



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

**Office of the Schools Division Superintendent**

**July 23, 2025**

**DIVISION MEMORANDUM**

SGOD-2025-424

To : Assistant Schools Division Superintendent  
Division Chiefs  
Public Schools District Supervisors  
Education Program Supervisors  
Public School Heads  
Public School Teachers  
All Others Concerned

Subject: **INFORMATION ON THE CALL FOR NOMINATIONS FOR THE ASIAN PRODUCTIVITY THROUGH DIGITIZATION**

This is in reference to Regional Memorandum HRDD-2025-176 dated July 16, 2025, signed by Allan G. Farnazo, Director IV, re: **Information on the Call for Nominations for the ASIAN Productivity Organization Workshop on Promoting Productivity Through Digitization.**

This Office announces the Call for Nominations to the Face-to-Face Workshop on Promoting Productivity Through Digitization organized by the Asian Productivity Organization, scheduled to be held on October 6–9, 2025, in Pakistan.

Interested applicants are advised to coordinate with the Regional Scholarship Committee before July 18, 2025 through Maureen Ava B. Acuña, EPS II, Scholarship focal person or [hrddneapro11@gmail.com](mailto:hrddneapro11@gmail.com). The nomination form and other documents must be uploaded in pdf form on or before July 18, 2025 through <https://forms.office.com/r/yBpZabAmQf>.

For information relative to the application, refer to the enclosures.

Contact NEAP Scholarship Secretariat through [scholarships@deped.gov.ph](mailto:scholarships@deped.gov.ph) or (02) 8715-9919, for inquiries.

Immediate dissemination of this Memorandum is desired.

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

DepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**  
DATE: JUL 28 2025 TIME: 1:28 PM  
BY: *[Signature]*

Enclosed: As stated.  
SGOD/jsa



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002  
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Republic of the Philippines  
**Department of Education**  
DAVAO REGION



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July 16, 2025

REGIONAL MEMORANDUM  
HRDD-2025-176

INFORMATION ON THE CALL FOR NOMINATIONS FOR THE ASIAN  
PRODUCTIVITY ORGANIZATION WORKSHOP ON PROMOTING  
PRODUCTIVITY THROUGH DIGITALIZATION

To: Assistant Regional Director  
Schools Division Superintendents

1. Herewith is DM-OUHROD-2025-1172 from the Bureau of Human Resource and Organizational Development on the Face-to-face Workshop on Promoting Productivity through Digitalization on October 6-9, 2025 in Pakistan.
2. Interested applicants are advised to coordinate with the Regional Scholarship Committee before July 18, 2025 through Maureen Ava B. Acuña, EPS II, scholarship focal person or [hrddneaproll@gmail.com](mailto:hrddneaproll@gmail.com). Be informed that nomination form and other documents must be uploaded in pdf form on or before July 18, 2025 through <https://forms.office.com/r/yBpZabAmQf>.
3. For information relative to the application, refer to the enclosures.
4. Contact NEAP Scholarship Secretariat through [scholarships@deped.gov.ph](mailto:scholarships@deped.gov.ph) or (02) 8715-9919, for inquiries.
5. Immediate dissemination of this Memorandum is desired.

ALLAN G. FARNAZO  
Director

Encl.: As stated  
ROHS/mbt

DEPARTMENT OF EDUCATION  
RECORDS SECTION  
**RELEASED**

21, 2025  
120743



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## Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

DEPARTMENT OF EDUCATION  
RECORDS SECTION

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5 JUL 2025

8:46

### MEMORANDUM

DM-OUHROD-2025-1772

FOR : Undersecretaries  
Assistant Secretaries  
Bureau/Service Directors  
Regional Directors  
Schools Division Superintendents  
All Others Concerned

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

SUBJECT : CALL FOR NOMINATIONS FOR THE ASIAN PRODUCTIVITY  
ORGANIZATION WORKSHOP ON PROMOTING PRODUCTIVITY  
THROUGH DIGITALIZATION

DATE : 03 July 2025

1. The Asian Productivity Organization (APO), through the Development Academy of the Philippines, announces its **Call for Nominations** for the **Workshop on Promoting Productivity through Digitalization**, with details as follows:

