

April 13, 2018

Regional Memorandum
No. 125-2018


**Institution-Based Summer Training Program
for Secondary School Teachers on Special Education**



To: **Schools Division Superintendents
All Divisions**

DEPED-CAR Time: _____

1. With reference to DC-CI-2018-0105, this Office reiterates the conduct of the **Institution-Based Summer Training Program for Secondary School Teachers** under the Basic Education Curriculum Funds (BEC). The program will be conducted beginning May of 2018.
2. This Scholarship grant is designed to be a two (2)-summers training, which aims to provide the SPED and regular teachers with the knowledge and skills on various educational programs and interventions appropriate to learners with special educational needs.
3. Schools Division Offices are requested to prioritize teachers of the following categories to participate in the Scholarship: a) Emotional Behavioral Disorder (EBD); b) Autism Spectrum Disorder (ASD); c) Visual Impairment (VI); and d) Hearing Impairment (HI). **Please send as many nominees for each category.** Priority nominees shall come from schools where there is an urgent need for regular teachers to handle learners with special educational needs.
4. The list of nominees together with the documents and the Memorandum of Agreement (Training Contract) duly signed by the proper authorities concerned shall be forwarded to the Curriculum and Learning Management Division on or before **April 20, 2018**. Please refer to Enclosure 1 for the guidelines.
5. The nominees shall be screened by the Regional Integrated Scholarship Committee (RISC) based on the criteria set as stipulated in Enclosure 1. SDOs will be informed of the shortlist through a Regional Memorandum.
6. The qualified teacher grantees are entitled to their salaries, tuition fees, book allowance, and stipend. Travel expenses using the most economical mode of transportation shall also be provided including per diems for 2 days (1 day before travel to venue and 1 day travel after the program).
7. Immediate dissemination of and strict compliance to this Memorandum is directed.


MAY B. ECLAR, PhD, CESO V
Officer In-charge
Office of the Regional Director

GUIDELINES FOR THE SELECTION OF NEW SPED SCHOLARS

1. The Regional Integrated Scholarship Committee (RISC) shall screen and identify the new teacher-grantees to be considered in the program following a set of criteria.
2. The RISC shall submit the list of grantees to the Bureau of Learning Delivery – Student Inclusion Division (BLD – SID) on or before April 25, 2018. The names indicated in the list shall be FINAL.
3. The following are the criteria for the selection of nominees for the training courses:
 - a. a bachelor's degree holder related to the area of scholarship with a grade point average of not lower than 2/B/85;
 - b. has been a teacher for at least three years under permanent status with a performance rating of Very Satisfactory (VS);
 - c. not more than 45 years old;
 - d. has no pending administrative case and/or criminal record;
 - e. has been certified by a government physician to be physically and mentally fit and not pregnant during the scholarship period;
 - f. has not undergone any training and no units on SPED;
 - g. possesses leadership potential, facilitation skills, positive attitude to mentor or coach other teachers in his/her school/division as necessary;
 - h. can communicate effectively in English; and
 - i. can develop and implement relevant re-entry plan.
4. The documents/pertinent papers to be submitted by the nominees to the Regional Office are as follows:
 - a. CSC Form 212 (Personal Data Sheet) with 2"x2" recent photo duly certified by the administrative officer;
 - b. Certified photocopy of transcript of records;
 - c. Form 86 (health certificate) from an accredited government hospital
 - d. Service Record;
 - e. Endorsement from the superintendent; and
 - f. Duly accomplished scholarship contract between the scholar and the Schools Division Superintendent to guarantee the implementation of re-entry plan.
5. Selected grantees will be informed after the screening process.

Republic of the Philippines
DEPARTMENT OF EDUCATION
DepEd Complex, Meralco Avenue
Pasig City

MEMORANDUM OF AGREEMENT
(Training Contract)

The Department of Education, herein referred to as "DepEd" with principal office at the DepEd Complex, Meralco Avenue, Pasig City, herein represented by **MARILETE R. ALMAYDA, Director III, OIC, Office of the Director IV**

And

(Name of Teacher) _____ (Position)

(School/Division/Region)

(Principal/Superintendent)

MAY B. ECLAR, PhD, CESO V
(Regional Director)

In consideration of the privilege to avail of the scholarship on official time with pay, do hereby agree to the following obligations of the trainee:

1. Specialize in the **Institution-Based Summer Training Program for Secondary School Teachers on Special Education** at the _____ (Institution) for the period of _____ which will be the duration of the training;
2. Maintain at least the minimum standards for the training and that failure to do so would be sufficient ground for disqualification in the event of which he/she shall refund whatever amount has been paid by the government in favor of his/her training;
3. Conduct himself/herself in such a manner as not to bring disgrace or dishonor for himself/herself, his/her school/agency/and the Department;
4. Submit to the Bureau of Learning Delivery – Student Inclusion Division (BLD – SID), at the end of the training, a copy of his/her action plan;
5. Immediately report to his/her station and assume his/ her function upon the completion or termination of the training;
6. Organize the inclusive programs in the area where he/she was trained;
7. Serve his/her school/agency for at least two (2) years after the training;
8. Refund in full to DepEd all expenses incurred on tuition fees, stipend, salaries, book allowance and other benefits for failure to comply with any of the foregoing conditions, through willful neglect, resignation from service, transfer to other government agencies, voluntary retirement or other causes within his/her control;
9. Live up to the terms and conditions of the scholarship.

IN WITNESS HERE OF, the parties hereto signed this AGREEMENT, this _____ day of _____ 2018.

MARILETTE R. ALMAYDA
Director III, OIC, Office of the Director IV
(Signature over printed name)

DepEd Grantee
(Signature over printed name)

WITNESSES:

Principal
(Signature over printed name)

Schools Division Superintendent
(Signature over printed name)

Regional Director
(Signature over printed name)

Chief, Student Inclusion Division

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES

BEFORE ME, this _____ day of _____ 2018

at _____, Philippines personally appeared:

Name	CTC Number	Date and Place of Issue
MARILETTE R. ALMAYDA	_____	_____
(Name of Scholar)	_____	_____

Known to me and to me known as the parties who executed the foregoing instrument and they acknowledged to me that the same is either free and voluntary act and deed and that of the entities they respectively represent.

This instrument refers to a Memorandum of Agreement (Training Contract) consisting of three pages (3) including this page wherein this acknowledgment is written and signed by the parties and their instrumental witnesses on each and every page thereof.

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

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Series of 2018