



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

MAR 25 2026

REGIONAL MEMORANDUM

No. 314 s. 2026

CALL FOR NOMINATIONS TO THE SINGAPORE COOPERATION PROGRAMME (SCP) IN COOPERATION WITH TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY (TESDA) TRAINING PROGRAMME ON LEADERSHIP IN SCHOOLS

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

1. Attached is DM-OULS-2026-115 dated March 12, 2026 titled Call for Nominations to the Singapore Cooperation Programme (SCP) in Cooperation with Technical Education and Skills Development Authority (TESDA) Training Programme on Leadership in Schools on July 13 to 17, 2026 in Singapore.
2. Attention is particularly invited to paragraphs 3 to 11 of the said Memorandum.
3. For queries and concerns, contact NEAP Scholarships Secretariat via email at scholarships@deped.gov.ph, or through landline (02) 8715-9919, or reach Angelita Socorro K. Caballo, OIC-Education Program Specialist II, Human Resource Development Division at 09152741206.
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. Immediate dissemination of this Memorandum is desired.

RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl: As stated
Reference: DM-OULS-2026-115
To be indicated in the Perpetual Ind EMPLOYEES under the following subjects: PROGRAMS TRAINING

59/ASKC/HRDD-RM_ March 18, 2026.Call for Nominations to the Singapore Cooperation Programme (SCP) Training Programme on Leadership in Schools.



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Department of Education
OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

MEMORANDUM
DM-OULS-2026-115

FOR : Undersecretaries
Assistant Secretaries
Bureaus and Service Directors
Regional Directors
Schools Division Superintendents
School Heads
All Others Concerned

Carmela C. Oracion
FROM : CARMELA C. ORACION
Assistant Secretary
Officer-in-Charge
Office of the Undersecretary for Learning Systems

SUBJECT : CALL FOR NOMINATIONS TO THE SINGAPORE COOPERATION PROGRAMME (SCP) TRAINING PROGRAMME ON LEADERSHIP IN SCHOOLS

DATE : 12 March 2026

1. The **Singapore Cooperation Programme (SCP)**, in collaboration with the **Technical Education and Skills Development Authority (TESDA)**, announces its Call for Nominations for the training programme on **Leadership in Schools which will be held in Singapore from July 13 to 17, 2026.**
2. The course aims to equip school administrators and leaders with the necessary dispositions and skills to effectively lead schools in an evolving and complex educational landscape. It will cover key areas such as curriculum and instructional leadership, strategic management, coaching, and change management.
3. The Program details are as follows:

Course Title	Leadership in Schools
Training Schedule	13-17 July 2026 (onsite) in Singapore
No. of Slots	One (1)
Nomination Criteria	<ul style="list-style-type: none">• Mid to Senior-Level officials involved in leadership and strategic planning• Proficient in written and spoken English• In good health
Provisions Covered by SCP	Course fees, visa application fees for entry into Singapore, hotel accommodation with breakfast, a per diem of \$130 per day,

	<p>transportation between the hotel and the training venue, and basic insurance are covered under the SCP scholarship.</p> <p>Participants are to bear all personal and incidental expenses prior to receiving the per diem. The basic insurance coverage does not cover any pre-existing conditions or illnesses, nor any outpatient medical or dental treatment. Participants are strongly advised to purchase comprehensive travel insurance that includes adequate coverage for COVID-19-related expenses and medical evacuation in the event of an emergency.</p> <p>Please note that the round-trip economy airfare shall be shouldered by the nominee's respective Bureau/Division/Schools Division Office, subject to the availability of funds.</p>
Submission Link	https://forms.office.com/r/N7TeKjZhRg
Deadline of Submission	05 April 2026

