



Republic of the Philippines  
Department of Education  
NEGROS ISLAND REGION

MAR 18 2026

REGIONAL MEMORANDUM

No. 289 s. 2026

**REQUEST FOR NOMINATION OF PARTICIPANTS FOR THE SOUTHEAST ASIAN MINISTERS OF EDUCATION ORGANIZATION REGIONAL CENTER FOR SPECIAL EDUCATIONAL NEEDS (SEAMEO SEN) REGULAR COURSE ENTITLED "FROM SCHOOL TO SUCCESS: ROADMAP TO CAREER TRANSITIONS FOR LEARNERS WITH SPECIAL EDUCATION NEEDS"**

To: OIC-Assistant Regional Director  
Schools Division Superintendents  
Regional Functional Division Chiefs  
All Others Concerned

1. Attached is EPS-ICO 03-131 dated March 03, 2026 titled Request for Nomination of Participants for the Southeast Asian Ministers of Education Organization Regional Center for Special Education Needs (SEAMEO SEN) Regular Course entitled: "From School to Success: Roadmap to Career Transitions for Learners with Special Education Needs."
2. Attention is particularly invited to paragraphs 1 and 5 of the said Memorandum.
3. The Participant Nomination Form and required documents must be accomplished and uploaded in PDF form at [ico@deped.gov.ph](mailto:ico@deped.gov.ph). Use the official DepEd email in submitting the requirements.
4. It is understood that in the conduct of this activity, there shall be no discrimination in the provision of Learning and Development interventions on the account of age, school, gender, civil status, disability, religion, or other similar factors/ personal circumstances that run counter to the principles of equal opportunity.
5. For further queries, contact Angelita Socorro K. Caballo, OIC-Education Program Specialist II of the Human Resource Development Division at 09152741206.
6. Immediate dissemination of this Memorandum is desired.

  
**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

Encl: As stated

Reference: EPS-ICO 03-131

To be indicated in the Perpetual Index  
under the following subjects:

EMPLOYEES

PROGRAMS

TRAINING

52/ASKC/HRDD-RM\_Request for Nomination of Participants for the Southeast Asian Ministers of Education Organization Regional Center for Special Education Needs (SEAMEO SEN) Regular Course entitled: "From School to Success: Roadmap to Career Transitions for Learners with Special Education Needs." / March 17, 2026.



Address: Batinguel, Dumaguete City, 6200

Telephone Nos:

Email Address: [nir@deped.gov.ph](mailto:nir@deped.gov.ph)

Website: [www.depednir.net](http://www.depednir.net)



Republic of the Philippines  
**Department of Education**

MAR 03 2026

OFFICE ORDER  
OO-OSEC-2026-039

**DESIGNATION OF DIRECTOR DONABELLE P. PORCALLA AS OFFICER-IN-CHARGE,  
OFFICE OF THE ASSISTANT SECRETARY FOR PUBLIC AFFAIRS  
AND EXTERNAL PARTNERSHIPS**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Division Chiefs  
All Others Concerned

1. In view of the official travel of ASec. Cilette Liboro Co, Assistant Secretary for Public Affairs and External Partnerships, and in the exigency of service, **Dir. Donabelle P. Porcalla**, Director III for Public Affairs Service, is designated as Officer-in-Charge (OIC), Office of the Assistant Secretary for Public Affairs and External Partnerships (OASPAEP) effective March 3-5, 2026.

2. As OIC, **Director Porcalla** is authorized to sign, execute, or otherwise perform the official actions pertaining to the OASPAEP, in addition to her existing duties and responsibilities, without additional compensation, and shall sign official correspondence in the following manner:

**DONABELLE P. PORCALLA**  
Director III  
Officer-in-Charge  
Office of the Assistant Secretary for Public Affairs  
and External Partnerships

3. Immediate dissemination of this Order is directed.

By Authority of the Secretary:

  
**PETER IRVING C. CORVERA**  
Undersecretary  
Office of the Secretary



JMS: MN: OO Designation of the Director as OIC of OASPAEP  
0003 February 25, 2026



