Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY
Calbayog City

24 February 2026

DIVISION MEMORANDUM
NO. 098, s. 2026

RECONSTITUTION OF THE SCHOOLS DIVISION PERSONNEL DEVELOPMENT COMMITTEE (SDPDC) AND CONSTITUTION OF THE SCHOOLS DIVISION SCHOLARSHIP COMMITTEE (SDSC)

TO: Asst. Schools Division Superintendent
SGOD/CID Chiefs
Education Program Supervisors
Public Schools District Supervisors
All Others Concerned

1. In line with the commitment of DepEd in supporting the professional development of all its personnel as a key foundation of the advancement of basic education quality, the National Academy of the Philippines (NEAP) aims to streamline and improve the scholarship management process, ensure equitable access to all scholarship opportunities, and respond promptly to Call for Applications.

2. DM-OULS-2026-018 dated January 10, 2026, titled **"Guidelines on Ensuring Effective Management of NEAP Scholarship Processes"** stipulates that the roles and responsibilities of the SDPDC are defined to ensure clear accountability, effective coordination, and the efficient implementation of learning and development and scholarship programs across all levels of governance. Hence, SDOs are mandated immediately to reconstitute the **SDPDC** and constitute the **SDSC**.

3. The Guidelines specifies that the Schools Division Scholarship Committee (SDSC) is a sub-committee of the Schools Division Personnel Development Committee (SDPDC). This directive aims to standardize the scholarship management process and prepare the division for the establishment of the "Pool of Potential Scholars." Attached herein are the Reconstitution of SDPDC and Constitution of SDSC with their corresponding Terms of Reference (TOR).

4. Immediate dissemination and guidance of all concerned are desired.

DEPEd DIVISION OF CALBAYOG CITY
RELEASED
FEB 2 6 2026
BY: 3:00

MARGARITO A. CADAYONA JR. PhD, CESO VI
Schools Division Superintendent

Enclosures: As stated
Reference: DM-OULS-2026-018 dated January 19, 2026; and
RM 145, s. 2026 dated February 02, 2026

Enclosure No. 1 of Division Memo No. ____, s. 2026

Reconstitution of Schools Division Personnel Development Committee (SDPDC)

Position	***Name***
Chairperson	Dr. Jun-Nilou D. Dulfo Asst. Schools Division Superintendent
Vice-Chairperson	Dr. Avelina P. Tupa, OIC-Chief, SGOD
Vice-Chairperson	Dr. Renato S. Cagomoc, Chief, CID
Members	1. Joy B. Saldaña (EPS-Science) 2. Lourdes L. Matan (EPS-Filipino) 3. Jose O. Abon (PSDS) 4. Grace S. Pagunsan (AO V-Admin) 5. Sunshine Marjorie E. Ventures (AO V/NEU President) 6. Romeo D. Castante (P IV/Teachers Association President)
Secretariat	Marita P. Senolos, SEPS (HRD) Sharon D. Balza, EPS II Ma. Angela B. Antonio (AO IV-Records)
Terms of Reference (TOR)	The **SDPDC** shall perform the following duties and responsibilities: 1.) Leads in the review, analysis, and recommendation of proposed policies, guidelines, plans, and other outputs related to the Human Resource Development (HRD) system, improvements, and then endorses them to the Schools Division Superintendent for approval; 2.) Evaluates and recommends L&D programs for DepEd personnel based on the L&D Plan, individual development plans, identified competencies, and other strategic considerations; 3.) Facilitates the selection of the best-qualified employees for scholarship programs and other L&D opportunities; 4.) Reviews applications for study leave and recommends appropriate action to the head of the office; 5.) Ensures performance monitoring, rewards and recognition systems are properly applied within the office; 6.) Helps develop internal policy guidelines in accordance with existing relevant guidelines related to the L&D of personnel; and 7.) Submits required reports to the head of the office regarding L&D activities.

