



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2024-1723

TO : **Regional Directors**
Schools Division Superintendents
School Heads
All Others Concerned

FROM : 
WILFREDO E. CABRAL
Regional Director
Officer-in-Charge, Office of the Undersecretary for Human Resource and Organizational Development

SUBJECT : **CALL FOR NOMINATION FOR THE SEAMEO VOCTECH IR4.0 APPLICATION TO ENHANCE TEACHING AND LEARNING THROUGH CLOUD SERVICES**

DATE : 04 September 2024

1. The Southeast Asian Ministers of Education Organization Regional Centre for Vocational and Technical Education and Training (SEAMEO VOCTECH) announces its **Call for Nomination** for its training scholarship offering titled **IR4.0 Application to Enhance Teaching and Learning through CLOUD Services**, with course details as follows:

Course Title	IR4.0 Application to Enhance Teaching and Learning through CLOUD Services
Course Schedule	04-06 November 2024 (online) 18-23 November 2024 (face-to-face)
No. of Slots	1
Modality	Hybrid
Target Participants and Qualifications	<ul style="list-style-type: none">• Educators, instructional designers, and technology enthusiasts who are interested in creating and integrating Augmented Reality (AR) and Virtual Reality (VR) technologies in their practice• Participants who seek to enhance their skills in using cloud services, online applications, and immersive technologies for content development and delivery, will greatly benefit from this program
Deadline of Submission	13 September 2024

2. For selection purposes, the National Educators Academy of the Philippines (NEAP) encourages each Regional Office to **nominate at least one (1) qualified participant**. All nominees must meet the qualifications and submit the documentary requirements listed in **Enclosure 1**. The *Scholarship Clearance (Enclosure 2)* should also be submitted.
3. The **Participant Nomination Form and required documents must be accomplished and uploaded (in PDF form) on or before 13 September 2024**, through the Microsoft Office Form which can be accessed through the link <https://forms.office.com/r/E3WGav3x1z>. Kindly use official DepEd email accounts in submitting the requirements.
4. Please note that applications may be disqualified due to various reasons, such as but not limited to, incomplete requirements, lack of official endorsement/s, sending of application directly to the Secretariat's email, discrepancies in documents, etc.
5. For further information or any concerns, please contact the **NEAP Scholarship Secretariat** through email scholarships@deped.gov.ph and or landline (02) 8715-9919.
6. For immediate dissemination and appropriate action.

Enclosures:

Enclosure 1 – Checklist of General Eligibility Requirements

Enclosure 2 – Scholarship Clearance

[NEAPScholarshipSecretariat/Bedana]

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.	Latest rated performance rating with approved IDP
	c. Must present his/her Individual Development Plan (IDP) that is validated by the head of the office.	
	d. Must be holding a permanent item.	Updated Service Record
	e. Must be physically, mentally, and psychologically fit.	Medical certificate from any government physician as to health status.
	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).	Updated Personal Data Sheet
	g. Must have no current or pending enrollment in other institutions for graduate or postgraduate degree programs (for degree programs).	
	h. Must be willing to sign a Scholarship Contract and commit to its provisions.	(shall be complied after being officially nominated)

	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.	Certificate of no pending administrative/legal charges
	k. Has already finished his/her existing service obligation for a scholarship, if any. **in any case that the HRDD has no existing format, please use Enclosure 2 of this memo l. Has no pending application for retirement.	Clearance from HRDD/NEAP
	m. Must be able to render his/her service obligation vis- a- vis duration of the scholarship.	

Preferred Qualifications Set by SEAMEO VOCTECH

1. Programme leaders or highly committed and motivated teachers/instructors/trainers of Robotic and Smart System.
2. An existing trainer with basic technical expertise or experience in the respective trade area.
3. Maximum age of 50
4. Must have a good command of English and IT Skills
5. Must have the capability and capacity to conduct post-training sharing workshop to their colleagues.

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
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

This is to certify that the information in this form and the supporting documents attached hereto are true and correct

Name and Signature of the Recommending Authority (SDO - HRDD)	_____ Date and Time
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APPROVED

Name and Signature of the Recommending Authority
(RO-HRDD)

Date and Time