

## Devartment of Education





Office of the Schools Division Superintendent

**DIVISION MEMORANDUM** 

CID-2025- 2014

To Asst. Schools Division Superintendent

CID-Chief

Education Program Supervisor (SNED Focal)

Public Schools District Supervisors

School Heads

CISNED Scholarship Applicants

CONDUCT OF VIRTUAL TECHNICAL ASSISTANCE OF THE Subject:

> FOR INCLUSIVE AND CERTIFICATION SPECIAL NEEDS

**EDUCATION (CISNED) SCHOLARSHIP APPLICANTS** 

Date July 29, 2025

Relative to the Regional Memorandum HRDD-2025-182, dated July 24, 2025, this office informs the concerned teachers that there will be a Virtual Technical Assistance of the Certification for Inclusive and Special Needs Education (CISNED) Scholarship Applicants on July 29, 2025, at 2:30 in the afternoon via bitly.ly/44X4IKU.

Please refer to the attached documents for other important details.

For immediate dissemination and compliance.

racio, Phd, ceso vi

Schools Division Superintendent JUA 3 0 2025

190Ed Schools Division of Digos City **RECORDS SECTION** 

Enclosed: As stated.

CID/zms

Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002) Telephone Nos.: (082) 553-8375; (082) 553-8396



## Department of Education

DAVAO REGION



July 24, 2025

REGIONAL MEMORANDUM HRDD-2025-182

VIRTUAL TECHNICAL ASSISTANCE OF THE CERTIFICATION IN INCLUSIVE AND SPECIAL NEEDS EDUCATION (CISNED) SCHOLARSHIP APPLICANTS

To: Assistant Regional Director Schools Division Superintendents

- 1. This has reference to DM-OUHOD-2024-2320, and Regional Memorandum HRDD-2024-295, be informed that the Virtual Technical Assistance of the Certification in Inclusive and Special Needs Education (CISNED) Scholarship Applicants, is scheduled on July 29, 2025, at 2:30 in the afternoon via bit.ly/44X4lKU.
- 2. Further details and information are found in the enclosures. For inquiries, contact Leonard Ray Castillon, EPS II, through <a href="https://https:/

3. Immediate dissemination of this Memorandum is desired.

ALLAN G. FARNAZO
Director IV. 7

Encl.: As stated. ROH/Irc

RECORDS SETTION

To Post.

Time: 5 25, 74





Address: F. Torres St., Davao City (8000) Telephone Nos.: (082) 291-0051 Email Address: region11@deped.gov.ph Website: www.depedroxi.ph





## Department of Education

**DAVAO REGION** 

## APPLICANTS FOR THE CERTIFICATION IN INCLUSIVE AND SPECIAL NEEDS EDUCATION (CISNED) FOR SNED-RECEIVING TEACHERS IN REGION XI

NO.	NAME	POSITION	SCHOOL	DIVISION
1	RODELEN D. MANTILLA	TEACHER III	LAPULAPU ES	DAVAO CITY
2	ALETH JEAN L. BERSABAL	TEACHER II	TALOMO CES	DAVAO CITY
3	JUDELYN M. DE MESA	TEACHER III	STA. ANA NHS	DAVAO CITY
4	HOLY JANE J. MATA	TEACHER I	DAVAO CITY NHS	DAVAO CITY
5	JASMINE JOY M. REGINIO	TEACHER I	DAVAO CITY NHS	DAVAO CITY
6	DONAHBELLE S. GALLETO	TEACHER I	VICENTA NOGRALES NHS	DAVAO CITY
7	MALOU G. SOJON	TEACHER III	CROSSING BAYABAS NHS	DAVAO CITY
8	MARIVIC T. ESCOBIDO	TEACHER I	T. V. FERNANDEZ NHS	DAVAO CITY
9	WEENA D. RODRIGUEZ	TEACHER II	BUHISAN NHS	DAVAO CITY
10	MARCO ROLAND S. SALINAS	TEACHER II	F. BANGOY CENTRAL ELEMENTARY SCHOOL SPED CENTER	DAVAO CITY
11	RENESSA B. MODO	TEACHER 1	TAGAKPAN ELEMENTARY SCHOOOL	DAVAO CITY
12	JENNIFER REMA L. DE LEON	TEACHER I	CABANTIAN STAND ALONE SENIOR HIGH SCHOOL	DAVAO CITY
13	APRIL MAE E. PEREZ	TEACHER III	DANIEL R. AGUINALDO NATIONAL HIGH SCHOOL	DAVAO CITY
14	MARIA AILEEN RACHEL LOE B. ODCHIMAR	TEACHER III	CARLOS P. GARCIA SHS	DAVAO CITY
15	FELCHIE N. CARANZO	TEACHER II	DAVAO CITY NHS	DAVAO CITY
16	FLORDELIS M. BATERNA	TEACHER I	FRANCISCO DIZON ELEMENTARY SCHOOL	DAVAO CITY
17	BERNADETTE B. ROSELLO	TEACHER II	FRANCISCO DIZON ELEMENTARY SCHOOL	DAVAO CITY
18	LEAH P. RAMENTO	TEACHER II	FRANCISCO DIZON ELEMENTARY SCHOOL	DAVAO CITY
19	DIVINA GRACE P. BISERA	TEACHER I	DOÑA CARMEN DENIA NATIONAL HIGH SCHOOL	DAVAO CITY
20	LUCIANO P. BORJA JR.	TEACHER III	MINTAL COMPREHENSIVE HS	DAVAO CITY
21	MARIETTA D. SAZON	TEACHER III	VICENTE HIZON SR. ELEM. SCHOOL	DAVAO CITY
22	IRENE R. EDMOYON	TEACHER I	DOÑA CARMEN DENIA NATIONAL HIGH SCHOOL	DAVAO CITY
23	CAMARILLO, ROWENA B.	TEACHER 1	VICENTE HIZON SR. ELEM. SCHOOL	DAVAO CITY
24	PATAYON, MONTESA ATIANZAR	TEACHER II	MAINIT NHS	DAVAO DE ORO