Enclosure No. 2 of Division Memo No. ___, s. 2026

Constitution of Schools Division Scholarship Committee (SDSC)

Position	***Name***
Chairperson	Dr. Renato S. Cagomoc, Chief, CID
Vice-Chairperson	Atty. Rhea P. Aguado, Legal Officer
Members	1. Joy B. Saldaña (EPS-Science) 2. Erwin L. Purica (EPS-English) 3. Lourdes L. Matan, EPS-Filipino) 4. Arnold M. Jaraba, (EPS-TLE) 5. Joshua Sherwin T. Lim (EPS-Math) 6. Nelson R. Bello (EPS-Values) 7. Mercedita S. Garcia (EPS-MAPEH) 8. Josephine Gallardo – Araling Panlipunan Focal 9. Jennifer Campillo-Alvarez (AO IV-HRMO/Personnel)
Secretariat	Marita P. Senolos, SEPS (HRD) Sharon D. Balza, EPS II Ma. Angela B. Antonio (AO IV-Records)
Terms of Reference (TOR)	The **SDSC** shall perform the following duties and responsibilities: 1.) Oversees the scholarship application procedures within the Schools Division; 2.) Disseminates information on scholarship opportunities; 3.) Reviews and screens the endorsed scholarship application of DepEd personnel from the schools and the functional division units. Such reviews are conducted in accordance with the qualifications, program prerequisites and criteria set forth by DepEd and the sponsoring agencies; 4.) Presents and submits the following to the SDPDC for approval and subsequent endorsement by the Schools Division Superintendent (SDS): a. Roster of nominees for scholarship grants to sponsoring agencies and where applicable, to the Regional Office; and b. Policy recommendations addressed to the Regional Office; 5.) Provides technical assistance to the nominee/s in completing and submitting the requisites mandated by DepEd and/or the sponsoring agencies;

	6.) Maintains and regularly updates the database of division-level active scholars and pool of potential scholars. The minimum number of potential scholars is determined by the SDS; 7.) Develops a comprehensive monitoring and evaluation plan to assess the progress of the grantees and their adherence to the stipulated scholarship requirements for program fulfillment; 8.) Formulates supportive measures to assist scholars in attaining the intended goals and objectives of the scholarship program, including the Workplace Application Plan (WAP); 9.) Monitors the tasks of active scholars in their on-going classes and implementation of their WAP and conduct of relevant academic research when applicable; 10.) Monitors the compliance of scholars with their service obligations and settlement of penalties; 11.) Designs a feedback mechanism to aggregate experiences of the scholars within the program and communicates effectively the consolidated feedback to sponsoring agencies. Impact studies and rapid assessments may also be conducted; 12.) Facilitates the processing of requests for deferment, dropping out or withdrawal from scholarship programs; 13.) Coordinates with scholarship sponsoring agencies; 14.) Suggests to SDPDC potential resolutions to pertinent issues raised by significant stakeholders; 15.) Aligns and cross-reference scholarship grants with the personnel benefits, including service credits, leaves, compensation, workload allocation and other related requests pertinent to potential and active scholars; 16.) Conducts orientation on scholarship contracts and terms, and conditions of scholarship programs; and 17.) Assists in the verification of scholarship-related documents submitted for promotion and job application.

Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

February 02, 2026

REGIONAL MEMORANDUM
No. 145 s. 2026

RECONSTITUTION OF THE SCHOOLS DIVISION PERSONNEL DEVELOPMENT COMMITTEE (SDPDC) AND CONSTITUTION OF THE SCHOOLS DIVISION SCHOLARSHIP COMMITTEE (SDSC)

To: Schools Division Superintendents
All Others Concerned

1. In reference to **DM-OULS-2026-018,** dated **January 19, 2026,** titled **"Guidelines on Ensuring Effective Management of NEAP Scholarship Processes,"** this Office, through the National Educators Academy of the Philippines – Region VIII, mandates all Schools Division Offices (SDOs) to immediately reconstitute their **Schools Division Personnel Development Committee (SDPDC)** and constitute their **Schools Division Scholarship Committee (SDSC)**.

