



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2025- *2d4*

To : Asst. Schools Division Superintendent
CID-Chief
Education Program Supervisor (SNED Focal)
Public Schools District Supervisors
School Heads
CISNED Scholarship Applicants

Subject : **CONDUCT OF VIRTUAL TECHNICAL ASSISTANCE OF THE
CERTIFICATION FOR INCLUSIVE AND 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.

Melanie P. Estacio
MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent

JUL 30 2025

DepEd Schools Division of Digos City

RECORDS SECTION

RELEASED
25-71008

DATE: **JUL 31 2025** TIME: *10:57 am*

BY: *[Signature]*

Enclosed: As stated.
CID/zms



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

RECORDS

121398



Republic of the Philippines
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 (CISNE) 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 (CISNE) Scholarship Applicants, is scheduled on July 29, 2025, at 2:30 in the afternoon via bit.ly/44X4IKU.
2. Further details and information are found in the enclosures. For inquiries, contact Leonard Ray Castillon, EPS II, through hrddneaprol1@gmail.com.
3. Immediate dissemination of this Memorandum is desired.

ALLAN G. FARNAZO
Director IV

Encl.: As stated.
ROH/lrc

DEPARTMENT OF EDUCATION
RECORDS SECTION
RELEASE

By: [Signature] Date: July 25, 2025
Time: 12:398



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





Republic of the Philippines
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 I	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 I	VICENTE HIZON SR. ELEM. SCHOOL	DAVAO CITY
24	PATAYON, MONTESA ATIANZAR	TEACHER II	MAINIT NHS	DAVAO DE ORO



Republic of the Philippines
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 I	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 I	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 PE 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



Republic of the Philippines
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
60	NEILBOUY B. LASCUNA	TEACHER I	DES	DAVAO DEL NORTE
61	NECHELLE M. MALAKI	TEACHER 1	NES	DAVAO DEL NORTE
62	BONIFE D. DAVID	TEACHER 1	STO. NINO	DAVAO DEL NORTE
63	FLORDEME V. VILLACORTA	TEACHER II	STCESSC	DAVAO DEL NORTE
64	SHIENA H. MARTIR	TEACHER 1	DBHES	DAVAO DEL NORTE
65	LYRA PONTILLAS RAMOS	TEACHER II	STNHS	DAVAO DEL NORTE
66	PRINCESS SARAH L. SUELTO	TEACHER 1	TNHS	DAVAO DEL NORTE
67	SHIERILINE A. TUBIS	TEACHER III	TES	DAVAO DEL NORTE
68	HELEN R. JABASA	TEACHER 1	TES	DAVAO DEL NORTE
69	PRIMROSE L. ENSOY	TEACHER 1	TES	DAVAO DEL NORTE
70	DELIA GRACIA L. CABALLERO	TEACHER II	DCES	DAVAO DEL NORTE
71	SHEENA JOYCE KRISTIE B. SERMON	TEACHER 1	LIS	DAVAO DEL NORTE
72	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
77	JESSA JOY C. LAURE	T-I	HAGONOY NATIONAL HIGH SCHOOL	DAVAO DEL SUR
78	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
80	RIVA P. PALMA	MT-I	SULOP CENTRAL ELEMENTARY SCHOOL	DAVAO DEL SUR
81	ARRIANE M. MARIMON	T-II	PADADA CENTRAL ELEMENTARY SCHOOL	DAVAO DEL SUR
82	MARIFIL F. HOYLAR	T-II	PADADA CENTRAL ELEMENTARY SCHOOL	DAVAO DEL SUR
83	ANALIE C. ORIO	TEACHER I	DMMES	DIGOS CITY
84	ANTONETTE A. GONZALES	TEACHER III	DCINHS	DIGOS CITY
85	ROSEMARIE R. SORIANO	TEACHER II	RMCES	DIGOS CITY
86	ROCHELLE E. CAMARILLO	TEACHER I	RMCES	DIGOS CITY
87	LUCY G. BAINO	TEACHER I	DMMES	DIGOS CITY
88	GINA S. SAPLAGIO	TEACHER III	DICNHS	DIGOS CITY
89	JENNIFER E.ROSIMA	TEACHER III	DICNHS	DIGOS CITY



Republic of the Philippines
Department of Education
 DAVAO 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 III	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 I	NANYO CES	PANABO CITY
108	GLENDA S. HINAY	TEACHER II	JP LAUREL ES	PANABO CITY
109	JOANNE MAE OLIVE LINTERNA DANDYO	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

Record Section

24-42482



Republic of the Philippines
Department 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:

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 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 travelling to Region XI for the said sessions.• Asynchronous Learning: Remaining course content will be delivered through asynchronous activities through 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 Region)
Eligibility (Receiving Teacher)	<ul style="list-style-type: none">• With at least 2 years in teaching as Send 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 (at least 15 mbps) to participate in online classes• Must have completed all previous scholarships and no pending nomination for any scholarship

DepEd
MATATAG



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





Republic of the Philippines
Department of Education
DAVAO REGION

	<ul style="list-style-type: none">• Must have no pending administrative and or criminal case• Must be physically fit and mentally fit
Requirements	<ul style="list-style-type: none">• 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.ph/other-non-degree-program/• Admission/Entry Requirements: (to be submitted to the UP College of Education through NEAP-Region XI)• 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 Certificate• 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)• Medical Certificate issued by UP Mindanao (to follow, upon admission to the program)
Additional Requirements	<ul style="list-style-type: none">• Qualified scholars must submit the following to NEAP-Region XI, to the forwarded to NEAP Central Office:• 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 clarifications, coordinate with Maureen Ava B. Acuna, (DepEd RO XI-Scholarship Focal Person) at the NEAP-R, through maureen.acuna@deped.gov.ph

