



Republic of the Philippines
Department of Education

18 APR 2018

DepEd MEMORANDUM
No. **075** s. 2018

**INSTITUTION-BASED SUMMER TRAINING PROGRAM
FOR SECONDARY SCHOOL TEACHERS**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Secondary School Heads
All Others Concerned

1. The Department of Education (DepEd), through the Bureau of Learning Delivery-Student Inclusion Division (BLD-SID), announces the conduct of the **Institution-Based Summer Training Program for Secondary School Teachers** under the Basic Education Funds. This is in support of the Department's thrust on improving the education for learners with special educational needs. It will be conducted in selected centers of excellence beginning May 2018.
2. The program aims to provide Special Education (SPED) teachers, administrators, and supervisors with the knowledge and skills on various educational programs and interventions appropriate for children with special needs.
3. Priority nominees shall come from identified regions/schools divisions/schools where there are urgent needs for regular teachers to handle learners with special educational needs. The number of slots per program for each region is specified in Enclosure No. 1. The nominees shall be screened by the existing Regional Integrated Scholarship Committee (RISC) based on the criteria set on Enclosure 2.
4. The list of nominees and their documents, and the Memorandum of Agreement/Training Contract duly signed by proper authorities (Enclosure 3) shall be forwarded to the BLD-SID on or before **April 25, 2018**.
5. The teacher-grantees are entitled to their salaries, course tuition fees, and a stipend. Travel expenses at the most economical mode of transportation shall also be provided, including per diem, for two days (1 day before and 1 day after) in going to and from the venue.
6. For more information, contact either **Dr. Salvacion C. Olinares** or **Dr. Ma. Elsie C. Esmer**, Bureau of Learning Delivery-Student Inclusion Division, Department of Education (DepEd) Central Office, 4th Floor, Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City at telephone no. (02) 631-9993 or email at bld.sid@deped.gov.ph.

7. Immediate dissemination of this Memorandum is desired.



LEONOR MAGTOLIS BRIONES
Secretary

Encls.:
As stated

Reference:
None

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

SPECIAL EDUCATION
TEACHERS
TRAINING PROGRAMS

DJP DM Institution-Based Summer Training for Secondary Teachers
0241-Mar. 17/19, 2018

NO. OF SLOTS OF NOMINEES PER CATEGORY FROM EACH REGION

LUZON CLUSTER: TBA

Category: Emotional Behavioral Disorder (EBD)
Autism Spectrum Disorder (ASD)
Visual Impairment (VI)
Hearing Impairment (HI)

Region	No. of Slots	Two (2) Slots per Category in every region
I	8	2 Emotional Behavioral Disorder (EBD) 2 Autism Spectrum Disorder (ASD) 2 Visual Impairment (VI) 2 Hearing Impairment (HI)
II	8	
III	8	
IV-A	8	
IV-B	8	
V	8	
CAR	8	
NCR	8	
Total	64	8 participants per region for the four categories

VISAYAS – MINDANAO CLUSTER: TBA

Category: Emotional Behavioral Disorder (EBD)
Autism Spectrum Disorder (ASD)
Visual Impairment (VI)
Hearing Impairment (HI)

Region	No. of Slots	Two (2) Slots per Category in every region
VI	8	2 Emotional Behavioral Disorder (EBD) 2 Autism Spectrum Disorder (ASD) 2 Visual Impairment (VI) 2 Hearing Impairment (HI)
VII	8	
VIII	8	
IX	8	
X	8	
XI	8	
XII	8	
XIII	8	
ARMM	8	
Total	72	8 participants per region for the four categories

(Enclosure No. 2 to DepEd Memorandum No. 075, s. 2018)