2. This directive aims to standardize the scholarship management process and prepare the region for the establishment of the **"Pool of Potential Scholars."**

3. Per the guidelines, the Schools Division Scholarship Committee (SDSC) shall be established as a subcommittee of the SDPDC. The required composition is as follows:

Chairperson	**Curriculum Implementation Division (CID) Chief**
Vice-Chairperson	**Legal Division Officer**
Regular Members	**Subject Area Supervisors**
	Administrative Office IV – Personnel
Secretariat	**HRTD SEPS**
	Administrative Officer IV – Records

4. All Schools Division Offices (SDOs) are granted the discretion to select their own committee members for the Schools Division Personnel Development Committee (SDPDC), provided that the composition strictly adheres to the standard provisions of CSC Memorandum Circular No. 10, s. 1989, and existing DepEd policies as outlined in Enclosure 1 of DM-OULS-2026-018.

5. To facilitate the consolidation of reports for submission to the National Educators Academy of the Philippines (NEAP) Central Office, all SDOs are requested to submit the signed Division Memorandum or Office Order constituting the above-mentioned committees.

6. The SDO-HRDS Focal shall facilitate the uploading of the signed Division Memorandum in PDF format to the Google Drive link: **https://bit.ly/SDPDC_SDSC**.

Please ensure to submit on or before the **February 10, 2026**, using the filename: **[SDO Name] - Composition of PDC and SC**.

7. Please be advised that a separate Regional Memorandum will be issued providing specific instructions for the SDPDC and SDSC to identify and validate the Pool of Potential Scholars in the Schools Division Office. Once established, this pool will serve as the official basis for nominations and endorsements to the Central Office through the Regional Office

8. For inquiries, contact **Mr. Israel Gilvani D. Malaca, EPS II, NEAP R-8** through **neap.region8@deped.gov.ph.**

9. Immediate dissemination of and strict compliance with this Memorandum are desired.

RONELO AL K. FIRMO CESO IV
Assistant Regional Director
Officer-in-Charge
Office of the Regional Director

DEPARTMENT OF EDUCATION
RECORDS SECTION
145
By: 2024

Enclosures: None
References: As stated

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

COMMITTEES
PERSONNEL DEVELOPMENT
SCHOLARSHIPS
POLICY

HRDD-NEAPRVIII-IGDM

Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

MEMORANDUM
DM-OULS-2026-018

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

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

SUBJECT : **GUIDELINES ON ENSURING EFFECTIVE MANAGEMENT OF NEAP SCHOLARSHIP PROCESSES**

DATE : 19 January 2026

1. In line with the commitment of the Department of Education (DepEd) to supporting the professional development of all its personnel as a key foundation for the advancement of basic education quality, the National Educators Academy of the Philippines (NEAP) aims to streamline and improve the scholarship management process, ensure equitable access to all scholarship opportunities, and respond promptly to Calls for Applications.

2. Accordingly, NEAP hereby issues the guidelines on ensuring effective management of scholarship processes which specifically aim to:

   2.1 provide the roles and responsibilities of Personnel Development Committees (PDCs) across governance levels;
   2.2 establish the composition and roles and responsibilities of Scholarship Committees across governance levels;
   2.3 determine Scholarship Application and Management Processes; and
   2.4 establish Pool of Potential Scholars.

3. Enclosed with this Memorandum are the following documents:

   Enclosure 1 : Guidelines on Ensuring Effective Management of NEAP Scholarship Processes

   Enclosure 2 : Template on the Composition of Personnel Development Committees and Scholarship Committees

   Enclosure 3 : Template for the Pool of Potential Scholars Database

4. In this connection, all Regional Offices (ROs) shall submit the following documents through https://tinyurl.com/47umde9k **on or before 16 February 2026:**

   a. Composition of Personnel Development Committees and Scholarship Committees
   b. Copies of Regional and Schools Division Memoranda establishing the composition of the PDCs and SCs, merged in PDF file.