Address: F. Torres St., Davao City (8000)

Telephone Nos.: (082) 291-0051

Email Address: region11@deped.gov.ph

Website: www.depedroxi.ph





## Department of Education

DAVAO REGION

NO.	NAME	POSITION	SCHOOL	DIVISION
25	TORRES, ROWILYN ZAPANTA	TEACHER I	MAGNAGA NHS	DAVAO DE ORO
26	BAGTIAN, EUREKA AMOR MASINARING	TEACHER I	CABINUANGAN CES	DAVAO DE ORO
27	CALISO, JOEL EGAGAMAO	TEACHER III	CABINUANGAN CES	DAVAO DE ORO
28	REJAS, MARICEL SUGANOB	TEACHER II	MAWAB CESSC	DAVAO DE ORO
29	VILLAPAZ, ARNOLD VILLAGONZA	TEACHER II	ANDILI NHS	DAVAO DE ORO
30	SOLIS, JESSA MAE CENAS	TEACHER I	COMPOSTELA NHS	DAVAO DE ORO
31	LENDIO, MARDETTE ANNE	TEACHER I	COMPOSTELA NHS	DAVAO DE ORO
32	NASTOR, IMELDA B.	TEACHER III	MONKAYO CESSC	DAVAO DE ORO
33	MA. EUNICE MAE RABOR GANDA	TEACHER I	KINGKING CESSC	DAVAO DE ORO
34	MONTEBON, ELIZABETH U.	TEACHER I	MONKAYO CESSC	DAVAO DE ORO
35	CHERRY MAY C. LUMAYNO	TEACHER 1	JASNHS	DAVAO OCCIDENTAL
36	DURRIEN E. BONCALES	TEACHER I	JASCES	DAVAO OCCIDENTAL
37	JUDIVIE C. ROSAL	TEACHER I	TUBALAN COMPREHENSIVE NATIONAL HIGH SCHOOL	DAVAO OCCIDENTAL
38	CRISTY ROSE F. MAMALE	TEACHER I	DEMOLOK VALLEY NATIONAL HIGH SCHOOL	DAVAO OCCIDENTAL
39	ROMNICK B. MASAYAO	TEACHER I	TFS OF TABUNAN ES	DAVAO OCCIDENTAL
40	KELLY R. NAPIÑAS	TEACHER 1	JOSE ABAD SANTOS NHS	DAVAO OCCIDENTAL
41	MERRIAM E. JUANITE	TEACHER I	SAN ANTONIO NHS	DAVAO ORIENTAL
42	ANNA KARININA MANAYTAY	TEACHER I	CAATIJAN ES	DAVAO ORIENTAL
43	RIA MAE R. FAUSTINO	TEACHER III	L. TAMAY ES	DAVAO ORIENTAL
44	DONALD REYES	TEACHER II	STA. CRUZ ES	DAVAO ORIENTAL
45	ROMARIE FE B. BALDERAS	MASTER TEACHER I	SAN JOSE CES	DAVAO ORIENTAL
46	FRANK JOSEPH D. QUINANOLA	TEACHER III	SAN ISIDRO CENTRAL SPED CENTER	DAVAO ORIENTAL
47	REYNANTH A. ENANORIA	TEACHER I	COMARA T. MANUEL CENTRAL ES - II	DAVAO ORIENTAL
48	LANIE G. TERO	TEACHER I	MACANGAO CES	DAVAO ORIENTAL
49	OMEGA JOY B. LACAMBRA	TEACHER II	PINTATAGAN ES	DAVAO ORIENTAL
50	JESSAMINE C. LAMELA	TEACHER II	STCESSC	DAVAO DEL NORTE
51	URIKA MARIE S. ISID	TEACHER I	DBHES	DAVAO DEL NORTE
52	MILYN A. DAYRIT	TEACHER II	STCESSC	DAVAO DEL NORTE
53	KRISTINE B. ESTORQUE	TEACHER I	DCES	DAVAO DEL NORTE
54	CHERRY A. PAYOT	TEACHER III	DVYTES	DAVAO DEL NORTE
55	GRACE JOY H. LAPE	TEACHER I	STCESSC	DAVAO DEL NORTE
56	RONALYN D. ESCOBAR	TEACHER III	DNHS	DAVAO DEL NORTE