3. Immediate dissemination of this Memorandum is highly desired.

DEPARTMENT OF EDUCATION - DAVAO
RECORDS SECTION
RELEASED

REBONFAMIL R. BAGUIO
Director III
Officer-In-Charge
Office of the Regional Director

Encl.: As stated:

ROH9/maba

DepEd
MATATAG



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





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



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 (at least 15 mbps) 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 (to be submitted to NEAP – Region XI and forwarded to NEAP Central Office) <ul style="list-style-type: none"> ✓ Letter of Intent (LOI) (See Appendix 1) ✓ Accomplished Online Application Form via https://educ.upd.edu.ph/other-non-degree-programs/ • Admission/Entry Requirements (to be submitted to the UP College of Education, through NEAP – Region XI) <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 2x2 colored picture (any background color) ✓ Php 1,000.00 application fee (covered by the scholarship program) ✓ Medical Certificate issued by UP Mindanao (to follow, upon admission to the program)
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 (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

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

	<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
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- 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 scholarships@deped.gov.ph and/or landline (02) 8715-9919.
- 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]



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
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Doc. Ref. Code	DM-OUHROD	Rev	00
Effectivity	03.23.2023	Page	4 of 4





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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]



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Endorsed by:

[Name of School Head]
[Position]

Approved/Disapproved by:

[Name of Schools Division Superintendent]



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Appendix No. 2

Omnibus Sworn Statement

Name of Applicant:
Schools Division Office:
Scholarship Program:
DepEd email address:
Alternate email address:

Office/School:
Region:
Contact Number:

Basic Documentary Requirement		Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the SDO Scholarship Committee)	
			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			
c	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)			



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	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			
l	Photocopy of valid Passport (if applicable)			

Attested:

CO/RO/SDO Scholarship Committee

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 ____.



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

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



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	Job Rotation		Stretch Assignments		WAP Implementation		
Briefly describe the intervention (e.g., type of special project, nature of committee and role of learners, etc.), and specify duration and offices where learner will be assigned, if appropriate. Use one to two paragraphs.							

Application Objective State what learner will be able to do by the end of the WAP, following ABCD (Audience-Behavior-Condition-Degree) guidelines.				
Learning Objectives (What learner be able to do by the end of an activity/ learning session)	Activities (Activities that learner will engage in to meet each learning objective)	Timeline (Start-end of each activity)	Learning Facilitator (Immediate Supervisor or peer assigned to guide learner)	Support/Resources (Office order, information, etc. needed)

Prepared by (name and position):	Learner's Signature	Date

Reviewed by (name and position):	Signature	Date

Approved by (name and position):	Learner's Signature	Date



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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 **DEPARTMENT OF EDUCATION**, herein referred to as "**DepEd**", 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:

WHEREAS, 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** have agreed on the following:



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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:

- [SCHOLARSHIP PACKAGE];
- Be on Official Time for the entire duration of the scholarship program; and
- 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:

- 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).
- Must maintain eligibility requirements throughout the scholarship program.
- 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.
- Ensure WAP implementation and completion within the timeline stated in the plan.
- Return to the official station and assume functions immediately upon the scholarship program or course's conclusion.
- Fulfill his/her service obligation. (Indicate the exact service obligation and years/period)
- 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.
- 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



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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:

- Ensure that the scholar's absence from the permanent official station will not hamper the operational efficiency of the office/school,
- Ensure that the scholar receives salary, allowances and other benefits as provided by law and/or scholarship contract.
- Guide and provide technical assistance to scholars; and
- 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.

- In case of serious illness with medical abstract issued by government physician government-accredited hospital or clinic,
- force majeure or fortuitous event,
- 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:

- The nature and extent of the sickness or injury incurred or sustained by the scholar;
- Facts and actual circumstance surrounding the acquisition of, or giving rise to the sickness or injury;
- 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



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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:

- grantee's fault or willful neglect or causes within one's control
- resignation or retirement from the service
- 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



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ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
_____) S.S.

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

Name	Government Issued ID (Details)	Date and Place Issued
Name of Scholar		

Known to me as the same person who executed the foregoing Scholarship Contract, signed by the PARTIES and their instrumental witnesses, and they acknowledged to me that the same is their free voluntary act and deed.
This Scholarship Contract consists of ___ pages including the Annex and this page in which this acknowledgment is written, signed by the parties and their instrumental witnesses every page thereof.

WITNESS MY HAND AND NOTARIAL SEAL, on the date at the place first written above.

NOTARY PUBLIC

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ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES
() S.S.

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

Name	Government Issued ID (Details)	Date and Place Issued
Name of Head of Office per governance level		

Known to me as the same person who executed the foregoing Scholarship Contract, signed by the PARTIES and their instrumental witnesses, and they acknowledged to me that the same is their free voluntary act and deed.

This Scholarship Contract consists of ___ pages including the Annex and this page in which this acknowledgment is written, signed by the parties and their instrumental witnesses every page thereof.

WITNESS MY HAND AND NOTARIAL SEAL, on the date at the place first written above.

NOTARY PUBLIC

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