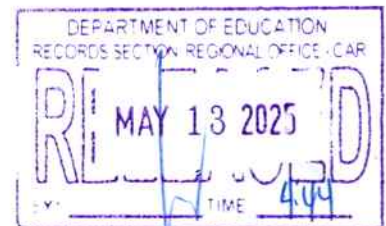




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region



13 MAY 2025

**REGIONAL MEMORANDUM**

No. **328-2025**

**CALL FOR NOMINATION OF FIFTY (50) TEACHERS FOR THE TEACHERS' CONFERENCE AND EXCEL FEST (TCEF) 2025**

To: Assistant Regional Director  
All Schools Division Superintendents  
All Others Concerned

1. In line with the DM-OUHROD-2025-1154 titled "*Call for Nomination of Fifty (50) Teachers for the Teachers' Conference and ExCEL Fest (TCEF) 2025*", DepEd CAR through the Human Resource Development Division – National Educators Academy of the Philippines requests **all Schools Division Offices to submit one (1) teacher nominee** to the event.

Program Owner	Singapore Ministry of Education
Conference Title	Teachers' Conference and ExCEL Fest 2025
Date	June 3-5, 2025
Modality	Virtual / Online
No. of Slots	Fifty (50) for the whole nation Each Region is requested to nominate three (3)
Target Participants	Public school teachers across all levels

2. The SDO Curriculum Implementation Division (CID) and Human Resources Development Section (HRDS) shall identify and assist the said nominee and send the needed **requirements in PDF form to [car.neapr@deped.gov.ph](mailto:car.neapr@deped.gov.ph) on or before May 14, 2025 as indicated and required in Enclosure 1 and Enclosure 2.**

3. For selection purposes, the RO HRDD PDC shall nominate only three (3) to the NEAP Central Office, who shall review and finalize the official attendees to the virtual conference on June 3-5, 2025.

4. For queries and clarifications, please contact the Human Resource Development Division (HRDD) OIC Chief Rosita C. Agnasi via 09071734621 or email [car.neapr@deped.gov.ph](mailto:car.neapr@deped.gov.ph).

5. Immediate dissemination of this memorandum is directed.

Digitally signed by ESTELA P. LEON-CARINO EdD, CESO III  
Date: 2025.05.13 16:10:11 +08'00'

**ESTELA P. LEON-CARINO, EdD, CESO III**  
Director IV / Regional Director

/HRDD/RCA/DepEd- NatlSkillsSummit  
April 23, 2025



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601  
Telephone No: (074) 422 – 1318  
Email Address: [car@deped.gov.ph](mailto:car@deped.gov.ph)  
DepEd Tayo Cordillera <https://depedcar.ph>





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## Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 1

### GENERAL ELIGIBILITY REQUIREMENTS/CHECKLIST

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

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.	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



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## Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 2

### 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 <i>Explain further.</i>		
<b>IX. Service Obligation</b>	<b>No. of Months/Yrs Required</b>	<b>No. of Months/Yrs Completed</b>	





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### NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

<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>	
<hr/>	
Name and Signature of the Scholar	Date and Time
<i>This is to certify that the information in this form and the supporting documents attached hereto are true and correct</i>	
<hr/>	
Name and Signature of the Recommending Authority (SDO - HRDD)	Date and Time
<hr/>	
<b>APPROVED</b>	
<hr/>	
Name and Signature of the Recommending Authority (RO-HRDD)	Date and Time