



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**

**DIVISION MEMORANDUM**  
No. 092, s. 2023

**August 9, 2023**

**NOMINATION FOR SEAMEO-SEPS TRAINING COURSE**

To: Assistant Schools Division Superintendent  
Division Chiefs  
Public Schools District Supervisors  
Public School Heads  
Public School Teachers

1. This is in reference to Regional Memorandum HRDD-2023-200 dated August 4, 2023, signed by Marilyn B. Madrazo, EdD, Chief, PPRD, Officer-In-Charge re: Nomination for SEAMEO-SEPS Training Course.
2. The deadline for the submission of the accomplished Nomination Form and other documents will be on or before August 20, 2023. The Nomination Form can be downloaded through this link: <https://bit.ly/SEP4School>.
3. Other details of the said activity are found in the enclosures.
4. For information and dissemination

*Melanie P. Estacio*  
**MELANIE P. ESTACIO**

OIC-Schools Division Superintendent

DepEd Schools Division of Digos City  
RECORDS SECTION

**RECEIVED**  
23-106139  
DATE: AUG 10 2023 TIME: 9:32  
BY: *[Signature]*





Republic of the Philippines  
**Department of Education**  
 DAVAO REGION

Office of the Regional Director

**REGIONAL MEMORANDUM**  
 HRDD-2023-200

Schools Division of Digos  
 RECORDS SECTION

106139  
 07 AUG 2023  
 TIME: 8:28

To : Assistant Regional Director  
 Schools Division Superintendents

Subject: **NOMINATION FOR SEAMEO-SEPS TRAINING COURSE**

Date : August 4, 2023

The SEAMEO Regional Centre for Sufficiency Economy Philosophy for Sustainability (SEPS) is accepting nominees for its training course entitled "Sufficiency Economy Philosophy towards Sustainability (SEP4School)", which will begin on September, 2023.

In relation to this, the deadline for submission of the accomplished application forms of the nominees will be on or before August 20, 2023 as per communication with the CO Focal Person. Hence, interested applicants may download the nomination form from <https://bit.ly/SEP4School>. Further, details and other information are provided in the enclosures.

For more information, email [scholarships@deped.gov.ph](mailto:scholarships@deped.gov.ph).

Immediate dissemination of this Memorandum is desired.

**ALLAN G. FARNAZO**  
 Director IV

By the Authority of the Regional Director:

Enclosed: As Stated.

ROH3/glv

DEPARTMENT OF EDUCATION RDA  
 RECORDS SECTION  
**RELEASED**

*Marilyn B. Madrazo*  
**MARILYN B. MADRAZO, EdD.**  
 Chief, PPRD  
 Officer-in-Charge

RV: *[Signature]*  
 Date: *Aug. 04, 2023*  
 22851



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Republika ng Pilipinas

# Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



**MEMORANDUM**

**DM-OUHROD-2023-0881**

**TO :** Regional Directors  
 Schools Division Superintendents  
 Public Elementary and Secondary School Heads  
 All Others Concerned

**From :** *[Signature]*  
**GLORIA JUMAMIL-MERCADO**  
 Undersecretary for Human Resource and Organizational Development

**SUBJECT :** Call for Nomination for SEAMEO SEPS' Training Course Offering titled, "Sufficiency Economy Philosophy Towards Sustainability (SEP4School)"

**DATE :** June 30, 2023

The SEAMEO Regional Centre for Sufficiency Economy Philosophy for Sustainability (SEAMEO-SEPS) announces its training course titled, "Sufficiency Economy Philosophy Towards Sustainability (SEP4School)." The course details are as follows:

- Course Title** : Sufficiency Economy Philosophy Towards Sustainability (SEP4School)
- Course Schedule** : September 2023 (online) and December 2023 (onsite)  
*Note: Only participants in the online training course with effective and outstanding outcomes will join the onsite training in Thailand.*
- No. of Slots** : 5 schools (each school must have 1 principal and 1 teacher with background on SDGs)
- Modality** : 3 phases (online, onsite and monitoring and evaluation)
- Target Participants** : Secondary Principal and Teacher

**Applicants Criteria set by SEAMEO-SEPS**

School Principal	Teacher
1. Has at least five (5) years of experience as a school principal for lower secondary level (Grade 7-9)	1. Has at least five (5) years of experience in teaching lower secondary level (Grade 7-9)
2. Have a positive potential to learn and apply SEP approach as a	2. Able to design and develop teaching plans.

School Principal	Teacher
<p>guideline for school activity model towards sustainable development in school, social contexts, communities, and home countries.</p>	<p>3. Have a positive potential to learn and apply SEP approach as a guideline for school activity model towards sustainable development in school, social contexts, communities, and home countries.</p>

For selection purposes, NEAP encourages each Regional Office to nominate at least one secondary school head and one secondary school teacher at the same school with the qualifications and documentary requirements as found in **Enclosure 1**.

The **Participant Nomination Form and required documents must be filled out and uploaded** on or before July 14 2023, through this Google Form <https://bit.ly/SEP4School>. Please use the official DepEd email accounts and submit the documents in PDF.

Applications may be disqualified due to various reasons such as but not limited to incomplete requirements, no official endorsement/s, application was sent directly to through the secretariat's email, discrepancy in documents, etc.

For questions and clarifications, please email the DepEd Scholarship Secretariat at [scholarships@deped.gov.ph](mailto:scholarships@deped.gov.ph)

Immediate dissemination of and appropriate action on this memorandum is desired.

**GENERAL ELIGIBILITY REQUIREMENTS/CHECKLIST**

<b>Name:</b>	
<b>Scholarship Program</b>	
<b>Sponsoring Agency/Organization</b>	
<b>Region</b>	
<b>Work Station</b>	

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.

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



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**SCHOLARSHIP CLEARANCE**

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



Address: 2/F Mabini Building, DepEd Complex, Meralco Avenue, Pasig City 1600  
 Telephone Nos.: 8715-9919  
 Email Address: [scholarships@deped.gov.ph](mailto:scholarships@deped.gov.ph)  
 Website:



**Republic of the Philippines**  
**Department of Education**  
**NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES**

<b>X. Reason for Non-Completion</b> (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 hereby attest that the information in this form and the supporting documents attached hereto are true and correct*

<b>Name and Signature of the Scholar</b>	<b>Date and Time</b>
<i>This is to certify that the information in this form and the supporting documents attached hereto are true and correct</i>	
<b>Name and Signature of the Recommending Authority</b> (SDO - HRDD)	
	<b>Date and Time</b>
<b>APPROVED</b>	
<b>Name and Signature of the Recommending Authority</b> (RO-HRDD)	<b>Date and Time</b>



**Address:** 2/F Mabini Building, DepEd Complex, Meralco Avenue, Pasig City 1600  
**Telephone Nos.:** 8715-9919  
**Email Address:** [scholarships@deped.gov.ph](mailto:scholarships@deped.gov.ph)  
**Website:**