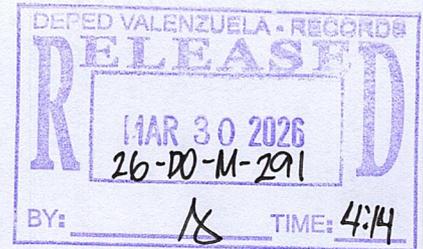


DepEd ICT Unit  
Web Posted by: *for*  
Control no.: *26 PUB 249*

Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



SCHOOLS DIVISION OFFICE OF CITY OF VALENZUELA

**Office of the Schools Division  
Superintendent**

**DIVISION MEMORANDUM**  
No. 0286 s. 2026

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

To: OIC – Assistant Schools Division Superintendent  
Chief Education Supervisors - CID and SGOD  
Education Program Supervisors and Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. For the information and guidance of all concerned, attached is **Memorandum DM-OUHROD-2026-115** dated March 12, 2026 from Carmela C. Oracion, Assistant Secretary, Officer-in-Charge, Office of the Undersecretary for Learning, regarding the aforementioned subject, content of which is self-explanatory.
2. Particular attention is invited to paragraph nos. 1-8, for reference.
3. Immediate dissemination of this Memorandum is desired.

**NOEL D. BAGANO**  
Schools Division Superintendent

Encl.: as stated  
References: DM-OUHROD-2026-115  
To be indicated in the Perpetual Index  
under the following subjects:  
**TRAINING PROGRAMS**

hrd-sgod  
20/March 25, 2026



Address: Pio Valenzuela St., Marulas, Valenzuela City  
Telephone Nos.: (02) 8293-4507, 8277-4648, 8291-0873, 8277-3439  
Email Address: [sdovalezuella@deped.gov.ph](mailto:sdovalezuella@deped.gov.ph)  
Official Website: <https://www.depedvalenzuela.com>

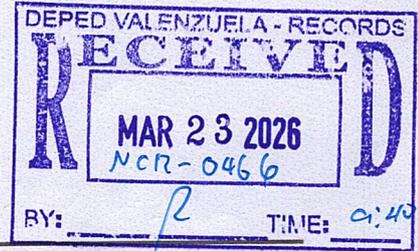




Republika ng Pilipinas

# 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 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:

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

- 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](mailto:scholarships@deped.gov.ph) or landline (02) 8715-9919.
11. For immediate dissemination and appropriate action.

CW



Republika ng Pilipinas

**Department of Education**  
**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>	

<b>Remarks</b> (✓, X, others)	<b>Eligibility</b>	<b>Documentary Requirements</b>
	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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**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"/> <b>Resignation</b> <input type="checkbox"/> <b>Transfer</b> <input type="checkbox"/> <b>Retirement</b> <input type="checkbox"/> <b>Others</b> <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"/> <b>Resignation</b> <input type="checkbox"/> <b>z</b> <input type="checkbox"/> <b>Retirement</b> <input type="checkbox"/> <b>Others</b> <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

## **LEADERSHIP IN SCHOOLS**

**13 TO 17 JULY 2026**

Sponsored by the

### **SINGAPORE COOPERATION PROGRAMME**

under the

### **SINGAPORE COOPERATION PROGRAMME TRAINING AWARD**

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#### **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 (hereafter 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](http://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](http://www.scp.gov.sg)
- Facebook: [www.facebook.com/SCPFriends](https://www.facebook.com/SCPFriends)
- Instagram: [www.instagram.com/SCPFriends](https://www.instagram.com/SCPFriends)

. . . . .

(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>
Duties and Responsibilities Relevant to the Course														
Focalship														
Work Experience														
Significant Award														
Latest Foreign Training														

\_\_\_\_\_  
Signature Over Printed Name of Nominee / Date Signed

\_\_\_\_\_  
Signature Over Printed Name of Head of Office / Date Signed