



Republic of the Philippines  
Department of Education  
NEGROS ISLAND REGION

JUN 23 2026

**REGIONAL MEMORANDUM**

No. 64 s. 2026

**CALL FOR NOMINATIONS FOR THE REGULAR COURSE TITLED "CREATING CALM:  
FOSTERING POSITIVE ENVIRONMENTS FOR LEARNERS WITH SPECIAL NEEDS"**

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

1. Attached is DM-OULS-2026-241 dated June 18, 2026 titled "Call for Nominations for the Regular Course "Creating Calm: Fostering Positive Environments for Learners with Special Needs."
2. Attention is particularly invited to paragraphs 3 - 5 of the said Memorandum.
3. 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.
4. For further queries, contact Angelita Socorro K. Caballo, OIC-Education Program Specialist II of the Human Resource Development Division at 09152741206.
5. Immediate dissemination of this Memorandum is desired.

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

Encl: As stated  
Reference: DM-OULS-2026-241  
To be indicated in the Perpetual Index  
under the following subjects:

EMPLOYEES

PROGRAMS

NOMINATION

123/ASKC/HRDD-RM\_ Call for Nominations for Regular Course – Creating Calm: Fostering Positive Environments for Learners with Special Needs. /June 22, 2026.



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Republic of the Philippines  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

**MEMORANDUM**  
**DM-OULS-2026- 241**

FOR : **Regional Directors**  
**Schools Division Superintendents**  
**School Heads**  
**All Others Concerned**

FROM : *Carmela Oracion*  
**CARMELA C. ORACION**  
Undersecretary for Learning Systems

SUBJECT : **CALL FOR NOMINATIONS FOR REGULAR COURSE ENTITLED**  
**CREATING CALM: FOSTERING POSITIVE ENVIRONMENTS FOR**  
**LEARNERS WITH SPECIAL NEEDS**

DATE : 16 June 2026

1. The **Southeast Asian Ministers of Education Organization Regional Centre for Special Educational Needs (SEAMEO SEN)** announces its Call for Nominations for the regular course titled **“Creating Calm: Fostering Positive Environments for Learners With Special Needs”** which will be held from **August 16 to 22, 2026** in **Melaka, Malaysia**.
2. The training aims to empower educators in supporting learners with Special Educational Needs (SEN) by developing a deep understanding of their unique behavioral challenges and the factors influencing their behavior. The program will provide participants with effective strategies for communication, proactive behavior management, and creating positive structured environments, while also fostering the emotional and social development of SEN learners through resilience-building, self-regulation, and inclusive practices across Southeast Asian countries.
3. The details of the program are as follows:

<b>Course Title</b>	<b>Creating Calm: Fostering Positive Environments For Learners With Special Needs</b>
<b>Training Schedule</b>	16–22 August 2026 (onsite in Malaysia)
<b>No. of Slots</b>	Two (2)
<b>Nomination Criteria (Recommended)</b>	<ul style="list-style-type: none"><li>• Primary, secondary, inclusive, or mainstream school teachers of Special Education</li><li>• Proficient in written and spoken English</li></ul>

	<ul style="list-style-type: none"> <li>• Should not be an expectant mother (for the female participant)</li> <li>• In good health and medically fit to participate in a five-day training program</li> </ul>
<b>Provisions Covered by SEAMEO SEN</b>	<ul style="list-style-type: none"> <li>• <b>Partial scholarships</b> to the nominated participants. This will cover ground transportation (KLA Terminal 1 or 2- SEAMEO SEN-KLIA Terminal 1 or 2), accommodation, training materials, meals and an e-certificate.</li> <li>• The round-trip economy airfare shall be shouldered by the nominee's respective <b>Bureau/Division/Schools Division Office</b>, subject to the availability of funds.</li> </ul> <p><i>Note: Member countries may also nominate <b>additional participants</b>, subject to <b>slot availability</b>. However, a <b>registration fee of USD 350.00 per additional participant</b> will apply, excluding international airfare and other travel-related expenses.</i></p>
<b>Submission Link</b>	<a href="https://forms.office.com/r/rmQjdPVeVJ">https://forms.office.com/r/rmQjdPVeVJ</a>
<b>Deadline of Submission</b>	June 23, 2026

3. For selection purposes, the National Educators Academy of the Philippines (INEAP) encourages each Regional Office PDC to endorse **at least two (2) qualified nominees**. RO PDCs 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*).
4. Each Nominee is required to accomplish and submit requirements (in PDF Form) via the submission link provided on or before the specified deadline. Kindly use official DepEd email accounts to submit the requirements, which include the following:
  - A. SEAMEO SEN requirements:
    - Scanned copy of a valid passport with at least **six (6) months validity** from the intended date of arrival in Malaysia
    - Recent photograph
    - Proficient in English and maximum age 50 years old
    - In excellent health and covered by **comprehensive travel and medical insurance** for the duration of the program
    - Must not be expectant mothers (*for female participants*)
    - If necessary, a medical certificate issued by an authorized government physician may be required to certify that the participant is medically fit to attend the five-day program
    - Participants are also advised to ensure compliance with **passport validity** and **visa requirements** necessary for travel