Republic of the Philippines  
**Department of Education**


OFFICE OF THE ASSISTANT SECRETARY FOR PUBLIC AFFAIRS AND EXTERNAL PARTNERSHIPS

EPS-ICO 03-131 s. 2026

**MEMORANDUM**

FOR : **CARMELA C. ORACION**  
OIC-Undersecretary  
Learning Systems Strand

ATTENTION: **MICHAEL JOSEPH P. CABAUTAN**  
Director III  
National Educators Academy of the Philippines

FROM :   
**DONABELLE P. PORCALLA**  
Director III  
Officer-in-Charge  
Office of the Assistant Secretary  
Public Affairs and External Partnerships

SUBJECT : **REQUEST FOR NOMINATION OF PARTICIPANTS FOR THE  
SOUTHEAST ASIAN MINISTERS OF EDUCATION  
ORGANIZATION REGIONAL CENTER FOR SPECIAL  
EDUCATIONAL NEEDS (SEAMEO SEN) REGULAR COURSE  
ENTITLED "FROM SCHOOL TO SUCCESS: ROADMAP TO  
CAREER TRANSITIONS FOR LEARNERS WITH SPECIAL  
EDUCATIONAL NEEDS"**

DATE : March 03, 2026

This has reference to the communication from the Southeast Asian Ministers of Education Organization (SEAMEO) Regional Center for Special Educational Needs dated February 26, 2026, regarding the invitation for the five-day face-to-face training course entitled "From School to Success: Roadmap to Career Transitions for Learners with Special Educational Needs."

The training aims to empower educators in supporting the transition of learners with special needs from the classroom to the professional world. The program aims to provide school teachers with a structured roadmap for fostering inclusive career pathways across SEAMEO member countries. The training is scheduled for **April 20-24, 2026** at the **SEAMEO SEN facility in Melaka, Malaysia**.

Participation is specifically open to **two (2) representatives** from the Philippines who are currently serving as primary, secondary, inclusive, or mainstream school teachers of Special Education.

2<sup>nd</sup> Flr. Rizal Bldg., DepEd Complex, Meralco Avenue, Pasig City


Telephone No.: (02) 8631-8493



 DepEd Philippines

 @depedphilippines

 @DepEd\_PH

 www.deped.gov.ph

### **Financial Implication**

SEAMEO SEN will provide partial scholarships to the nominated participants. This will cover ground transportation (KLIA Terminal 1 or 2 – SEAMEO SEN – KLIA Terminal 1 or 2), accommodation, training materials, meals and an e-certificate.

While member countries may nominate additional participants, subject to slot availability, a registration fee of **USD 350.00** (approximately Php 20,389.25) will be applicable for each additional participant, excluding flight tickets.

### **Clear Statement of Request and Recommended Action**

In line with this, the International Cooperation Office (ICO) respectfully requests your office to nominate **two (2) qualified Special Education teachers** to represent the Philippines in the aforementioned training sessions. Upon selection, the nominated participants must complete the **Participant Nomination Form** and the **Flight Details Information Form**.

This Office kindly requests the submission of the nomination and the required forms **on or before March 23, 2026**. The ICO shall then transmit the nomination to SEAMEO SEN.

Further coordination on this matter may be coursed through email at [ico@deped.gov.ph](mailto:ico@deped.gov.ph) or phone at 8637-6463.

### **Attachments:**

- *Invitation letter*
- *Appendix 1 – General Information*
- *Participant Nomination Form*
- *Flight Details Information Form*



SOUTHEAST ASIAN MINISTERS OF EDUCATION ORGANIZATION  
REGIONAL CENTRE FOR SPECIAL EDUCATIONAL NEEDS (SEAMEO SEN)  
LEVEL 2, ANJUNG HIKMAH COMPLEX  
IPG KAMPUS PEREMPUAN MELAYU  
JALAN DURIAN DAUN  
75400 MELAKA, MALAYSIA

Tel: +60 (6) 281 8242, +60 (6) 281 9357 Fax: +60 (6) 282 0187  
E-mail: [director@seameosen.edu.my](mailto:director@seameosen.edu.my) Website: [www.seameosen.edu.my](http://www.seameosen.edu.my)



INTERNATIONAL ORGANIZATION FOR MINISTRY OF EDUCATION MALAYSIA (FEDERAL GOVERNMENT GAZETTE P.U. (A) 200)

Ref. : SEN/04/RC-02/26 (31)  
Date : 26 February 2026

TO WHOM IT MAY CONCERN

**REQUEST FOR NOMINATION OF PARTICIPANTS FOR REGULAR COURSE ENTITLED "FROM SCHOOL TO SUCCESS: ROADMAP TO CAREER TRANSITIONS FOR LEARNERS WITH SPECIAL EDUCATIONAL NEEDS"**

Greetings from SEAMEO SEN!

