



BU- 24528
8/23/22

Republic of the Philippines
Department of Education

REGION IV-A

SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

August 22, 2022

DIVISION MEMORANDUM





NO. 386s. 2022

To: Assistant Schools Division Superintendents
Chief, Curriculum Implementation Division
Chief, Schools Governance and Operations Division
Public Schools District Supervisors
School Heads, TICs and OICs
SEAMEO, SEAIETI and LISQUP Scholars
All Concerned

**REITERATION ON THE SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR
THE SEAMEO INNOTECH, SEAIETI AND LISQUP COURSES**

1. Relative to the implementation of the NEAP-recognized Professional Development Programs re: Scholarship Grants for the SEAMEO INNOTECH, SEAIETI and LISQUP Courses, this Office reiterates on the submission of documentary requirements of the scholarship grantees.
2. The documentary requirements templates can be downloaded from this link: <https://tinyurl.com/CONTRACT-AND-LOI>.
3. Scholars are instructed to prepare and submit the following documents:
 - a. Contract duly signed by the scholar, and their immediate superior.
 - b. The names of the following must be encoded as follows:
 - o **LUZ E. OSMEÑA**
HRDD Chief
 - o **ATTY. ALBERTO T. ESCOBARTE, CESO II**
Assistant Secretary
Officer-in-Charge, Office of the Regional Director, CALABARZON
 - c. Letter of Intent (LOI) noted by the immediate superior.
4. Printout copies of the Letter of Intent (LOI) and duly notarized Contracts must be submitted to the HRD Section **in triplicate**.
5. The HRD Section shall forward and send the documents to the HRDD in the Regional Office.
6. For queries, please contact the Division Personnel Scholarship Focal Persons through email at depedcavite.hrd@deped.gov.ph.



 Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite
 (046) 419-0014, 419-1286, 412-0349, 419-1739, 412-0849
 www.depedcavite.com.ph
 deped.cavite@deped.gov.ph

"Serbisyong Pang Edukasyong Tapat at Sapat para sa Batang KABITENYO"



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7. Immediate and widest dissemination of this Memorandum is highly desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

RPS/ DM No. 386 s. 2022
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