Workshop Title	Workshop on Promoting Productivity through Digitalization
Schedule	06-09 October 2025
No. of Slots	Two (2)
Modality and Venue	Face-to-face (Pakistan)
Target Participants	DepEd officials involved in productivity and digital policy or trainers engaged in digital adoption and organizational transformation efforts <i>Note: Priority will be given to nominees who have not participated in any APO projects in the last two (2) years.</i>
Deadline	18 July 2025

2. For selection purposes, the National Educators Academy of the Philippines (NEAP) requests each Central Office Bureau/Service and Regional Office to **nominate at least two (2) qualified participants**.



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3. All nominees must meet the qualifications and submit the abovementioned documentary requirements as well as those specified in the *Checklist of General Eligibility Requirements (Enclosure 1)*. The *Scholarship Clearance (Enclosure 2)* must also be submitted.
4. The **required documents must be accomplished and uploaded (in PDF form) on or before 18 July 2025**, through the Microsoft Office Form which can be accessed through the link <https://forms.office.com/r/yBpZabAmQf>. Kindly use official DepEd email accounts in submitting the requirements.
5. Please note that applications may be disqualified due to various reasons, such as but not limited to, incomplete requirements, lack of official endorsement/s, sending of application directly to the Secretariat's email, discrepancies in documents, etc.
6. **The APO shall cover the costs of roundtrip international airfare using the most direct route, hotel accommodation, and per diem allowance for the official duration of the workshop.** On the other hand, **the successful participants are to shoulder other expenses** such as passport fees, travel insurance, airport taxes, and any cancellation charges incurred due to last-minute withdrawal after acceptance.
7. The participants are advised to bring their own laptops, extension cords, casual/comfortable attire for daily physical activities, and any necessary medication/s for the whole duration of the workshop.
8. Enclosed are relevant documents on the said APO Workshop, for more details.
9. Should you have further questions or concerns, please coordinate with the **NEAP Scholarship Secretariat** through email [scholarships@deped.gov.ph](mailto:scholarships@deped.gov.ph) and/or landline (02) 8715-9919.
10. For dissemination and appropriate action.

**Copy furnished:**

**OFFICE OF THE SECRETARY**  
**OFFICE OF THE UNDERSECRETARY FOR OPERATIONS**  
**OFFICE OF THE ASSISTANT SECRETARY FOR EXTERNAL PARTNERSHIPS SERVICE**



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

**GENERAL ELIGIBILITY REQUIREMENTS/CHECKLIST**

Name:	
Scholarship Program:	
Sponsoring Agency/Organization:	
Region/SDO:	
Work Station:	

Remarks (✓, X, others)	Eligibility	Documentary Requirements
	a. Must be a Filipino citizen.	Updated Personal Data Sheet
	b. Must have obtained a very satisfactory (VS) performance rating for two (2) consecutive years.  c. Must present his/her Individual Development Plan (IDP) that is validated by the head of the office.	Latest rated performance rating with approved IDP
	d. Must be holding a permanent item.	Updated Service Record
	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).  g. Must have no current or pending enrollment in other institutions for graduate or postgraduate degree programs (for degree programs).	Updated Personal Data Sheet
	h. Must be willing to sign a Scholarship Contract and commit to its provisions.	(shall be complied after being officially nominated)
	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





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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  Explain further.	





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<b>IX. Service Obligation</b>	<b>No. of Months/Yrs Required</b>	<b>No. of Months/Yrs Completed</b>
<b>X. Reason for Non-Completion</b>  (must be supported by attachments)	<input type="checkbox"/> <b>Resignation</b> <input type="checkbox"/> <b>Transfer</b> <input type="checkbox"/> <b>Retirement</b> <input type="checkbox"/> <b>Others</b>  <i>Explain further.</i>	
<b>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		Date and Time
<b>This is to certify that the information in this form and the supporting documents attached hereto are true and correct</b>		
Name and Signature of the Recommending Authority (SDO - HRDD)		Date and Time
<b>APPROVED</b>		
Name and Signature of the Recommending Authority (RO-HRDD)		Date and Time