2. The SEAMEO Regional Centre for Special Educational Needs (SEAMEO SEN) is pleased to inform you that we will be organizing a five-day face-to-face training session, as mentioned above, for participants from SEAMEO member countries. The details are as follows:

Course Schedule	Specification of Participant	Number of Participant	Application Deadline
20 <sup>th</sup> to 24 <sup>th</sup> April 2026 (5 days)	Primary / Secondary / Inclusive / Mainstream School Teacher of Special Education	2 persons	31 <sup>st</sup> March 2026

3. By the end of this training program, participants will be able to:

- To enhance participants' understanding of the concepts, principles, and key components of career transition for students with special educational needs (SEN).
- To assist participants in developing a systematic transition plan that focuses on the students' strengths, interests, and abilities based on assessment results and individual profiles.
- To improve participants' skills in guiding SEN students to develop employability skills, vocational skills, and independent living skills that are relevant to job market needs.
- To broaden participants' knowledge of suitable career pathways, education opportunities, and skills training options that match the students' abilities and aspirations.
- To encourage collaboration among teachers, school administrators, parents, communities, and industry partners through the sharing of ideas and good teaching and learning practices from various Southeast Asian countries.

...2/-

4. In this regard, we kindly request your good office to extend this invitation to relevant schools or institutions in your country to participate in the training sessions. Please note that SEAMEO SEN may open the slots for additional nominations from other countries after the closing date mentioned above.

5. During the training, SEAMEO SEN will provide partial scholarships to the nominated participants. This will cover ground transportation (KLIA Terminal 1 or 2 – SEAMEO SEN – KLIA Terminal 1 or 2), accommodation, training materials, meals and an e-certificate.

6. Member countries may send additional participants, subject to slot availability. However, a fee of **USD 350.00** will be applicable for each additional participant, excluding flight tickets. Please refer to **Appendix I – General Information** for further details.

7. In line with SEAMEO's Priority Area on Addressing Barriers to Inclusion, we aim to provide access to basic learning opportunities for all learners and educators, including those from inaccessible and vulnerable groups. Therefore, kindly inform us if any of the nominated participants are persons with disabilities or require special assistance.

8. The **Participant Nomination Form** and the **Flight Details Information Form** (attached) must be completed and submitted to the Training and Capacity Development Division, SEAMEO SEN via email at [director@seameosen.edu.my](mailto:director@seameosen.edu.my) with a copy to [training@seameosen.edu.my](mailto:training@seameosen.edu.my)

Thank you for your kind cooperation and we look forward to hearing from you soon.

**“STRIVE FOR EXCELLENCE”**



**(JAMILAH BINTI KADIR)**  
Director  
SEAMEO SEN, Malaysia

Cc. 1. SEAMEO SEN Governing Board Members

1. **Permanent Secretary (Core Education)**  
Ministry of Education  
Office of the Permanent Secretary, Ministry of Education  
5th Floor, Block A  
Bandar Seri Begawan BB 3551  
BRUNEI DARUSSALAM
  
2. **Secretary-General**  
Ministry of Primary and Secondary Education  
Gedung C, Lt 2, Jalan Jenderal Sudirman  
Senayan  
Jakarta 10270  
INDONESIA
  
3. **Deputy Director General**  
Ministry of Education  
Department of Higher Education Ministry of Education Building No 13  
Naypyitaw  
MYANMAR
  
4. **Assistant Secretary, OIC-Undersecretary for Learning System Strand**  
Department of Education  
Ground floor, Rizal Building, DepEd Complex Meralco Avenue  
Pasig City  
Manila 1600  
PHILIPPINES
  
5. **Permanent Secretary**  
Ministry of Education  
1 North Buona Vista Drive  
Singapore 138675  
SINGAPORE
  
6. **Permanent Secretary**  
Ministry of Education  
Ratchadamnoen Nok Road  
Dusit  
Bangkok 10300  
THAILAND
  