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## Department of Education

DAVAO REGION

NO.	NAME	POSITION	SCHOOL	DIVISION
57	HONEYMIE C. CASTILLANO	TEACHER 1	NASECO IS	DAVAO DEL NORTE
58	DINA D. ACMA	TEACHER II	STCESSC	DAVAO DEL NORTE
59	CHARISMA MAY P. BITALAS	TEACHER I	DES	DAVAO DEL NORTE
50	NEILBOUY B. LASCUNA	TEACHER I	DES	DAVAO DEL NORTE
1	NECHELLE M. MALAKI	TEACHER 1	NES	DAVAO DEL NORTE
2	BONIFE D. DAVID	TEACHER 1	STO. NINO	DAVAO DEL NORTE
3	FLORDEME V. VILLACORTA	TEACHER II	STCESSC	DAVAO DEL NORTE
4	SHIENA H. MARTIR	TEACHER 1	DBHES	DAVAO DEL NORTE
5	LYRA PONTILLAS RAMOS	TEACHER II	STNHS	DAVAO DEL NORTE
6	PRINCESS SARAH L. SUELTO	TEACHER 1	TNHS	DAVAO DEL NORTE
7	SHIERILINE A. TUBIS	TEACHER III	TES	DAVAO DEL NORTE
8	HELEN R. JABASA	TEACHER 1	TES	DAVAO DEL NORTE
9	PRIMROSE L. ENSOY	TEACHER 1	TES	DAVAO DEL NORTE
70	DELIA GRACIA L. CABALLERO	TEACHER II	DCES	DAVAO DEL NORTE
1	SHEENA JOYCE KRISTIE B. SERMON	TEACHER 1	LIS	DAVAO DEL NORTE
2	APRILYN C. MANTAYONA	TEACHER 1	KIS	DAVAO DEL NORTE
73	REGINE U. DELA PENA	TEACHER 1	BES	DAVAO DEL NORTE
74	ROXANNE B. PACON	TEACHER 1	AES	DAVAO DEL NORTE
75	LEIGH KRISNAE G. BALIAR	T-III	HAGONOY NATIONAL HIGH SCHOOL	DAVAO DEL SUR
76	RHEA PHIL-ANNIE A. ARANETA	MT-I	LAPULABAO ELEMENTARY SCHOOL	DAVAO DEL SUR
7	JESSA JOY C. LAURE	T-I	HAGONOY NATIONAL HIGH SCHOOL	DAVAO DEL SUR
8	LEA A. LAM-AN	T-I	HAGONOY NATIONAL HIGH SCHOOL	DAVAO DEL SUR
79	PHILAMER GIORDAN A. ADSUARA	T-III	SINAWILAN ELEMENTARY SCHOOL	DAVAO DEL SUR
30	RIVA P. PALMA	MT-I	SULOP CENTRAL ELEMENTARY SCHOOL	DAVAO DEL SUR
31	ARRIANE M. MARIMON	T-II	PADADA CENTRAL ELEMENTARY SCHOOL	DAVAO DEL SUR
32	MARIFIL F. HOYLAR	T-II	PADADA CENTRAL ELEMENTARY SCHOOL	DAVAO DEL SUR
33	ANALIE C. ORIO	TEACHER I	DMMES	DIGOS CITY
4	ANTONETTE A. GONZALES	TEACHER III	DCINHS	DIGOS CITY
5	ROSEMARIE R. SORIANO	TEACHER II	RMCES	DIGOS CITY
6	ROCHELLE E. CAMARILLO	TEACHER I	RMCES	DIGOS CITY
37	LUCY G. BAINO	TEACHER I	DMMES	DIGOS CITY
38	GINA S. SAPLAGIO	TEACHER III	DICNHS	DIGOS CITY
39	JENNIFER E.ROSIMA	TEACHER III	DICNHS	DIGOS CITY





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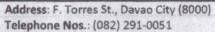