4. For selection purposes, the National Educators Academy of the Philippines (NEAP) encourages each DepEd Central Office Bureau/Division and Regional Office Personnel Development Committee (PDC) to nominate at least one (1) eligible personnel. Offices mentioned are also encouraged to refer to their respective Pool of Potential Scholars to facilitate a more efficient and expeditious nomination process. Nominees must individually accomplish and submit all documents listed in the **Eligibility and Documentary Checklist (Enclosure 1)** and the **Scholarship Clearance (Enclosure 2)**.
5. The personnel to be nominated must meet the following qualifications and requirements set by SCP:
 - a. Must have rendered at least two years of service in the government at the time of nomination
 - b. Must hold a permanent position
 - c. Must have obtained at least a very satisfactory performance rating for two consecutive periods preceding the nomination
 - d. Must have a college degree and/or sufficient demonstrated ability and experience related/relevant to the course applied for
 - e. Must have no pending administrative and/or criminal case
 - f. Must have no pending nomination for scholarship in another program/course
 - g. Must meet the position level, age, education, and experience required and specified by the sponsoring agency
 - h. Must be physically fit to travel and undergo overseas training
 - i. Must possess a valid passport
 - j. TDI Nomination Form (Attached)
 - k. Certification Format (Attached)
6. Each Nominee is required to accomplish and submit requirements set by the Department of Education (in PDF Form) via the submission link provided on or before the specified deadline. Kindly use official DepEd email accounts to submit the requirements. These include:
 - a. Regional Office Nomination Form
 - b. Recent Personal Data Sheet (PDS)

- c. Work Experience Sheet
 - d. Endorsements from the Immediate Supervisor and Schools Division Office
 - e. Proof/s of outstanding accomplishments (relevant certificates)
 - f. Two (2) most recent Individual Performance and Commitment Review Form (IPCRF) ratings
 - g. Updated Service Record
 - h. Certificate of No Pending Case
 - i. Passport
 - j. Work Application Plan
 - k. Medical Certificate
7. NEAP shall screen and evaluate the nominations submitted and endorse the qualified participants to TESDA.
8. Please be advised that applications may be disqualified for various reasons, including but not limited to incomplete requirements, absence of official endorsement(s), direct submission of applications to the Secretariat's email, or discrepancies in the submitted documents, among others.
9. For more information regarding the course programme, please refer to the attached **General Information Brochure**.
10. For further information or concerns, please contact the **NEAP Scholarships Secretariat** via email at scholarships@deped.gov.ph or landline (02) 8715-9919.
11. For immediate dissemination and appropriate action.

CC



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Department of Education
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

GENERAL ELIGIBILITY REQUIREMENTS/CHECKLIST

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

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. c. Must present his/her Individual Development Plan (IDP) that is validated by the head of the office.	Latest rated performance rating with approved IDP
	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). g. Must have no current or pending enrollment in other institutions for graduate or postgraduate degree programs (for degree programs).	Updated Personal Data Sheet
	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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SCHOLARSHIP CLEARANCE

I. NAME		
II. Position/Designation		
III. Permanent Station		
IV. Has availed any scholarship program	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, fill out sections V-X, as applicable.
V. Scholarship Program	Program Type	Title of the Program
	<input type="checkbox"/> Degree <input type="checkbox"/> Non-Degree	
VI. Scholarship Duration		
VII. Status	<input type="checkbox"/> Completed the Course (Submit a copy of Certificate of Completion)	<input type="checkbox"/> Withdrawn from the Course (State the reason below)



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VIII. Reason/s for Non-Completion (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>	
IX. Service Obligation	No. of Months/Yrs Required	No. of Months/Yrs Completed
X. Reason for Non-Completion (must be supported by attachments)	<input type="checkbox"/> Resignation <input type="checkbox"/> z <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		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>		
Name and Signature of the Recommending Authority (SDO - HRDD)		Date and Time
APPROVED		
Name and Signature of the Recommending Authority (RO-HRDD)		Date and Time

LEADERSHIP IN SCHOOLS

13 TO 17 JULY 2026

Sponsored by the

SINGAPORE COOPERATION PROGRAMME

under the

SINGAPORE COOPERATION PROGRAMME TRAINING AWARD

Singapore Cooperation Programme

Singapore has provided technical assistance to other developing countries since the 1960s. As a country whose only resource is its people, Singapore believes that human resource development is vital for economic and social progress. Singapore itself has benefited from training provided by other countries and international organisations.

