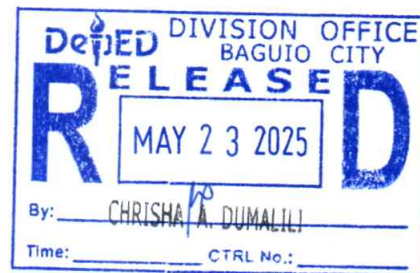




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**



May 23, 2025

**DIVISION MEMORANDUM**

No. 316-2025

**CALL FOR NOMINATIONS FOR THE SEAMEO VOCTECH HYBRID REGIONAL  
TRAINING PROGRAMME ON ICT-EMPOWERED 21ST CENTURY  
SKILLS FOR TVET**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
Others Concerned

1. Relative to the Regional Memorandum No. 359, s. 2025, through the Human Resource Development Division (HRDD) re: Call for Nominations for the SEAMEO VOCTECH Hybrid Regional Training Program on ICT-Empowered 21st Century Skills for TVET, this office calls for nomination for the SEAMEO VOCTECH.
2. The Southeast Asian Ministers of Education Organization Regional Centre for Vocational and Technical Education and Training (SEAMEO VOCTECH) announces its **Call for Nominations** for the **Hybrid Regional Training Program on ICT-Empowered 21<sup>st</sup> Century Skills for TVET**, with course details as follows:

Course Title	ICT-Empowered 21 <sup>st</sup> Century Skills for TVET
Course Schedule	24-26 June 2025 (Online) 21-26 June 2025 (Onsite: SEAMEO VOCTECH, Brunei Darussalam.)
No. of Slots	Full scholarship for one (1) TVET Instructor from any discipline, with a bachelor's degree in any field
Target Participants	Lecturers/ Teachers/ Trainers/ TVET Leaders ( <i>not limited to those with IT background</i> )
Qualifications	Has 5 years of experience at the minimum Proficient in English Must have adequate computer skills Able to implement the action plan they will develop <i>Note: Recipients of SEAMEO VOCTECH full scholarships can only reapply for other similar courses three (3)-years after their last course.</i>
Deadline of Submission	26 May 2025



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3. Each SDO shall recommend one (1) nominee after evaluation by the SDO Personnel Development Committee (PDC) following the qualifications indicated in Enclosures 1, 2, and 3. The deadline for submission of an e-copy of requirements will be on **May 26, 2025, at 1:00 pm to [carneapr@d.ed.gov.ph](mailto:carneapr@d.ed.gov.ph).**
4. For any related concern, please contact the Human Resource Development Section (HRDS) at telephone no. 442-7819.
5. Dissemination and strict compliance of this memorandum is required.

**SORAYA T. FACULO PhD, CESO VI**  
Schools Division Superintendent

For the School Division Superintendent:

**CARMEL F. MERIS**  
OIC – Assistant Schools Division Superintendent





Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION

(Enclosure 1 to RM No. 359.2025)

**GENERAL ELIGIBILITY REQUIREMENTS/CHECKLIST**

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

Remarks (✓, ✗, 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.	Latest rated performance rating with approved IDP
	c. Must present his/her Individual Development Plan (IDP) that is validated by the head of the office.	
	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).	Updated Personal Data Sheet
	g. Must have no current or pending enrollment in other institutions for graduate or postgraduate degree programs (for degree programs).	
	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
	k. Educational Attainment	Photocopy of diploma of highest educational attainment
	l. Innovations and implemented programs across governance levels (national/regional/division/school level);	Accomplishment reports
	m. Community and extension services;	Accomplishment reports
	n. Endorsement from the School Head duly approved by the Schools Division Superintendent.	Endorsement (from SH, and SDS)



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(Enclosure 2 to RM No. 359.2025)

**SCHOLARSHIP CLEARANCE**

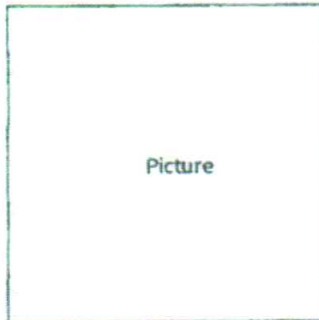
<b>I. NAME</b>		
<b>II. Position/Designation</b>		
<b>III. Permanent Station</b>		
<b>IV. Has availed any scholarship program</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, fill out sections V-X, as applicable.
<b>V. Scholarship Program</b>	<b>Program Type</b> <input type="checkbox"/> Degree <input type="checkbox"/> Non-Degree	<b>Title of the Program</b>
<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 <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>	
<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 <i>This is to certify that the information in this form and the supporting documents attached hereto are true and correct</i>	Date and Time
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



Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION

(Enclosure 3 to RM No. 359.2025)



## CURRICULUM VITAE

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NAME

### CONTACT

Address:  
Country:  
Tel:  
Email:

### EDUCATION BACKGROUND

xxx  
xxx  
xxx

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### DESIGNATION

xxx

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### EMPLOYMENT HISTORY

xxx  
xxx

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### ORGANISATION

xx

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### AREA OF SPECIALISATION

xxx