



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

DIVISION MEMORANDUM

No. 135, s.2025

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

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary, Secondary and Integrated School Heads
All Others Concerned

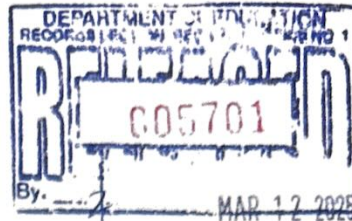
1. In reference to the Regional Memorandum No. 377, s. 2025, the Southeast Asian Ministers of Education Organization Regional Centre for Educational Innovation and Technology (SEAMEO INNOTECH) announces its **Call for Nominations** for the regular scholarship offering titled **Southeast Asian School Leadership Program (SEA-SLP)**.
2. All nominees must meet the qualifications and submit the documentary requirements listed in **Enclosure 1**. The Scholarship Clearance (**Enclosure 2**) shall also be submitted.
3. Nominees shall complete the screening form and other required documents and upload them via this link: <https://tinyurl.com/2025-SEA-SLP> on or before the set deadline.
4. Enclosed is the Regional Memorandum No. 377, s. 2025, for reference.
5. For queries or concerns, please contact the Human Resource Development Division (HRDD) through (072) 682-23-24.
6. Immediate dissemination of this Memorandum is desired.


VILMA D. EDA, CESO V
Schools Division Superintendent





Republic of the Philippines
Department of Education
REGION I



REGIONAL MEMORANDUM
No. 077, s. 2025

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

To: Schools Division Superintendents
Regional Chiefs of Functional Divisions

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	Southeast Asian School Leadership Program
Course Schedule	April 7-June 13, 2025
No. of Slots	Three (3)
Course Schedule	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 - Officials and personnel from the Department of Education who are responsible for designing and managing learning programs for school leaders
Qualifications	- Computer literate and with access to stable internet connection - Able to understand, speak, and write in English - Able and willing to apply new learning and share them with other school heads - Committed to actively participate in and complete the course
Deadline of Submission	March 13, 2025

2. The Schools Division Offices (SDOs) and Functional Divisions (FDs) of the Regional Office are encouraged to **nominate at least one (1) qualified applicant**. 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. Nominees shall complete the screening form and other required documents and upload them via this link: <https://tinyurl.com/2025-SEA-SLP> on or before the deadline set.

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, and discrepancies in documents among others.

5. For queries or concerns, please contact the Human Resource Development Division (HRDD) through (072) 682-23-24.

6. For wide dissemination and immediate action.



TOLENTINO G. AQUINO
Director IV

Reference: DM-OUHROD-2025-0597
Encl: as stated
To be indicated in the Perpetual Index
under the following subjects:

PROGRAMS

SCHOLARSHIPS

HRDD/vrdg/RM_SEAMEO SEA-SLP
March 10, 2025





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Department of Education
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 1

GENERAL ELIGIBILITY REQUIREMENTS/CHECKLIST

Name:	
Scholarship Program:	
Sponsoring Agency/Organization:	
Region/SDO:	
Work Station:	

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

I. NAME		
II. Position/Designation		
III. Permanent Station		
IV. Has availed any scholarship program	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, fill out sections V-X, as applicable.
V. Scholarship Program	Program Type	Title of the Program
	<input type="checkbox"/> Degree <input type="checkbox"/> Non-Degree	
VI. Scholarship Duration		
VII. Status	<input type="checkbox"/> Completed the course (Submit a copy of Certificate of Completion)	<input type="checkbox"/> Withdrawn from the Course (State the reason below)
VIII. Reason/s for Non-Completion (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>	
IX. Service Obligation	No. of Months/Yrs Required	No. of Months/Yrs Completed



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X. Reason for Non-Completion (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
APPROVED	
Name and Signature of the Recommending Authority (RO-HRDD)	Date and Time



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