



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MAR 06 2023

MEMORANDUM

**CALL FOR NOMINATION OF PARTICIPANTS FOR COHORT 4 LUNDUYAN
SA KAHUSAYAN AND CYCLE 2 OF SEAMEO INNOTECH BATCH 2 COURSES**

To: OIC – Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads/OICs
Administrative Officer V
All Others Concerned

1. Attached are DepEd Memorandum No. DM-OUHROD-2023-0231 and Regional Memorandum No. NCR – 098, s. 2023, on the above-captioned title, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. Particular attention is invited to the enclosures of the said Memoranda, relative to the schedule of activities and the required forms to be submitted.
3. Interested school heads and teachers may register to the said program through the Human Resource Development (HRD) Unit of the School Governance and Operations Division.
4. Immediate and wide dissemination of this Memorandum is desired.


CARLEEN S. SEDILLA CESO V
Schools Division Superintendent

Encl: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects

SCHOOLS

PROGRAMS

SCHOLARSHIPS

MRAO/ Memo - CALL FOR NOMINATION OF PARTICIPANTS FOR COHORT 4 LUNDUYAN SA KAHUSAYAN AND CYCLE 2 OF
SEAMEO INNOTECH BATCH 2 COURSES
080 March 3, 2023

UN-2023-080



 Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City
 (02) 805-9935, (02) 805 - 9940
 sdomuntinlupa@gmail.com



Certified No: 18.1519.026

afp



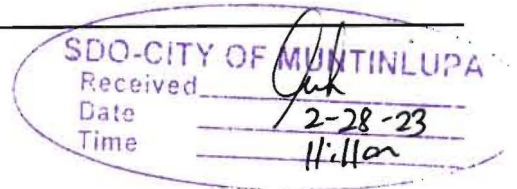
Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



DNCR-FORD-033/R0/01112019

REGIONAL MEMORANDUM

No. NCR-098, s. 2023



February 23, 2023

CALL FOR NOMINATION OF PARTICIPANTS FOR COHORT 4 LUNDUYAN SA KAHUSAYAN AND CYCLE 2 OF SEAMEO INNOTECH BATCH 2 COURSES

TO : Schools Division Superintendents

1. In reference to **Memorandum DM-OUHROD-2023-0231** dated **February 10, 2023**, from the office of Gloria Jumamil-Mercado, Undersecretary for Human Resource and Organizational Development, National Educators Academy of the Philippines, and Teacher Education Council Secretariat, this Office informs all concerned regarding the **Call for Nomination of Participants for Cohort 4 Lunduyan sa Kahusayan and Cycle 2 of SEAMEO INNOTECH Batch 2 Courses**.
2. The nomination aims to fill the remaining slots of Lunduyan sa Kahusayan and SEAMEO INNOTECH Batch 2 courses and ensure that more DepEd teachers and school leaders can avail of various Professional Development Programs (PDP).
3. The **SDO HRD SEPS** shall facilitate the following:
 - 3.1. announcement of the registration in their respective Division,
 - 3.2. disseminate the copy of the Enclosures to the interested scholars,
 - 3.3. update the NEAP - tracker of interested participants and upload the signed Enclosures at **<https://bit.ly/SEAMEONTCCOHORT4>**,
 - 3.4. submit the hard copy of the required signed enclosures with the SDO Endorsement to NEAP R Focal Person **on or before March 20, 2023**, and
 - 3.5. monitoring of the attendance of the identified participants during the course/program implementation.

Enclosures:

- A. Scholarship Contract: File Name
Last_First_SDO_NTC_Contract_Cohort4]
Last_First_SDO_SEAMEO_Contract_Title of Program_B2]





Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

- B. Letter of Intent [File Name: **Last_First_SDO_Name of LSP_Program/Course_LOIB2**]
C. SDO Endorsement [File Name: **SDO_Endorsement_LSP2**]
4. The confirmation of the participation, details of the onboarding activity, and implementation schedule shall be communicated through separate issuances per PD program to the participants who will be notified via email from NEAP, National Teacher's College, or SEAMEO INNOTECH.
 5. All participants shall attend the onboarding activities, submit their required documents, and shall complete their program.
 6. For any questions and concerns, please contact the NEAP Scholarship Focal Person, **Ms. Jennifer G. Medina, Education Program Specialist II** at **jennifermolina@deped.gov.ph**.
 7. For immediate dissemination and appropriate action.


WILFREDO E. CABRAL, CESO III
Regional Director



Enclosure B

6 November 2020

<Name of Schools Division Superintendent>

Schools Division Superintendent

DepEd SDO of _____

<Address Line 1>

<Address Line 2>

**NEAP-RECOGNIZED PROFESSIONAL DEVELOPMENT PROGRAMS AND COURSES
LETTER OF INTENT**

Superintendent <Name>:

Greetings!