In 1992, the Singapore Cooperation Programme (SCP) was established to bring together under one framework the various technical assistance programmes offered by Singapore. Through the SCP, the range and number of training programmes were increased to share Singapore's development experience with other developing countries.

To date, over 160,000 officials from more than 180 countries, territories, and intergovernmental organisations have participated in our courses and study visits. The SCP is managed by the Development Partnerships Directorate of the Ministry of Foreign Affairs, Singapore.

Course Objectives

This course will equip school administrators and leaders with the necessary dispositions and skills to lead schools effectively in an evolving and complex educational landscape. It will cover curriculum and instructional leadership, strategic management, coaching and change management skills.

Synopsis

Topics to be covered include:

- Developments in school leadership in times of rapid changes
- Cultivating values-based, innovative and forward-looking principalship capabilities
- Curriculum and instructional leadership, strategic management
- Coaching and change management

Methodology

The course will be conducted in-person in Singapore and will include the delivery of course sessions, case studies, country presentations as well as group discussions.

Course Duration and Venue

The course will be held over 5 days from **13 to 17 July 2026** in Singapore.

Application Information

Applicants should be:

- Mid- to senior-level school administrators and educators involved in leadership roles in school management;
- Nominated by their respective governments;
- Proficient in written and spoken English; and
- In good health.

evacuation in the event of any unexpected emergencies.

Terms of Award

The course is sponsored by the Government of Singapore under the Singapore Cooperation Programme Training Award.

Under this programme arrangement, the Government of Singapore will bear the following expenses for the successful applicants (thereafter known as participants) during their training in Singapore. These expenses include:

- Course fees;
- Visa application fees for entry into Singapore [Note: participants are responsible for their own transit visas (if any)];
- Hotel accommodation for the entire duration of the course. Complimentary breakfast is provided in the hotel from the first day of the course to one day after the course;
- Per diem of One Hundred and Thirty Singapore Dollars (S\$130) in cash from the first day to the last day of the course. A proportionate reduction in the per diem will be made if you are unable to attend the full duration of the course;
- Transportation between hotel and training venue; and
- Basic insurance coverage (Group Hospitalisation and Surgical; Group Personal Accident) for participants during their stay in Singapore, in accordance with the policy of a local insurance company.

Note:

- The nominating government will be responsible for its participants' round-trip airfares. Applicants are encouraged to verify the availability of funding for their round-trip airfares with their respective nominating government;
- Participants are to bear all expenses prior to receiving the per diem; and
- As the basic insurance coverage does not cover any pre-existing conditions/illnesses and/or any outpatient medical/dental treatment, participants are strongly advised to purchase comprehensive travel insurance which includes adequate coverage of COVID-19 related expenses and medical

Regulations

Participants are required to comply with the following:

- For entry into Singapore, participants are required to adhere to the latest travel and health requirements/advisories as indicated at www.ica.gov.sg/enter-transit-depart;
- Strictly observe the course schedule and attend all training sessions. Participants will receive a certificate of completion from the SCP only upon **attaining full attendance of the course**. Any leave of absence must be substantiated with medical certificates or compelling reasons. Failure to attain full attendance will affect the eligibility for future SCP participations; and
- Carry out instructions and abide by conditions as may be stipulated by the nominating authority or government and the Government of Singapore and its appointed trainer, with respect to the course.

Application Procedure

(Closing date for nomination: **08 May 2026**)

The Government of Singapore is pleased to invite the respective National Focal Points for Technical Assistance (NFP) to nominate **one (01)** suitable applicant. Selection of candidates will be based on merit. Should there be more applicants than training places, the Government of Singapore seeks the understanding of the respective NFPs in the event that its nominee is not selected.

All nominees are to submit their applications online at <https://go.gov.sg/leadership-sch> by **08 May 2026**. NFPs are also required to endorse nominees via email links. Instructions and FAQs for Applicants and NFPs can be found at the links below:

- Applicants: <https://go.gov.sg/start-guide>
- NFPs: <https://go.gov.sg/start-nfp>

Note:

- Participants will receive a certificate of completion from the SCP upon completion of the course.
- Please refrain from making telephone and email inquiries on the status of your application while your application is being processed.
- The Ministry of Foreign Affairs, Singapore will inform all applicants of the outcome of their applications. The NFP will also be informed

directly. Flight arrangements should be made only upon receipt of the Letter of Acceptance to the course.