# Department of Education days of Region

NO.	NAME	POSITION	SCHOOL	DIVISION
90	VINA E. AGUILAR	TEACHER III	RMCES	DIGOS CITY
91	JUANITO C. SARONA JR.	TEACHER II	RMCES	DIGOS CITY
92	CHARLENE C ALBARICO	TEACHER I	RMCES	DIGOS CITY
93	ONDONG, JELTWIENE COMAPAS	TEACHER III	NIEVES VILLARICA NATIONAL HIGH SCHOOL	IGACOS
94	WILMAR TIGOL	TEACHER II	NIEVES VILLARICA NATIONAL HIGH SCHOOL	IGACOS
95	RAFIE JOHN S. LLEVADO	TEACHER III	MATANOS NATIONAL HIGH SCHOOL	IGACOS
96	MARY JAY M. LUMAPAS	TEACHER II	NIEVES VILLARICA NATIONAL HIGH SCHOOL	IGACOS
97	CHRISTINE S. SAN JUAN	HEAD TEACHER II	NIEVES VILLARICA NATIONAL HIGH SCHOOL	IGACOS
98	EMMALYN S. GAZMEN	TEACHER - III	DLRSMS	MATI CITY
99	XENA MARYELLE P. PANN	TEACHER I	CMNHS	MATI CITY
100	ANALYN P. SADINO	TEACHER I	RRMC-SPED	MATI CITY
101	AILEEN B. CASTILLONES	MASTER TEACHER	MLGRMS	MATI CITY
102	LUCEL B. PARING	TEACHER I	PMES	MATI CITY
103	MAE ANNE M. LIBRES	SPET - II	MES	MATI CITY
104	JOSELITO F. CADOTDOT	TEACHER I	MNCHS	MATI CITY
105	VERONICA LOUISE D. CORPUZ	TEACHER III	SO. DAVAO ES PANABO NORTH DISTRICT	PANABO CITY
106	JACKIE LOU T. CARNECER	TEACHER-III	NB GALAPIN ES PANABO SOUTH	PANABO CITY
107	MARY ANTONETTE U. HALIPA	TEACHER 1	NANYO CES	PANABO CITY
108	GLENDA S. HINAY	TEACHER II	JP LAUREL ES	PANABO CITY
109	JOANNE MAE OLIVE LINTERNA DANDOY	TEACHER I	G.L DONDOY CES	PANABO CITY
110	SWEET MAUREEN F. BODIONGAN	T-II/SCHOOL SNED	LAURETA NATIONAL HIGH SCHOOL	TAGUM CITY
111	SHANY LOU G. BALABA	T-III	LAURETA NATIONAL HIGH SCHOOL	TAGUM CITY
112	MARIVIC N. DEMONTEVERDE	T-I/SNED FOCAL	CABUGAN ELEMENTARY SCHOOL	TAGUM CITY
113	JONALYN D. DIONSON	SPET II/ SNED FOCAL	SAN AGUSTIN INTEGRATED SCHOOL	TAGUM CITY
114	MAY S. SABANAL	TII	LIBOGANON INTEGRATED SCHOOL	TAGUM CITY
115	RICHELLE ANN C. CRISANTO	T-III	LAURETA NATIONAL HS	TAGUM CITY
116	JOJU AMOR D. VILLAJOS	T-III	LAURETA NATIONAL HIGH SCHOOL	TAGUM CITY
117	FE C. ALCOBER	T-II/SCHOOL SNED	MANGGA ELEMENTARY SCHOOL	TAGUM CITY







Email Address: region11@deped.gov.ph

Website: www.depedroxi.ph



Record Section



#### Republic of the Philippines

### Bepartment of Education

DAVAO REGION

November 28, 2024

REGIONAL MEMORANDUM HRDD-2024-295

CALL FOR APPLICATIONS FOR THE CERTIFICATION IN INCLUSIVE AND SPECIAL NEEDS EDUCATION OF SNED-RECEIVING TEACHERS

To: Assistant Regional Director Schools Division Superintendents

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), announces its Call for Applications for the program. Pertinent details are as follows:

as follows:			
Program Title	Certification in Inclusive and Special Needs Education		
Partner University	University of the Philippines-College of Education		
Sponsor	JTC Foundation, Inc.		
Program Design	<ul> <li>18-Unit Non-Degree Certification Program: Cambe completed in 18 months., designed as a foundation for a Master's Degree in SNED.</li> <li>Course Structure: Each course includes 48 hours of instruction</li> <li>Synchronous Learning: Online classes will be held for at least 50% of each term.</li> <li>In-person Sessions: Two onsite classes (equivalent to four meetings) will be held, with professors travelling to Region XI for the said sessions.</li> <li>Asynchronous Learning: Remaining course</li> </ul>		
	content will be delivered through asynchronous activities through the term.		
Scholarship Coverage	Certificate Program Application Fee		
	Tuition Fee		
Target Scholars	100 SKED- Receiving Teachers from Region XI (Davao Region)		
Eligibility (Receiving Teacher)	<ul> <li>With at least 2 years in teaching as Send receiving teacher in a DepEd School</li> </ul>		
	Must be 50 years of age and below		
	<ul> <li>Currently not enrolled in other</li> </ul>		
	schools/institutes/colleges/universities		
	<ul> <li>Must be computer literate and has access to a stable internet connection (at least 15 mbps) to participate in online classes</li> </ul>		
	<ul> <li>Must have completed all previous scholarships and no pending nomination for any scholarship</li> </ul>		





