



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2025- 067

To : Asst. Schools Division Superintendent
CID Chief
Education Program Supervisor (SNED Focal)

Subject : **SUBMISSION OF DOCUMENTS FOR CERTIFICATION IN INCLUSIVE SPECIAL NEEDS EDUCATION (CISNED) TO THE REGIONAL OFFICE**

Date : February 18, 2025

In reference to DMOUHROD-2024-2320, re: Call for Applicants for the Certification in Inclusive Special Needs Education (CISNED) for SNED-Receiving Teachers in Region XI, this office directs Zandria M. Sy, SNED Focal to submit the required documents to the Regional Office. She is also instructed to meet with the RO in-charge for further instructions.

Travel expenses incurred shall be charged against SNED downloaded funds, all subject to the usual government accounting and auditing rules and regulations.

For compliance.

Enclosed: As stated.
CID/zms

for: [Signature]
MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

RECEIVED
DATE: FEB 19 2025 TIME: 2:00 PM
BY: [Signature]



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082)553-8396 | (082)553-8376 | (082)553-9170 | (082)553-8375



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2024-2320

TO : **ALLAN G. FARNAZO**
Regional Director, DepEd Region XI

FROM : **WILFREDO E. CABRAL**
*Undersecretary
Human Resource and Organizational Development*

SUBJECT : **CALL FOR APPLICATIONS FOR THE CERTIFICATION IN INCLUSIVE AND SPECIAL NEEDS EDUCATION (CISNED) FOR SNED-RECEIVING TEACHERS IN REGION XI**

DATE : 19 November 2024

1. In line with the partnership between the Department of Education and the JTC Foundation, Inc. on the Graduate Scholarship Program titled *Certification in Inclusive and Special Needs Education (CISNED)* for select Special Needs Education (SNEd) – receiving teachers in Region XI, the DepEd Region XI is hereby instructed to conduct the **Call for Applications** for the said scholarship program.
2. Recognizing the vital role of SNEd teachers in supporting learners with disabilities, the partnership seeks to empower public school teachers by providing them with the necessary knowledge and skills in SNEd with the goal of fostering an inclusive learning environment for students with autism and special needs. The program has the following specific objectives:
 - a. Produce a pool of formally trained SNEd-receiving teachers in Region XI;
 - b. Ensure effective delivery and facilitation of inclusive and special needs education; and
 - c. Provide career advancement opportunities for SNEd-receiving teachers which they can use as a pathway for Master’s Degree or further studies.

3. Pertinent program details are as follows:

Program Title	Certification in Inclusive and Special Needs Education
Partner University	University of the Philippines – College of Education
Sponsor	JTC Foundation, Inc.



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
 Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549
 Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	DM-OUHROD	Rev	00
Effectivity	03.23.23	Page	1 of 4



	<ul style="list-style-type: none"> • Track and report scholars' status and progress to NEAP Central Office Scholarship Secretariat and JTC Foundation, Inc. • Assist in the monitoring and evaluation of program implementation, scholars' performance, and WAP implementation, and provide report and feedback as applicable • Perform other responsibilities necessary for the effective and efficient implementation of the program
--	---

6. Please note that applications may be disqualified due to various reasons, such as but not limited to, incomplete requirements, lack of official endorsement/s, direct sending of requirements to the Secretariat's email, discrepancies in documents, etc.
7. NEAP further reiterates that the established qualifications and selection parameters for its scholarship programs are in adherence to the Equal Opportunity Principle (EOP).
8. Should you have questions or concerns, please coordinate with **NEAP Scholarship Secretariat** through email scholarships@deped.gov.ph and/or landline (02) 8715-9919.
9. For appropriate action.

Copy furnished:
OFFICE OF THE SECRETARY

ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations

GEORGINA ANN H. YANG
Assistant Secretary, External Partnerships Service

[NEAPScholarshipSecretariat/Pereyra]

Endorsement to DepEd Central Office	20 December 2024
Notification to Qualified Applicants	21 December 2024
Submission of Medical Certificate and Other Additional Requirements	03-14 January 2025
Start of Classes	20 January 2025
Scholars' Meeting with the Sponsor, JTC Foundation, Inc.	21-22 January 2025 (2 batches)

