



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



June 19, 2025

**REGIONAL MEMORANDUM**

No. 525, s. 2025

**To:** Schools Division Superintendents  
All Others Concerned

**CALL FOR NOMINATION FOR SEAMEO SEN COURSE "FROM SILENCE TO  
SPEECH: ENABLING COMMUNICATION FOR LEARNERS WITH SPECIAL  
EDUCATIONAL NEEDS"**

1. In reference to the attached Memorandum DM-OUHROD-2025-1536, dated 16 June 2025, from Wilfredo E. Cabral, Undersecretary for Human Resource and Organizational Development, and Carmela C. Oracion, Assistant Secretary for Human Resource and Organizational Development (National Educators Academy of the Philippines), this Office informs the field of the above-mentioned subject.
2. All SDOs are **advised to nominate one (1) qualified candidate for Regional Evaluation**. SEPS-HRD shall submit **complete documentary requirements and endorsement of their nominee** in this Office on or before **June 20, 2025**. **Only the nominee endorsed by this Office** shall upload their documents (in PDF format) through Microsoft Forms which can be accessed through the link: <https://forms.office.com/r/ZVdyJ6zG5f>. Kindly use official DepEd email account in submitting the requirements.
3. For further information and any concerns, please contact **Richard D. Vidal**, Education Program Specialist II, Regional Scholarship Focal Person, Human Resource Development Division through email [richard.vidal@deped.gov.ph](mailto:richard.vidal@deped.gov.ph).
4. Immediate dissemination of this Memorandum is desired.

  
**JOCELYN DR ANDAYA**

Regional Director, NCR  
concurrent Officer-In-Charge, Office of the  
Assistant Secretary for Operations

Encl. as stated

rdv/hrdd



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Republika ng Pilipinas

# Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

## MEMORANDUM

DM-OUHROD-2025- 1536

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

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

*Carmela Oracion*  
**CARMELA C. ORACION**  
*Assistant Secretary*  
*Human Resource and Organizational Development*  
*(National Educators Academy of the Philippines)*

SUBJECT : **CALL FOR NOMINATION FOR SEAMEO SEN COURSE “FROM SILENCE TO SPEECH: ENABLING COMMUNICATION FOR LEARNERS WITH SPECIAL EDUCATIONAL NEEDS”**

DATE : 16 June 2025

1. The SEAMEO Regional Centre for Special Educational Needs (SEAMEO SEN) announces its **Call for Nominations** for its regular course titled ***From Silence to Speech: Enabling Communication for Learners with Special Educational Needs***, with course details as follows:

<b>Course Title</b>	From Silence to Speech: Enabling Communication for Learners with Special Educational Needs
<b>Course Schedule</b>	14-18 July 2025
<b>No. of Slots</b>	Two (2)
<b>Modality</b>	Face-to-face (Malaysia)
<b>Target Participants</b>	Primary/ Secondary/ Inclusive/ Mainstream School Teacher of Special Education
<b>Type of Scholarship</b>	<ul style="list-style-type: none"><li>- Partial scholarship: SEAMEO SEN will cover ground transportation in Malaysia, accommodation, meals, and training fees</li><li>- Airfare from and to Malaysia will be shouldered by the DepEd Central Office External Partnerships Service – Internal Cooperation Office</li></ul>
<b>Deadline of Submission</b>	20 June 2025

2. For selection purposes, the National Educators Academy of the Philippines (NEAP) encourages each Regional Office to **nominate at least two (2) qualified participants**. 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 20 June 2025**, through the Microsoft Office Form which can be accessed through the link <https://forms.office.com/r/ZVdyJ6zG5f>. 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, direct sending of requirements to the Secretariat's email, discrepancies in documents, etc.
5. NEAP further reiterates that the established qualifications and selection parameters for its scholarship programs are in adherence to the Equal Opportunity Principle (EOP).
6. Enclosed is the *General Information Brochure*, for reference.
7. Should you need additional information or have 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.
8. For immediate dissemination and appropriate action.

**Enclosures:**

*Enclosure 1 – Checklist of General Eligibility Requirements*

*Enclosure 2 – Scholarship Clearance*

**Copy furnished:**

**OFFICE OF THE SECRETARY**



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Republika ng Pilipinas  
**Department of Education**

**NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES**

**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</b> (✓, ✗, others)	<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.  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

## 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> <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> <input type="checkbox"/> <b>Non-Degree</b>	
<b>VI. Scholarship Duration</b>		
<b>VII. Status</b>	<input type="checkbox"/> <b>Completed the course</b> (Submit a copy of Certificate of Completion)	<input type="checkbox"/> <b>Withdrawn from the Course</b> (State the reason below)
<b>VIII. Reason/s 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>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"/> Resignation <input type="checkbox"/> Transfer <input type="checkbox"/> Retirement <input type="checkbox"/> Others <i>Explain further.</i>	
<b><i>I hereby attest that the information in this form and the supporting documents attached hereto are true and correct</i></b>		
<hr/> Name and Signature of the Scholar		<hr/> Date and Time
<b><i>This is to certify that the information in this form and the supporting documents attached hereto are true and correct</i></b>		
Name and Signature of the Recommending Authority (SDO - HRDD)		<hr/> Date and Time
<b>APPROVED</b>		
<hr/> Name and Signature of the Recommending Authority (RO-HRDD)		<hr/> Date and Time