Address F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-1665; (082) 221-6147
Email Address: region11@deped.gov.ph
Website www.depedroxi.ph





### Bepariment of Education

DAVAO REGION

	Must have no pending administrative and or criminal case
	Must be physically fit and mentally fit
Requirements	Documentary Requirements (to be submitted to NEAP-Region XI and forwarded to NEAP Central Office)     Letter of Intent (LOI)
	Accomplished Online Application Form via https://educ.upd.edu.phother-non-degree- program/
	<ul> <li>Admission/Entry Requirements: (to be submitted to the UP College of Education through NEAP-Region XI_</li> </ul>
	Official Transcript of Records (original and photocopy for evaluation purposes only)—this includes any graduate program units or degree if applicable     PSA (Philippine Statistics Authority) issued Birth
	PSA-issued Marriage Contract (original and one photocopy) for married females who changed their surnames
	Three (3) copies of 2x2 colored pictures (any background color)
	= Php 1,000.00 application fee (covered by the scholarship program)
	<ul> <li>Medical Certificate issued by UP Mindanao (to follow upon admission to the program)</li> </ul>
Additional Requirements	<ul> <li>Qualified scholars must submit the following to NEAP-Region XI, to the forwarded to NEAP Centra Office:</li> </ul>
	Omnibus Sworn statement
	Scholarship Contract
	Workplace Application Plan (WAP) Proposal

- 2. For further information, refer to the enclosures: The Timeline of Application, selection, and Onboarding Process and the Terms of Reference of Concerned Offices.
- 3. Should you have ciarrications, coordinate with Maureen Ava B. Acuna, (DepEd RO XI-Scholarship Focal Person) at the NEAP-R, through
- 3. Immediate dissernination of this Memorandum is highly desired.

RELEASED

REBONFAMIL R. BAGUIO

Director III Officer-in-Charge Office of the Regional Director

Encl.: As stated:

ROH9/maba

DenED MATATAG

Address: F Torres St., Davao City (8000)
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Email Address: region11@deped.gov.ph
Website: www.depedroxi.ph





## 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

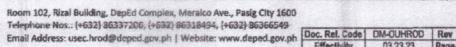
- 1. In line with the partnership between the Department of Education and the JTC Foundation, Inc. on the Graduate Scholarship Program titled Certification in Inclusive and Special Needs Education (CISNED) for select Special Needs Education (SNEd) - receiving teachers in Region XI, the DepEd Region XI 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.

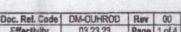
3 Partinent program details are as follows:

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











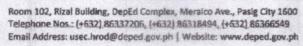
Program Design	<ul> <li>18-Unit Non-Degree Certification Program: Can be completed in 18 months, designed as a foundation for a Master's Degree in SNEd</li> <li>Course Structure: Each course includes 48 hours of instruction</li> <li>Synchronous Learning: Online classes will be held for at least 50% of each term</li> <li>In-Person Sessions: Two onsite classes (equivalent to four meetings) will be held, with professors traveling to Region XI for the said sessions</li> <li>Asynchronous Learning: Remaining course content will be delivered through asynchronous activities throughout the term</li> </ul>
Scholarship Coverage	Certificate Program Application fee     Tuition Fee
Target Scholars	100 SNEd - Receiving Teachers from Region XI (Davao)
Eligibility (Receiving Teacher)	<ul> <li>With at least 2 years in teaching as SNEd-receiving teacher in a DepEd school</li> <li>Must be 50 years of age and below</li> <li>Currently not enrolled in other schools/ institutes/ colleges/ universities</li> <li>Must be computer literate and has access to a stable internet connection (at least 15 mbps) to participate in online classes</li> <li>Must have completed all previous scholarships and no pending nomination for any scholarship</li> <li>Must have no pending administrative and/or criminal case</li> <li>Must be physically and mentally fit</li> </ul>
Requirements	<ul> <li>Documentary Requirements (to be submitted to NEAP – Region XI and forwarded to NEAP Central Office)</li> <li>✓ Letter of Intent (LOI) (See Appendix 1)</li> <li>✓ Accomplished Online Application Form via <a href="https://educ.upd.edu.ph/other-non-degree-programs/">https://educ.upd.edu.ph/other-non-degree-programs/</a></li> <li>Admission/Entry Requirements (to be submitted to the UP College of Education, through NEAP – Region XI)</li> <li>✓ Official Transcript of Records (original and one photocopy, for evaluation purposes only) – this includes any graduate program units or degree if applicable</li> <li>✓ PSA (Philippine Statistics Authority)-issued Birth Certificate</li> <li>✓ PSA-issued Marriage Contract (original and one photocopy) for married females who changed their surnames</li> <li>✓ Three (3) copies of 2×2 colored picture (any background color)</li> <li>✓ Php 1,000.00 application fee (covered by the scholarship program)</li> <li>✓ Medical Certificate issued by UP Mindanao (to follow, upon admission to the program)</li> </ul>
Additional Requirements	Qualified scholars must submit the following to NEAP – Region XI, to be forwarded to NEAP Central Office:  Omnibus Sworn Statement (See Appendix 2) Scholarship Contract (See Appendix 4) Workplace Application Plan (WAP) Proposal (See Appendix 3)