5. The following are the terms of reference of concerned offices:

Office Responsible	Terms of Reference
NEAP Central Office Scholarship Secretariat	<ul style="list-style-type: none"> • Provide policy guidance and direction to ensure the proper implementation of the program • Identify Region XI Program Focal Person/s for program implementation • Receive consolidated Letters of Intent and SNED Program Proposal from Region XI • Endorse qualified applicants to the Personnel Development Committee for approval • Endorse CISNED cohorts from Region XI to the UP College of Education, subject to compliance with the admission requirements of the College • Receive and validate notarized scholarship contracts of the scholars • Conduct orientation with the scholars • Conduct regular Convergence (<i>Kumustahan Sessions</i>) with the Scholars and Region XI program focal/s • Assist Region XI in program implementation • Lead the monitoring and evaluation of program implementation, scholars' performance, and WAP implementation, as well as provide report and feedback as applicable • Ensure the adherence of scholars to the terms and conditions of the scholarship program • Coordinate with UP, Regional Office Scholarship Committee, and JTC Foundation, Inc. important matters/concerns on the scholars and/or program implementation • Perform other responsibilities necessary for the effective and efficient implementation of the program
Regional Office Scholarship Committee in coordination with Regional Office – Curriculum and Learning Management Division and Regional Office – Human Resource Development Division	<ul style="list-style-type: none"> • Disseminate/issue call for applications • Conduct initial document screening and submit list of qualified applicants to NEAP Central Office Scholarship Secretariat • Consolidate additional requirements and submit to UP, as needed • Notify applicants of the result of their application • Ensure complete submission of scholars' pertinent documents and notarized contract, for endorsement to NEAP Central Office Scholarship Secretariat • Coordinate with NEAP Central Office Scholarship Secretariat, UP, and JTC Foundation, Inc. on scholars' academic concerns

Program Design	<ul style="list-style-type: none"> • 18-Unit Non-Degree Certification Program: Can be completed in 18 months, designed as a foundation for a Master's Degree in SNEd • Course Structure: Each course includes 48 hours of instruction • Synchronous Learning: Online classes will be held for at least 50% of each term • In-Person Sessions: Two onsite classes (equivalent to four meetings) will be held, with professors traveling to Region XI for the said sessions • Asynchronous Learning: Remaining course content will be delivered through asynchronous activities throughout the term
Scholarship Coverage	<ul style="list-style-type: none"> • Certificate Program Application fee • Tuition Fee
Target Scholars	100 SNEd – Receiving Teachers from Region XI (Davao)
Eligibility (Receiving Teacher)	<ul style="list-style-type: none"> • With at least 2 years in teaching as SNEd-receiving teacher in a DepEd school • Must be 50 years of age and below • Currently not enrolled in other schools/ institutes/ colleges/ universities • Must be computer literate and has access to a stable internet connection (<i>at least 15 mbps</i>) to participate in online classes • Must have completed all previous scholarships and no pending nomination for any scholarship • Must have no pending administrative and/or criminal case • Must be physically and mentally fit
Requirements	<ul style="list-style-type: none"> • Documentary Requirements (<i>to be submitted to NEAP – Region XI and forwarded to NEAP Central Office</i>) <ul style="list-style-type: none"> ✓ Letter of Intent (LOI) (<i>See Appendix 1</i>) ✓ Accomplished Online Application Form via https://educ.upd.edu.ph/other-non-degree-programs/ • Admission/Entry Requirements (<i>to be submitted to the UP College of Education, through NEAP – Region XI</i>) <ul style="list-style-type: none"> ✓ Official Transcript of Records (original and one photocopy, for evaluation purposes only) – this includes any graduate program units or degree if applicable ✓ PSA (Philippine Statistics Authority)-issued Birth Certificate ✓ PSA-issued Marriage Contract (original and one photocopy) for married females who changed their surnames ✓ Three (3) copies of 2×2 colored picture (any background color) ✓ Php 1,000.00 application fee (<i>covered by the scholarship program</i>) ✓ Medical Certificate issued by UP Mindanao (<i>to follow, upon admission to the program</i>)
Additional Requirements	<p>Qualified scholars must submit the following to NEAP – Region XI, to be forwarded to NEAP Central Office:</p> <ul style="list-style-type: none"> • Omnibus Sworn Statement (<i>See Appendix 2</i>) • Scholarship Contract (<i>See Appendix 4</i>) • Workplace Application Plan (WAP) Proposal (<i>See Appendix 3</i>)

4. Below is the timeline of application, selection, and onboarding process for the program.

Process	Timeline
Call for Applications	22 November 2024
Submission of Documentary and Admission Requirements	22 November – 18 December 2024
Screening and Selection	18-19 December 2024