Follow us at:

- SCP Website: www.scp.gov.sg
- Facebook: www.facebook.com/SCPFriends
- Instagram: www.instagram.com/SCPFriends

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(Letterhead of the Agency/Department)

CERTIFICATION

Mr. / Ms. _____ herein referred to as the Applicant
and Mr. / Ms. _____ referred hereto as the Personnel
Manager certify that:

The Department of _____ thru its Scholarship Committee
endorses the nomination of Mr. / Ms. _____
to the _____ scheduled from
_____ to _____ and sponsored by the
_____.

The said applicant has no pending administrative or criminal case;

The applicant has no pending nomination in another course;

The applicant has rendered the required service obligation for a scholarship previously
enjoyed;

The applicant's PES ratings for the two immediate rating periods were at least Very
Satisfactory;

The applicant is physically and mentally fit to travel and attend training abroad; and

The applicant shall not withdraw from the nomination and once accepted shall complete
the course and not be allowed to cancel or terminate the scholarship/training without
justifiable reason and without giving prior notice to and getting the approval from the
donor institution, TESDA and this agency.

This certification is issued as part of the requirements for application to short-term, non
degree courses under the Foreign Scholarship Training Program.

Done this _____ day of _____ 20____.

Applicant

HR/Personnel Manager

TDI Nominee Data Form

Nominee's Information

Name of Program _____																			
Office	Last Name	First Name	M.I.	Position	SG	Birthdate	Age	Contact Number/s	Email Address	Highest Education Level Attained <small>(indicate Degree/Course (do not abbreviate))</small>	Years in Current Position	Years in TESDA <small>(as Permanent employee)</small>	IPCR Rating for January - June 2024 <small>(Numerical)</small>	IPCR Rating for July - December 2024 <small>(Numerical)</small>					
Focalship						Work Experience						Duties and Responsibilities Relevant to the Course				Significant Award		Latest Foreign Training	

Signature Over Printed Name of Nominee / Date Signed

Signature Over Printed Name of Head of Office / Date Signed

TDI Nominee Data Form

Nominee's Information

Name of Program _____

Office	Last Name	First Name	M.I.	Position	SG	Birthdate	Age	Contact Number/s	Email Address	Highest Education Level Attained <i>(Indicate Degree/Course (do not abbreviate))</i>	Years in Current Position	Years in TESDA <i>(as Permanent employee)</i>	IPCR Rating for January - June 2024 <i>(Numerical)</i>	IPCR Rating for July - December 2024 <i>(Numerical)</i>
Duties and Responsibilities Relevant to the Course														
Focalship					Work Experience					Significant Award				

Signature Over Printed Name of Nominee / Date Signed

Signature Over Printed Name of Head of Office / Date Signed

(Letterhead of the Agency/Department)

CERTIFICATION

Mr. / Ms. _____ herein referred to as the Applicant
and Mr. / Ms. _____ referred hereto as the Personnel
Manager certify that:

The Department of _____ thru its Scholarship Committee
endorses the nomination of Mr. / Ms. _____
to the _____ scheduled from
_____ to _____ and sponsored by the
_____.

The said applicant has no pending administrative or criminal case;

The applicant has no pending nomination in another course;

The applicant has rendered the required service obligation for a scholarship previously
enjoyed;

The applicant's PES ratings for the two immediate rating periods were at least Very
Satisfactory;

The applicant is physically and mentally fit to travel and attend training abroad; and

The applicant shall not withdraw from the nomination and once accepted shall complete
the course and not be allowed to cancel or terminate the scholarship/training without
justifiable reason and without giving prior notice to and getting the approval from the
donor institution, TESDA and this agency.

This certification is issued as part of the requirements for application to short-term, non
degree courses under the Foreign Scholarship Training Program.

Done this _____ day of _____ 20____.

Applicant

HR/Personnel Manager