This is _____ (NAME), _____ (POSITION) in
_____ (NAME OF SCHOOL).

I am writing to you to signify my intent to register for the _____ (PROGRAM OR
COURSE TITLE) offered by _____ (NAME OF SERVICE PROVIDER) under
the NEAP-Recognized Professional Development Programs and Courses.

If accepted, please be rest assured that I intend to:

- Maintain the academic standards and other course requirements set under the program
- Fulfill the required service obligation required under Sections 17 and 19 Rule VIII of the Omnibus Rules Implementing Book V of Executive Order No. 292
- Submit and implement my Re-Entry Action Plan
- Sign the NEAP-Recognized Professional Development Program Contract
- Refund in full to the Department of Education such sums of money as may have been defrayed by the Philippine government for expenses incidental for having attended the program or course, for failure to comply with any of the foregoing conditions through my fault or willful neglect, resignation from the service, transfer to other agencies, voluntary retirement or other causes within my control

Thank you.

Regards,

<Name of Teacher or School Leader>

<Position>

<School>



Republic of the Philippines
Department of Education

Enclosure C

NEAP-RECOGNIZED PROFESSIONAL DEVELOPMENT PROGRAMS AND COURSES
List of Registered Public School Teachers and School Leaders

Region	Schools Division Office							NEAP-RECOGNIZED PROGRAM / COURSE	
Name	Birthday	Age	Mobile Number	Email Address	Position	Subject Area	School	Service Provider	Title of Program / Course

Prepared By:

<Name>
<Designation>

Approved By:

<Name>
Schools Division Superintendent
Schools Division Office of _____





Republic of the Philippines
Department of Education

Enclosure J

NEAP-RECOGNIZED PROFESSIONAL DEVELOPMENT PROGRAM
CONTRACT

I, _____ (NAME), Filipino, of legal age and with residence at _____ (HOME ADDRESS), _____ (POSITION) of _____ (SCHOOL/OFFICE/STATION) for and in consideration of the NEAP-RECOGNIZED PROFESSIONAL DEVELOPMENT PROGRAM (NEAP - PDP) entitled _____ (TITLE OF THE PROGRAM OR COURSE) facilitated by _____ (NAME OF THE LEARNING SERVICE PROVIDER OR NEAP PARTNER INSTITUTION) for the period _____ (INCLUSIVE DATES OF THE COURSE) do hereby agree to observe the following terms and conditions:

DepEd shall:

- a. designate mentor/supervisor who shall support and help the teacher-participant / school leader-participant implement the NEAP-PDP Action Plan of the scholar;
- b. ensure that the NEAP-PDP Action Plan shall benefit first and foremost the students and the school community during its implementation;
- c. see to it that his/her work is an genuine product of his/her learning and enhanced skills and capabilities;
- d. ensure that system, procedures and mechanisms are in place to help the scholar implement his/her NEAP-PDP Action Plan;
- e. provide various support to ensure implementation of the teacher-participant's / school leader-participant's NEAP-PDP Action Plan;
- f. monitor the implementation of the NEAP-PDP Action Plan; and
- g. get a final report of the effects of the NEAP-PDP Action Plan's implementation after three to five years.

DepEd Participant shall:

- a. maintain the academic standards and other course requirements set for by the program of the institution and Department of Education (DepEd) and that failure to do so would be sufficient grounds for disqualification and termination the participation to the program;

Second Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City 1600 ☎Telefax No. 8638-8638 ✉email add: neapdo.depedco@gmail.com

Grow. Empower. Transform.



- b. conduct himself/herself in such manner that will uphold the moral integrity and professionalism of DepEd public servant;
- c. submit to the head of office and the Department of Education (DepEd) through the National Educators Academy of the Philippines (NEAP) a copy of the NEAP-PDP Action Plan containing lessons for the conduct of echo seminars to share new learnings, teaching innovations, and strategies to their co-workers and administrators, various trainings, program highlights and general impressions constituting a general evaluation of the program at the end of the program or course;
- d. implement the echo seminars / LAC Sessions and submit reports to the **QUALITY ASSURANCE DIVISION**, National Educators Academy of the Philippines at Second Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City;
- e. teach the subject / conduct echo seminars / LAC Sessions on the course in which they participation in continue to serve their school / division / region for **at least three years** which is the service obligation equivalent for a year of scholarship or a fraction thereof;
- f. fulfill the service obligation as required under Sections 17 and 19 Rule VIII of the Omnibus Rules Implementing Book V of Executive Order No. 292;
- g. **refund in full** to DepEd such sums of money as may have been defrayed by the Philippine government for expenses incidental for having attended the program or course, for failure to comply with any of the foregoing conditions through my fault or willful neglect, resignation from the service, transfer to other agencies, voluntary retirement or other causes within my control. For reasons beyond the control of the teacher-participant, the conditions do not apply, provided that all documentary requirements including doctor's certification are met and are acceptable to DepEd.