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







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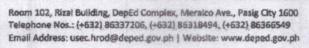


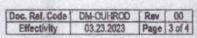
Endorsement to DepEd Central Office	20 December 2024
Notification to Qualified Applicants	21 December 2024
Submission of Medical Certificate and Other Additional Requirements	03-14 January 2025
Start of Classes	20 January 2025
Scholars' Meeting with the Sponsor, JTC Foundation, Inc.	21-22 January 2025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

Office Responsible	Terms of Reference
Office Responsible NEAP Central Office Scholarship Secretariat	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 SNEO Program Proposal from Region XI  Endorse qualified applicants to the Personne Development Committee for approval  Endorse CISNED cohorts from Region XI to the UI 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 (Kumustahan Sessions 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 WAI 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> <li>Disseminate/issue call for applications</li> <li>Conduct initial document screening and submit list of qualified applicants to NEAP Central Office Scholarship Secretariat</li> <li>Consolidate additional requirements and submit to UF as needed</li> <li>Notify applicants of the result of their application</li> <li>Ensure complete submission of scholars' pertinent documents and notarized contract, for endorsement to NEAP Central Office Scholarship Secretariat</li> <li>Coordinate with NEAP Central Office Scholarship Secretariat, UP, and JTC Foundation, Inc. on scholars academic concerns</li> </ul>











- 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
- 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.
- NEAP further reiterates that the established qualifications and selection parameters for its scholarship programs are in adherence to the Equal Opportunity Principle (EOP).
- Should you have questions or concerns, please coordinate with NEAP Scholarship Secretariat through email <u>scholarships@deped.gov.ph</u> and/or landline (02) 8715-9919.
- 9. For appropriate action.

Copy furnished: OFFICE OF THE SECRETARY

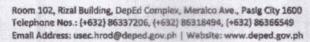
ATTY. REVSEE A. ESCOBEDO Undersecretary for Operations

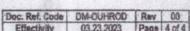
GEORGINA ANN H. YANG Assistant Secretary, External Partnerships Service

[NEAPScholarshipSecretariat/Pereyra]













## Department of Education

#### NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

#### Appendix No. 1

#### LETTER OF INTENT

[Insert date]

[NAME OF Head of Office per governance level]
[Position]
[Office]
[Address]

Dear XXXX,

Greetings!

This is (insert your full name), (position) in (bureau/service/unit/office/school name).

I am writing to signify my interest to register and/or apply for the (scholarship program) offered by (sponsoring institution).

If accepted, I am willing to maintain academic standards and shall faithfully abide with the program requirements and prescribed terms and conditions of the scholarship program/contract and the rules and regulations enforced by the university/training institution.

I certify that all documents I submitted are true and correct and I shall take full responsibility and accountability on the validity and authenticity of the same. I understand that any violation will automatically disqualify me from the selection process, and I may be subjected to appropriate legal action warranted by applicable laws.

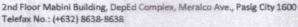
Thank you.

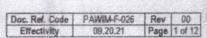
Very truly yours,

[NAME OF APPLICANT]
[Position]
[Region, SDO]













# Department of Education NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Endorsed by:

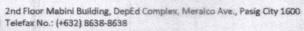
[Name of School Head] [Position]

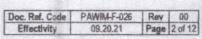
Approved/Disapproved by:

[Name of Schools Division Superintendent]













# Department of Education NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

#### Appendix No. 2

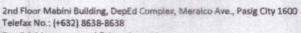
#### Omnibus Sworn Statement

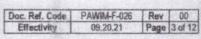
Name of Applicant: Schools Division Office: Schoolarship Program: DepEd email address: Alternate email address: Office/School: Region: Contact Number:

	Basic Documentary Requirement	Status of Submission (To be filled- out by the	(To be filled SDO Sci	cation d-out by the holarship nittee)
	Basic Documentary Requirement	applicant; Check if submitted)	Status of Submission (Check if complied)	Remarks
a	Letter of intent addressed to the Head of Office			
b	Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
С	Updated Service Record			
d	Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e	Scholarship Application Form (as required)			
f.	Photocopy of the Office Performance Commitment Review Form (OPCRF)/ Individual Performance Commitment and Review Form (IPCRF) in the last two (2) rating periods with the approved Individual Development Plan (IDP);			
g	Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h	Medical Certificate (CSC Form 211			













## Department of Education NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

	Revised 2018) issued by a government physician or an accredited government hospital or clinic government physician	
i	Photocopy of the Transcript of Records (for scholarships leading to a graduate degree)	
j	Certificate of Eligibility/License;	
k	Sworn Statement of No Pending Case	
1	Photocopy of valid Passport (if applicable)	

#### OMNIBUS SWORN STATEMENT

#### CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

#### DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the

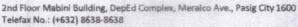
laws, rules, and regulations being implemented by the Civil Service Commission.