7. **Director General, International Cooperation Department**  
Ministry of Education and Training  
49 Dai Co Viet Street  
Hanoi  
VIETNAM

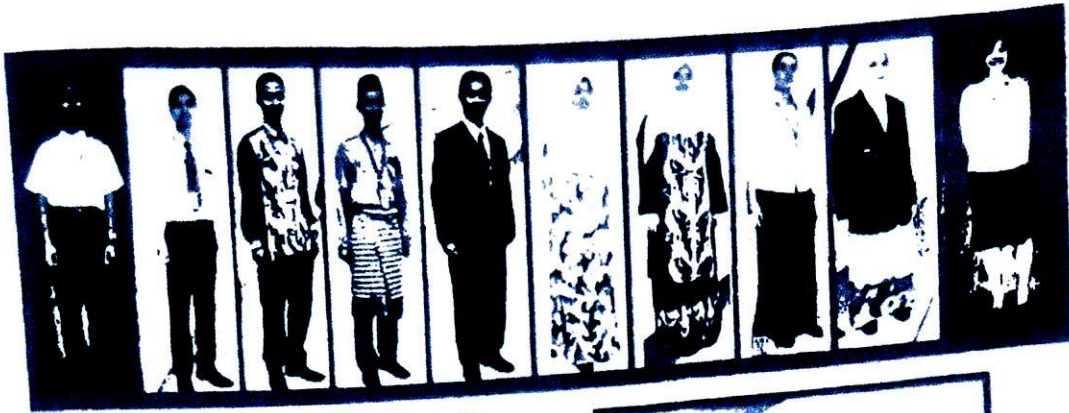
**GENERAL INFORMATION**  
**SEAMEO REGIONAL CENTRE FOR SPECIAL EDUCATIONAL NEEDS**  
**REGULAR COURSE**

1. Participant requirements:

- Proficient in basic English.
- Must be in an excellent health condition or is accompanied with a medical certificate by an authorised government physician certifying that the participant is medically fit for a 5-day program with the course application form
- Should not be an expectant mother (for the female participant)
- **Must be covered by comprehensive medical insurance** for the entire program.

2. Terms and conditions of the course.

- a. The following countries; Brunei, Indonesia, Philippines, Singapore, Vietnam and Thailand are allowed to send more than **TWO (2)** participants. However, a fee of **USD350.00** will apply for each additional participant and the cost of the return flight tickets must be borne by the respective participants
- b. Cambodia, Myanmar, Lao PDR and Timor Leste (CMLT) are allowed to send more than **ONE (1)** participant. However, a fee of **USD350.00** will apply for each additional participant and the cost of the return flight tickets must be borne by the respective participants.
- c. Accommodation, Food and Attire
  - i. The centre will provide accommodation for participants at SEAMEO SEN International Lodge. The rooms are double occupancy (twin-sharing). The Centre has the right to allocate roommates to participants.
  - ii. Meals (breakfast, morning tea, lunch, afternoon tea and dinner) shall be provided by the Centre on weekdays **excluding Saturday, Sunday and Public Holidays**. Please state if you require a specific dietary requirement (vegetarian/allergies).
  - iii. Participants are **not allowed to bring any form of food or drinks containing pork, lard and alcohol** inside the SEAMEO SEN premises.
  - iv. All participants are expected to suitably dress for classes, outdoor activities and educational visits. Please bring suitable clothes and shoes (formal, casual and sporting attire and shoes) as well as your traditional attire if you wish. The examples of dress codes are as follows:



d. Medical coverage

SEAMEO SEN will do our best ability to assist participants who require medical attention. However, the centre **does not cover any medical expenses that need specialist attention, hospitalization, or chronic illnesses**. Participants are expected to **sign up for traveling and comprehensive medical insurance** for their stay in Malaysia.

3. Arrival and Departures

In general, participants are expected to arrive in Melaka **one (1) day before** the course starts and to depart **one (1) day after** the course is over. SEAMEO SEN will be providing pick-up and sending-off services to the Centre from Kuala Lumpur International Airport (KLIA) Terminal 1 and Terminal 2. For that purpose, kindly fill in the arrival date and flight details on the registration form.