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- Upon passing NEAP's initial screening, the endorsed participants shall accomplish and submit:
  - Participant Nomination Form
  - Flight Details Information Form

B. DepEd Standard Requirements:

- Regional Office Nomination Form
  - Recent Personal Data Sheet (PDS)
  - Work Experience Sheet
  - Endorsements from the Immediate Supervisor and the Schools Divisions Office
  - Proof/s of outstanding accomplishments (relevant certificates)
  - Individual Performance and Commitment Review Form (IPCRF) for the two (2) consecutive years
  - Updated Service Record
  - Certificate of No Pending Case
  - Passport
  - *Work Application Plan*
  - Medical Certificate
5. NEAP shall screen and evaluate the nominations submitted based on the prescribed criteria and endorse the qualified participants to **International Cooperation Office (ICO)**.
  6. 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 submitted documents, among others.
  7. For more information regarding the course program, please refer to the attached **General Information Brochure**.
  8. For further information or concerns, please contact the **NEAP Scholarships Secretariat** via email at [scholarships@deped.gov.ph](mailto:scholarships@deped.gov.ph) or landline (02) 8715-9919.
  9. For immediate dissemination and appropriate action.

CV



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**NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES**

**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.  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
	e. 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).  f. Must have no current or pending enrollment in other institutions for graduate or postgraduate degree programs (for degree programs).	Updated Personal Data Sheet
	g. Must be willing to sign a Scholarship Contract and commit to its provisions.	(shall be complied after being officially nominated)
	h. 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

### 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"/> <b>Completed the Course</b>  (Submit a copy of Certificate of Completion)	<input type="checkbox"/> <b>Withdrawn from the Course</b>  (State the reason below)



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**Department of Education**  
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

<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>
<b>X. Reason for Non-Completion</b> (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
<b>APPROVED</b>		
_____ Name and Signature of the Recommending Authority (RO-HRDD)		_____ Date and Time

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

1. Participant requirements:
  - Proficient in English and **maximum age 50 years old.**
  - Must be in excellent health condition (a medical certificate accomplished by a government physician certifying that the participant is medically fit for a 5-day program is to be attached to the course application form)
  - Should not be in expectant mother condition (for the female participant)
  - **Must be covered by comprehensive medical insurance** for the entire **5-day** program.
  
2. Terms and conditions of the course.
  - a. SEAMEO SEN shall provide partial scholarships to all participants covering their accommodation, meals, and visitation costs for educational/school visits. For countries (Brunei, Indonesia, Philippines, Singapore, Vietnam and Thailand) that **intended to send more than TWO (2) participants**, and the charges is **USD 350.**

TOTAL COURSE FEE PER PERSON: **USD 350**

- b. Cambodia, Myanmar, Lao PDR and Timor Leste are allowed to send an additional **ONE (1)** participant. SEAMEO SEN will provide a partial scholarship covering meals and accommodation, however, the return flight tickets for the additional participant must be borne by the respective CMLT 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** (please state if you require vegetarian meals)
  - iii. Participants are not allowed to bring any food or drinks containing pork, lard and alcohol inside the SEAMEO SEN premises.
  - iv. All activities 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. Examples of dress codes are as follows:

## SEAMEO SEN DRESS CODE



### d. Medical coverage

SEAMEO SEN will to our best ability 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 provide pick-up and sending-off services to the Centre from Kuala Lumpur International Airport, Terminal 1 and Terminal 2. For that purpose, kindly fill in the arrival date and flight details on the registration form.

**Suggested Arrival date: 16<sup>th</sup> August 2026 (Sunday)**

**Suggested Return date: 22<sup>nd</sup> August 2025 (Saturday)**

#### 4. Passport and visa

- a. Participants are expected to have a valid passport for travel purposes and, **minimum of 6 months validity from the return date.**
- b. Exit permits for nominated participants (except Malaysian participants) must be obtained from the participants' Government.
- c. Entry visas for nominated participants, if applicable (except Malaysian and SEAMEO member countries that have bilateral agreements with Malaysia on a 'free visa' policy) 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. If there is a fine for the participant who has a visa for less than 2 weeks, it will be 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. Encik Mohd Zulkarnain bin Abdul Wahab  
Head, Training and Consultation  
Phone: +60129700166  
Email: [monishah@seameosen.edu.my](mailto:monishah@seameosen.edu.my)
2. Muhammad Ikram bin  
Ab Aziz  
Programme Officer  
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