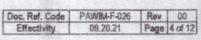
Name and Signature of Applicant

Subscribed and sworn to before me this \_day of\_\_, year\_\_













## Department of Education NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

#### Appendix No. 3

#### Sample Workplace Application Plan (WAP) Template

Name of Learners	Office and Position	
Title of PD Programs	Date of Delivery	
	PD Program Provider	
Name of Immediate Supervisor	Office and Position	

Background and Rationale of WAP Plan:

Briefly describe why the WAP will be implemented. Identify the competency gaps that will be addressed and current performance level on key result area(s).

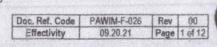
Expected Performance Improve	ement		
Competencies for Development	Key Result Area(s)	Expected Improvement in Performance Indicator	Means of Verification

Type of l	Intervention			
	Committee Work	Job Shadowing	Informal JEL Activities	Others (Please specify)
	Job Expansion	Special Project	(Please specify)	





2nd Floor Mabini Building, DepEd Complex, Meralco Ave., Pasig City 1600 Telefax No.: (+632) 8638-8638



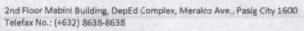


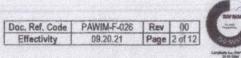
# Department of Education NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Job Rotat	ion		retch signments	WAP Implen	nentation	
Briefly describe the interv and offices where learner					ole of learners,	etc.), and specify duration
Application Objective State what learner will be	able to do by	he end of t	he WAP, following AB	CD (Audience-	Behavior-Condi	tion-Degree) guidelines.
	engage in to m	eet each	Timeline (Start-end of each activity)	(Immedia)	Facilitator te Supervisor or gned to guide	Support/Resources (Office order, information, etc. needed)
Prepared by (name and po	osition):	Learner	's Signature		Date	
Reviewed by (name and p	osition):	Signatu	re		Date	
Approved by (name and p	osition):	Learner	's Signature		Date	











# Department of Education NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

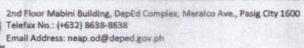
Appendix No. 4

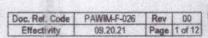
#### SCHOLARSHIP CONTRACT

This Scholarship Contract, is entered into this day of, at, Philippines, by and between:
[NAME OF SCHOLAR], Filipino, of legal age and with residence at [HOME ADDRESS], [POSITION] of [SCHOOL / OFFICE /STATION], (hereinafter referred to as the "SCHOLAR")
-and-
The <b>DEPARTMENT OF EDUCATION</b> , herein referred to as " <b>DepEd</b> ", an agency of the national government of the Republic of the Philippines, created by virtue of law, particularly Batas Pambansa Bldg. 232, otherwise known as the "Education Act of 1982," as amended by Republic Act No. 9155, otherwise known as the "Governance of Basic Education Act of 2001," with its field office at [ADDRESS] represented by its, [NAME];
WITNESSETH THAT:
<b>WHEREAS</b> , Section 5 (4), Article XIV of the 1987 Philippine Constitution underscores the right of teachers to professional development, which states that: "The State shall enhance the right of teachers to professional advancement. Non-teaching academic and non-academic personnel shall enjoy the protection of the State.";
WHEREAS, DepEd is a government agency who is committed to facilitating the professional growth of its personnel and equipping them to address the evolving demands of the 21st century basic education delivery by offering scholarships to eligible personnel;
WHEREAS, DepEd Order No, s. 2024, otherwise known as the "Omnibus Scholarship Guidelines For DepEd Personnel", is established which seeks to standardize the qualifications and streamline the management, processes, procedures, and implementation of scholarship programs funded by DepEd, other government agencies, private institutions, foreign governments, and international organizations to ensure equal and equitable opportunities to all interested and qualified employees to avail scholarship programs;
NOW, THEREFORE, for and in consideration of the foregoing, the PARTIES













## Department of Education NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

#### I. NATURE OF THE SCHOLARSHIP

(Brief Description of the Scholarship Program)

#### II. DURATION OF SCHOLARSHIP

This scholarship grant on (PROGRAM CODE AND TITLE OF THE COURSE) at the (VENUE OF THE COURSE) is for the period (INCLUSIVE DATES OF THE COURSE).

#### III. SCHOLAR'S PRIVILEGES AND ENTITLEMENTS

The Scholar shall be entitled to the following:

- a. [SCHOLARSHIP PACKAGE];
- b. Be on Official Time for the entire duration of the scholarship program; and
- c. Use of office equipment and facilities of the DepEd Academic Institution Partners, partner SUCs or TEIs (as deemed necessary).

