



Republic of the Philippines  
**Department of Education**  
MIMAROPA REGION  
SCHOOLS DIVISION OF MARINDUQUE

Department of Education  
Division of Marinduque  
**RECORDS SECTION**  
**RELEASED**  
01356  
Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: **MAY 02 2024**

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

TO: Asst. Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

FROM:  **LYNN G. MENDOZA, EdD**   
OIC, Schools Division Superintendent

SUBJECT: **CALL FOR NOMINATION FOR SEAMEO VOCTECH SPECIALIST SKILLS UPGRADING: ROBOTIC AND SMART SYSTEM**

DATE: May 2, 2024

Attached is Memorandum DM-OUHROD-2024-0792 from the Office of the Undersecretary for Human Resource and Organizational Development, Mr. Wilfredo E. Cabral dated April 26, 2024 regarding the training scholarship offered by the Southeast Asian Ministers of Education Organization Regional Centre for Vocational and Technical Education and Training (SEAMEO VOCTECH) titled **Specialist Skills Upgrading: Robotic and Smart System** from June 24, 2024 to July 5, 2024.

All nominees, regardless of age, sex, sexual orientation, gender identity, gender expression, marital status, pregnancy, physical features, impairment or disability, work-related injury, religious belief or activity, ethnicity, political belief, affiliation, or activity shall be given equal opportunity to attend L&D programs to enhance competencies.

For clarifications, please contact Mr. Kyle David V. Atienza, Senior Education Program Specialist - Human Resource Development Section, through [kyledavid.atienza@deped.gov.ph](mailto:kyledavid.atienza@deped.gov.ph).

Immediate dissemination of the contents of this Memorandum is desired.

/SGOD-HRDS-KDA

*"DepEd Marinduque: Heart of the Philippines.  
Lead to Excel. Excel to Lead."*



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Republika ng Pilipinas  
**Department of Education**  
 OFFICE OF THE UNDERSECRETARY  
 HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**MEMORANDUM**  
 DM-OUHROD-2024-0792

**TO :** Regional Directors  
 Schools Division Superintendents  
 School Heads  
 All Others Concerned

**FROM :** **WILFREDO E. CABRAL**  
 Regional Director  
 Officer-in-Charge, Office of the Undersecretary for Human Resource  
 and Organizational Development

**SUBJECT :** **CALL FOR NOMINATION FOR THE SEAMEO VOTTECH  
 SPECIALIST SKILLS UPGRADING: ROBOTIC AND SMART  
 SYSTEM**

**DATE :** 26 April 2024

1. The Southeast Asian Ministers of Education Organization Regional Centre for Vocational and Technical Education and Training (SEAMEO VOTTECH) announces its **Call for Nomination** for its training scholarship offering titled **Specialist Skills Upgrading: Robotic and Smart System**, with course details as follows:

|   |  |
|---|--|
| <b>Course Title</b>                           | Specialist Skills Upgrading: Robotic and Smart System  |
| <b>Course Schedule</b>                        | 24 June – 05 July 2024   |
| <b>No. of Slots</b>                           | 1  |
| <b>Modality</b>                               | Face-to-face   |
| <b>Target Participants and Qualifications</b> | <ul style="list-style-type: none"> <li>• Program leaders or highly committed and motivated teachers/instructors/trainers of Robotic and Smart System</li> <li>• Existing trainers with basic technical expertise or experience in the said area</li> </ul> |
| <b>Deadline of Submission</b>                 | 03 May 2024  |

2. For selection purposes, the National Educators Academy of the Philippines (NEAP) encourages each Regional Office to **nominate at least one (1) qualified participant**. All nominees must meet the qualifications and submit the

documentary requirements listed in **Enclosure 1. The Scholarship Clearance (Enclosure 2)** should also be submitted.

3. The **Participant Nomination Form** and required documents must be **accomplished and uploaded (in PDF form) on or before 03 May 2024**, through the Microsoft Office Form which can be accessed through the link <https://forms.office.com/r/P2atvWuYG7>. Kindly use official DepEd email accounts in submitting the requirements.
4. 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.
5. For further information or any concerns, please contact the **NEAP Scholarship Secretariat** through email [scholarships@deped.gov.ph](mailto:scholarships@deped.gov.ph) and or landline (02) 8715-9919.
6. Immediate dissemination of and appropriate action on this Memorandum are requested.

**Enclosures:**

*Enclosure 1 – Checklist of General Eligibility Requirements*

*Enclosure 2 – Scholarship Clearance*

*[NEAPScholarshipSecretariat/Bedana]*

## GENERAL ELIGIBILITY REQUIREMENTS/CHECKLIST

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

| <b>Remarks<br/>(✓, X,<br/>others)</b> | <b>Eligibility</b>  | <b>Documentary Requirements</b>  |
|---------------------------------------|---|--|
|                                       | 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.<br><br>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   |
|                                       | e. Must be physically, mentally, and psychologically fit.   | Medical certificate from any government physician as to health status. |
|                                       | f. Must have no master's degree (for those who will apply for a master's degree) and shall have no doctoral degree (for those who will apply for a doctoral degree).<br><br>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)                   |

|  |  |  |
|--|--|--|
|  | i. Must be willing to prepare, share, and implement a Scholarship Report and Work Application Plan (WAP).  |  |
|  | j. Must have no pending administrative, civil, or criminal case, and must have not been found guilty of any violation involving moral turpitude, corruption, or fraud.   | Certificate of no pending administrative/legal charges |
|  | k. Has already finished his/her existing service obligation for a scholarship, if any.<br><br>**in any case that the HRDD has no existing format, please use Enclosure 2 of this memo<br><br>l. Has no pending application for retirement. | Clearance from HRDD/NEAP                               |
|  | m. Must be able to render his/her service obligation vis- a- vis duration of the scholarship.  |  |

**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"/> <b>Yes</b><br><input type="checkbox"/> <b>No</b>   | 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"/> <b>Degree</b><br><input type="checkbox"/> <b>Non-Degree</b>  |   |
| <b>VI. Scholarship Duration</b>  |   |   |
| <b>VII. Status</b>   | <input type="checkbox"/> <b>Completed the course</b><br><br>(Submit a copy of Certificate of Completion)  | <input type="checkbox"/> <b>Withdrawn from the Course</b><br><br>(State the reason below) |
| <b>VIII. Reason/s for Non-Completion</b><br><br>(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><br><br><i>Explain further.</i> |   |

|  |   |                                    |
|--|---|------------------------------------|
| <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><br>(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><br><i>Explain further.</i> |                                    |
| <i>I hereby attest that the information in this form and the supporting documents attached hereto are true and correct</i> |   |                                    |

\_\_\_\_\_  
Name and Signature of the Scholar

\_\_\_\_\_  
Date and Time

*This is to certify that the information in this form and the supporting documents attached hereto are true and correct*

\_\_\_\_\_  
Name and Signature of the Recommending Authority  
(SDO - HRDD)

\_\_\_\_\_  
Date and Time

**APPROVED**

\_\_\_\_\_  
Name and Signature of the Recommending Authority  
(RO-HRDD)

\_\_\_\_\_  
Date and Time