IN WITNESS WHEREOF, I set my hand this ____ day of (month, year) at (place)

NEAP-PDP Participant
(signature over printed name)

Direct Supervisor of NEAP-PDP Participant
(signature over printed name)

Witness:

HAJJI R. PALMERO
Regional HRDD Chief
(signature over printed name)

WILFREDO E. CABRAL
Regional Director*
(signature over printed name)

JENNIFER E. LOPEZ
Director III
Officer-in-Charge,
Office of the Director IV

x

REPUBLIC OF THE PHILIPPINES
CITY OF

)
) S.S.

BEFORE ME, a Notary Public, for and in the above jurisdiction, personally appeared the following:

Name	ID	Date/Place Issued
_____	_____	_____
_____	_____	_____

are known to me as the same persons who executed the foregoing instrument and acknowledged to me that the same are their own free and voluntary act and deed.

This instrument consists of three (3) pages including the page wherein this acknowledgement is written and is signed by parties and their instrumental witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL, this ____ day of _____, at Pasig City, Philippines.

Notary Public

Doc No. : _____
Page No. : _____
Book No. : _____
Series of : _____



Republika ng Pilipinas

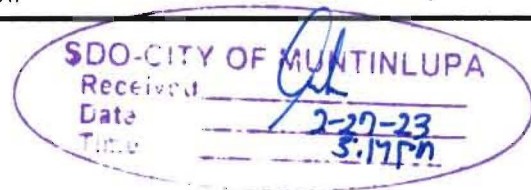
Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT,
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES, AND
TEACHER EDUCATION COUNCIL SECRETARIAT

MEMORANDUM

DM-OUHROD-2023-0231



TO : **Regional Directors**
Schools Division Superintendents
Human Resource Development Division (HRDD) Chiefs
NEAP in the Region (NEAP-R) Focal Persons
SDO Lunduyan and SEAMEO INNOTECH Focal Persons
All others concerned

FROM : **GLORIA JUMAMIL-MERCADO**
*Undersecretary for Human Resource and Organizational Development,
National Educators Academy of the Philippines, and
Teacher Education Council Secretariat*

SUBJECT : **CALL FOR NOMINATION OF PARTICIPANTS FOR COHORT 4
LUNDUYAN SA KAHUSAYAN AND CYCLE 2 OF SEAMEO
INNOTECH BATCH 2 COURSES**

DATE : February 10, 2023

1. The National Educators Academy of the Philippines through its Professional Development Division (NEAP-PDD) announces the **Call for Nomination of Participants for Cohort 4 Lunduyan sa Kahusayan and Cycle 2 of SEAMEO Innotech Batch 2 Courses**.
2. The nomination aims to fill in the remaining slots of Lunduyan sa Kahusayan and SEAMEO INNOTECH Batch 2 courses, and ensure that more DepEd teachers and school leaders can avail of various Professional Development Programs (PDP).
3. Relative to this, NEAP in the regions are requested to disseminate the following in their respective regions.
 - a. **Enclosure 1: Schedule of nomination and other related activities** - shows the suggested timeline and details for the call of nomination. Regions are welcome to submit nominations before the deadline.
 - b. **Enclosure 2: Remaining slots per region** - shows the remaining number of slots per region
4. In case a region will not be able to cover all the slots assigned until **March 28, 2023**, the unfilled slots may be given to other regions who still have other nominees in their roster. The scanned and signed copies of the Letter of Intent

(LOI) and Contract of nominated participants should be submitted to NEAP CO until **May 26, 2023**.

5. Moreover, the regional and division focal persons are requested to update the participant tracker and ensure that participants from previous cohorts and cycles have submitted their LOI and contracts. Scanned and signed copies of the documents should be uploaded in their designated Google drive folders. Important links are found in **Enclosure 3**.
6. For any questions or concerns, please contact **Mr. Florentino Varron Jr (Lunduyan focal person)** or **Ms. Richie Vesagas (SEAMEO Innotech focal person)** through pdd.pdi@deped.gov.ph. Kindly use this format in the subject line of the email for easier tracking: [LUNDUYAN OR SEAMEO] <subject of the email>.
7. Immediate dissemination of and appropriate action on this memorandum is earnestly desired.