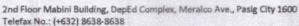
#### IV. DUTIES AND RESPONSIBILITIES OF THE SCHOLAR

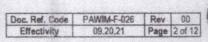
The SCHOLAR shall fulfill the following duties and responsibilities:

- a. Attend the program or course regularly and submit all the program or course requirements until its completion.
- Maintain academic standards and other course requirements set forth by the program of the institution and Department of Education (DepEd).
- c. Must maintain eligibility requirements throughout the scholarship program.
- d. Conduct oneself in such a manner that will uphold the moral integrity and professionalism of a DepEd personnel and a public servant throughout the course
- e. Ensure WAP implementation and completion within the timeline stated in the plan.
- f. Return to the official station and assume functions immediately upon the scholarship program or course's conclusion.
- h. Fulfill his/her service obligation. (Indicate the exact service obligation and years/period)
- g. Apply knowledge, skills and learning experiences gained from the professional development courses or programs through sharing expertise gained with other teachers in the school, district, division, or region during training, Learning Action Cells (LAC), conferences, etc.
- h. Refund in full to DepEd and/or Sponsoring Agency such sums of money as may have been defrayed by the Philippine government for expenses incurred for having attended the program or course, such as but not limited to salaries and benefits received during the duration of the scholarship













## Department of Education NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

program, for failure to comply with any of the foregoing conditions through the scholars' fault or willful neglect of the provisions of the contract.

#### V. DUTIES AND RESPONSIBILITIES OF DepEd

The Department, through the Regional Director and concerned Schools Division Superintendents, shall fulfill the following duties and responsibilities:

- a. Ensure that the scholar's absence from the permanent official station will not hamper the operational efficiency of the office/school,
- b. Ensure that the scholar receives salary, allowances and other benefits as provided by law and/or scholarship contract.
- c. Guide and provide technical assistance to scholars; and
- d. Ensure scholars commitment to complete the program and implement their workplace application plan.

#### VI. DEFERMENT/WITHDRAWAL

Deferment or withdrawal from enrolment or participation in the scholarship program or course must be with approval from the Head of Office through the submission of a formal letter with appropriate supporting documents. The Head of Office of the concerned governance level shall have the right to approve or disapprove all requests for deferment or withdrawal based on the following grounds.

- a. In case of serious illness with medical abstract issued by government physician government-accredited hospital or clinic,
- b. force majeure or fortuitous event,
- c. other unavoidable circumstances considered meritorious by the PDC.

If the scholar suffers illness or injury, resulting in an inability to continue studies, it should be supported by a medical abstract issued by the government physician or government-accredited hospital or clinic stating:

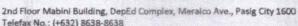
- a. The nature and extent of the sickness or injury incurred or sustained by the scholar;
- b. Facts and actual circumstance surrounding the acquisition of, or giving rise to the sickness or injury;
- c. That the illness was not the proximate result of the scholar's misconduct, gross negligence, use of prohibited drugs or alcoholic liquor.

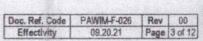
#### VII. PENALTIES

DepEd scholar who defers without approval, withdraws from the scholarship program and/or whose scholarship contract is terminated due to non-compliance













## Department of Education NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

with his/her duties and responsibilities shall refund in full to DepEd such sums of money as may have been defrayed by the Philippine government in relation to the scholarship program or course but not limited to salaries and benefits received in the duration of the scholarship program. Such withdrawal may be due to any of the following:

- a. grantee's fault or willful neglect or causes within one's control
- b. resignation or retirement from the service
- c. transfer to private entities

#### VIII. EFFECTIVITY

This Scholarship Contract shall take effect upon signing/approval of the parties and shall be valid and binding until the completion of its purpose/s or unless earlier terminated by the Parties.

IN WITNESS WHEREOF, the Parties have signed this Scholarship Contract as of the date first above written.

[NAME] DepEd Scholar [NAME] Head of Office per governance level

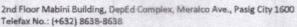
[NAME] Regional Director

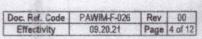
SIGNED IN THE PRESENCE OF:

[NAME] RO/ PDC Chairperson [NAME] CO/ PDC Chairperson













### Department of Education NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

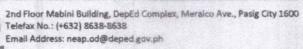
#### ACKNOWLEDGMENT

following:	lic for and in	personally appeared the
Name	Government Issued ID (Details)	Date and Place Issued
Name of Scholar		
signed by the landings an	d their instrumental with	esses, and they acknowledged
to me that the same is their This Scholarship Contract in which this acknowled instrumental witnesses eve	r free voluntary act and deconsists of pages included page in the page in	

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### Department of Education NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

#### ACKNOWLEDGMENT

Name	Government Issued ID (Details)	Date and Place Issued
Name of Head of Office per		
governance level  Known to me as the same persigned by the PARTIES and the		

Doc. No. Page No. Book No. Series of 2024





