCLOSURE 1: 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).
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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