4. Passport and visa

- a. Participants are expected to have a valid passport for travel purposes and, **minimum of 6 months validity from the arrival date.**
- b. Exit permits for nominated participants (except Malaysian participants) must be obtained from participants' respective Government.
- c. Entry visas for nominated participants, if applicable, into Malaysia must be obtained from the Malaysian embassy in the participants' countries. The visa should be a **minimum of 2 weeks** to cover the period of the course. Any fine/penalty charged to the participant due to a visa with a duration of less than 2 weeks, will be under the participant's responsibility.

- d. The Centre shall produce a letter of invitation/acceptance which may help expedite the visa application process upon receiving participants' names from the respective Ministry of Education. Therefore, the Centre expects the participants' names to be sent as stipulated.

#### 5. Inquiries

Should you require additional assistance/ information, kindly contact:

1. **Monishah Md Shah**  
Head, Training and Capacity Development Division  
Phone: +601110748739  
Email: [monishah@seameosen.edu.my](mailto:monishah@seameosen.edu.my)
2. **Muhammad Ikram Ab Aziz**  
Programme Officer  
Phone: +6013635 9129  
Email: [ikram@seameosen.edu.my](mailto:ikram@seameosen.edu.my)
3. **Mohamad Fitri Ibrahim**  
Programme Officer  
Phone: +60137366154  
Email: [fitri@seameosen.edu.my](mailto:fitri@seameosen.edu.my)



# PARTICIPANTS NOMINATION FORM

Ref. No :

TCD/TR/0004(0)-4/08NOV22(0)

Ref. :

Date :

Director  
 SEAMEO SEN  
 Level 2, Anjung Hikmah Complex  
 IPG Kampus Perempuan Melayu  
 Jalan Durian Daun,  
 75400 Melaka  
 (cc: Madam Monishah Md Shah, Head, Training and Capacity Development Division)

Title :  
 Date :  
 Time :  
 Platform :  
 Address :  
 Country :

Nominating Officer :  
 Position :  
 Contact No. :

Nominated participants :

No.	Name	Organizations	Mobile No.	Email
1				

**\*\*Please use attachment if needed**

I hereby agree to nominate the following teachers as participants for the above mentioned training.

Thank you.

Regards,

Signature,

Official stamp:

.....  
 Name :  
 Position :

PLEASE BRING ALONG THIS FORM ON TRAVEL DAY FOR YOUR REFERENCE

**FLIGHT DETAILS INFORMATION**

PLEASE TYPE ALL REQUIRED INFORMATION IN BLOCK LETTERS

<b>PARTICIPANT INFO:</b>		
First Name:	Last Name:	
Email Address:	Gender:	
Passport No.:	Country of Issue:	
Date of Birth:	Age:	
Tel. No:           +(    )	We strongly encourage participants to install <b>WhatsApp</b> phone messaging applications to ease communication.	
<b>FLIGHT INFO:</b>		
<b>ARRIVAL</b>		
Flight No.:	Date:	ETA:
Airlines / Carrier:		
Departure/Transit Airport: (Embarkation Point)		
Arrival Airport: (Malaysia)		
<b>DEPARTURE</b>		
Flight No.:	Date:	ETD:
Airlines / Carrier:		
Departure Airport (Malaysia):		

**Note:**

ETA – Estimated time of arrival  
ETD – Estimated time of departure

1. Please attach a copy of your scanned passport and your photograph (International Participant)
2. SEAMEO SEN personnel shall be waiting outside the international arrival gate with a signed card with the SEAMEO SEN logo.
3. Should you be unable to find our staff, please remain calm and request the information counter next to the international arrival gate to call us at **+60136359129 (Mr. Ikram)** or **+60137366154 (Mr. Fitri)**

Kindly be informed that Kuala Lumpur has **TWO** main International Terminal, please indicate your arrival airport clearly either **KLIA** or **KLIA2**

SEAMEO Regional Centre for Special Education (SEAMEO SEN)  
Level 2, Anjung Hikmah Complex, IPG Kampus Perempuan Melayu, Jalan Durian Daun, 75400 Melaka, MALAYSIA  
Tel : 606-2818242 Fax : 606-2820187 Email : [director@seameosen.edu.my](mailto:director@seameosen.edu.my) / [training@seameosen.edu.my](mailto:training@seameosen.edu.my)  
Website: <http://www.seameosen.edu.my>