Guidelines for the Selection of New SPED Scholars

1. The **Regional Integrated Scholarship Committee (RISC)** shall screen and identify the new teacher-grantees to be considered in the program following a set of criteria.
2. The **RISC** shall submit the list of grantees to the Bureau of Learning Delivery (BLD), Student Inclusion Division, (SID) on or before **April 25, 2018**. The names indicated in the list shall be **final**.
3. The following are the criteria for the selection of nominees for the training courses:
 - A bachelor's degree holder related to the area of scholarship with a grade point average of not lower than **2/ B / 85**;
 - Has been a teacher for at least three years under permanent status with a performance rating of **Very Satisfactory (VS)**;
 - Not more than 45 years' old;
 - Has no pending administrative case and/or criminal record;
 - Has been certified by a government physician to be physically and mentally fit and not pregnant during the scholarship period;
 - Has not undergone any training and no units on SPED;
 - Possesses leadership potential, facilitation skills, positive attitude to mentor or coach other teachers in his/her school / division as necessary;
 - Can communicate effectively in English; and
 - Can develop and implement relevant re-entry plan
4. The documents / pertinent papers to be submitted by the nominees to their Regional Integrated Scholarship Committees are as follows:
 - CSC Form 212 (Personal Data Sheet) with a 2"x2" recent photo duly certified by the administrative officer;
 - Certified photocopy of the **transcript of records**;
 - Form 86 (health certificate) from an accredited government hospital;
 - Service Record;
 - Endorsement from the superintendent; and
 - Duly accomplished scholarship contract between the scholar and the Schools Division Superintendent to guarantee the implementation of re-entry plan.
5. Selected grantees will be informed through the regional offices.

(Enclosure No. 3 to DepEd Memorandum No. 075, s. 2018)

Republic of the Philippines
DEPARTMENT OF EDUCATION
DepEd Complex, Meralco Avenue
Pasig City

MEMORANDUM OF AGREEMENT
(Training Contract)

The Department of Education, herein referred to as "DepEd" with principal office at the DepED Complex, Meralco Avenue, Pasig City, herein represented by **MARILETTE R. ALMAYDA**, **Director III, OIC, Office of the Director IV**

and

_____, _____
(Name of Teacher Grantee) (Position)

_____,
(School/Division/Region)

_____,
(Principal / Superintendent)

(Regional Director)

in consideration of the privilege to avail of the scholarship on official time with pay, do hereby agree to the following obligations of the trainee:

1. Specialize in

(Title of Course/Program)

at the _____
(Institution)

for the period of _____ which will be the duration of the training:

2. Maintain at least the minimum standards for the training and that failure to do so would be sufficient ground for disqualification in the event of which he/she shall refund whatever amount has been paid by the government in favor of his/her training;
3. Conduct himself / herself in such a manner as not to bring disgrace or dishonor for himself/herself, his/her school/agency/ and the Department;
4. Submit to the Bureau of Learning Delivery (BLD), Student Inclusion Division, (SID), at the end of the training, a copy of his/her action plan;

5. Immediately report to his/her station and assume his/her function upon the completion or termination of the training;
6. Organize the inclusive programs in the area where he/she was trained;
7. Shall serve his/her school/agency for at least (2) years after the training;
8. Shall refund in full to DepEd all expenses incurred on tuition fees, stipend, salaries and other benefits for failure to comply with any of the foregoing conditions, through willful neglect, resignation from service, transfer to other government agencies, voluntary retirement or other causes within his/her control.
9. Shall live up to the terms and conditions of the scholarship.

IN WITNESS WHERE OF, the parties hereto signed this AGREEMENT, this ____ day of _____ 2018.

MARILETTE R. ALMAYDA
 Director III, OIC, Office of the Director IV
 (Signature over printed name)

 DepEd Grantee
 (Signature over printed name)

WITNESSES

Principal
 (Signature over printed name)

Schools Division Superintendent
 (Signature over printed name)

Regional Director
 (Signature over printed name)

 Chief, Student Inclusion Division

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES

BEFORE ME, this _____ day of _____, 2018 at

_____, Philippines personally appeared:

Name	CTC Number	Date and Place of Issue
MARILETTE R. ALMAYDA _____	_____	_____

(Name of scholar)

Known to me and to me known as the parties who executed the foregoing instrument and they acknowledged to me that the same is either free and voluntary act and deed and that of the entities they respectively represent.

This instrument refers to a Memorandum of Agreement (Training Contract) consisting of three pages (3) including this page whereon this acknowledgement is written and signed by the parties and their instrumental witnesses on each and every page thereof.

WITNESS, MY HAND AND NOTARIAL SEAL, at the place and on the date first above written.

Doc No. _____

Page No. _____

Book No. _____

Series of 2018