[NEAP-PDD/ Varron/ Vesagas]

SCHEDULE OF NOMINATION AND OTHER RELATED ACTIVITIES

1. Suggested schedule of the nomination and other activities for cohort 4 Lunduyan Training Program, and Cycle 2 of SEAMEO INNOTECH Batch 2 courses:

Activities	Schedule	Details
RO to inform the SDO regarding the memorandum	until 3rd week of January 2023	The RO focal person shall inform the division focal persons regarding this memorandum and inform them of the allotted number of slots for their division.
Announcement of SDO Registration for the remaining slots of Lunduyan and SEAMEO INNOTECH batch 2 courses	4th week of January 2023 until the 1st week of February 2023	The SDO focal person shall facilitate the announcement of the registration in their respective division. The SDO may utilize an online registration process where interested participants can register through a form provided by SDO, or they may nominate participants under their division.
Accomplishment of the list of nominees <i>NOTE: Kindly ensure that nominees have been informed of their participation.</i>	February 2023 until 2nd week of March 2023	The SDO focal person shall accomplish the list of nominees from their division and submit it to the RO focal person.
Submission of the SDO list of nominees to the RO	2nd to 3rd week of March 2023	The SDO focal person shall submit the list of nominees from their respective divisions to the RO focal person
Submission of collated list of nominees per region to NEAP CO	March 28, 2023	The RO focal person shall collate the submitted list from the SDOs, and submit the summary to the NEAP CO email at pdd.pdi@deped.gov.ph using this template: https://bit.ly/CollatedPDPParticipants
Onboarding Activities	To be announced separately by program	Details of the onboarding activity shall be communicated through separate issuances per PD program.
Implementation Dates of Programs and Courses	To be announced separately by program	Details of the dates of implementation shall be communicated through separate issuances per PD program.

2. All participants will receive an email notification from NEAP, NTC or SEAMEO INNOTECH confirming their participation in their chosen PD program.
3. All participants must attend the onboarding activities for Lunduyan and SEAMEO INNOTECH courses. The invitation and details of the activities shall be sent to the participants through their indicated email address.

Enclosure 2

Remaining Slots per Region

A. Lunduyan sa Kahusayan

Region	Allocated Slots (Teacher's Program)	Allocated Slots (School Head's Program)	Allocated Slots (Coaching Program)	Total Allocated Slots
All regions except BARMM	96 pax per region	87 pax per region	40 pax per region	223 pax per region

B. SEAMEO INNOTECH Batch 2 Courses

	Strategic Thinking and Innovation for School Leaders (Flexible Course with Synchronous and Asynchronous Classes)			Massive Open Online Courses for Teachers (Asynchronous Classes)		
Region	Course 1: Essential s of Strategic Thinking and Innovation	Course 2: Charting an Innovative School Strategy	Course 3: Leading and Sustaining Change	Early Literacy Instruction for K-3 Teachers	Becoming a Better Teacher Everyday (BBTE)	Teach On: Keeping the Passion Alive
I	104	260	274	-	-	-
II	253	288	291	646	440	604
III	240	285	287	812	677	732
IV- A	151	252	259	322	-	8
IV - B	293	297	298	818	761	812
V	197	257	252	300	287	301
VI	229	282	287	351	317	267
VII	208	279	287	552	498	544
VIII	239	280	287	61	123	163
IX	277	294	290	867	826	822
X	282	296	293	882	765	850

XI	276	297	282	838	810	760
XII	245	283	276	581	180	520
CARAGA	246	290	295	403	325	415
NCR	257	286	284	838	689	763
CAR	276	288	277	913	964	951

Enclosure 3

Batch 2 PDPs Frequently Asked Links:					
Learning Service Provider (LSP) and Program	Link of Google Drive Repositories per Region	Link of Tracker of Required Documents	Guide for Organizing the Subfolders for Each Region	Link for the Confirmed List of Participants / Scholars	Course Brochures and Other Materials
NTC Lunduyan sa Kahusayan	https://bit.ly/Lunduyan_LOIsandContracts	Cohort 1 & 2 https://bit.ly/LunduyanTracker_LOIandContract Cohort 3 https://bit.ly/LunduyanCohort3_Tracker	https://bit.ly/GDrive_PDpbatch2_GuideforSubfoldersOrganizing	https://bit.ly/PDParticipants_Database Cohort 1 and 2 completers: https://bit.ly/Lunduyan_ListofCompleters	Brochure: https://bit.ly/NEAP-NTC_LunduyanBrochure FAQs: https://bit.ly/LunduyanC3_FAQs
UP NISMED GeoGebra	https://bit.ly/UPNISMEDGeoGebraLOIsandContracts	https://bit.ly/3jLpeShGeoGebraTrackSheet		https://bit.ly/PDParticipants_Database	https://bit.ly/geogebraimplemdesign
SEAMEO INNOTECH Batch 2 Courses	https://bit.ly/NEAPSEAMEOBAATCH2Participants	Other links will be provided once list is finalized.		Other links will be provided once list is finalized.	