5. Furthermore, each Region is directed to submit via email its Pool of Potential Scholars Database to NEAP at scholarships@deped.gov.ph for verification and validation, using the subject line: ***R___ Pool of Potential Scholars*, on or before 02 March 2026.**

6. For any questions and concerns, please contact the **NEAP Scholarships Secretariat** through scholarships@deped.gov.ph and/or landline (02) 8715-9919.

7. For immediate dissemination and appropriate action.

Enclosure 1

GUIDELINES ON ENSURING EFFECTIVE MANAGEMENT OF SCHOLARSHIP PROCESSES

I. RATIONALE

Pursuant to Civil Service Commission (CSC) Memorandum Circular No. 10, s. 1989, which mandates the establishment of a Personnel Development Committee (PDC) in all government agencies to plan, manage, and oversee personnel development programs, the Department of Education (DepEd) Central Office, through the Bureau of Human Resource and Organizational Development (BHROD) in coordination with the National Educators Academy of the Philippines (NEAP), issued Office Order No. OO-OSEC-2021-045 dated 09 December 2021, prescribing the composition of the PDC at the Central Office level.

However, the PDC established under the said Office Order applies only to the Central Office. To ensure consistency, coherence, and effective implementation of personnel development initiatives across all governance levels, there is a need to require all Regional Offices and Schools Division Offices to establish and submit the structure and composition of their respective PDCs.

At every level of governance, the PDC shall be organized to serve as the review and recommending body responsible for examining and analyzing proposed policies, guidelines, plans, and other outputs of the Learning and Development (L&D) System. It shall also recommend improvements and endorse such outputs to the head of office for approval. Scholarship Committees, constituted as subcommittees of the PDC, shall assist in facilitating a transparent, systematic, and merit-based selection of the most qualified personnel for scholarship opportunities.

Further, pursuant to DepEd Order No. 011, s. 2019, titled "Implementation of the NEAP Transformation," as reiterated in OO-OSEC-2021-045, the oversight of professional development for DepEd personnel is clearly delineated. The BHROD shall oversee professional development programs for non-teaching personnel, while the NEAP shall oversee and manage professional development interventions for public school elementary, secondary, and senior high school teachers, as well as education leaders nationwide.

Moreover, there is a need to institutionalize a standardized scholarship management process across all levels of governance to ensure the effective administration, monitoring, and evaluation of scholarship programs. A clearly defined process shall provide guidance on the identification, selection, endorsement, monitoring, and

completion of scholars, including the delineation of roles and responsibilities of the PDCs and their Scholarship Committees.

Accordingly, each Schools Division PDC (SDPDC) shall recommend and maintain a Pool of Potential Scholars, which shall be consolidated by the Regional Office PDC (ROPDC) into a unified regional database. This pool shall serve as an immediate reference for the nomination and selection of scholars under various circumstances, ensuring quality nominations while upholding established standards and principles of equity, transparency, and excellence. Below are the core functions of the PDCs in all governance levels.

II. OBJECTIVES

These guidelines aim to ensure a systematic, transparent, and harmonized implementation of scholarship programs that support the professional development of teaching and teaching-related personnel across all governance levels.

Specifically, these also aim to:

a. provide the roles and responsibilities of Personnel Development Committees (PDCs) across governance levels;
b. establish the composition and roles and responsibilities of Scholarship Committees across governance levels;
c. determine the scholarship application and its management processes; and
d. provide guidance on the establishment of Pool of Potential Scholars.

III. ROLES AND RESPONSIBILITIES OF PERSONNEL DEVELOPMENT COMMITTEES

The roles and responsibilities of the PDCs at the Central Office, Regional Office, and Schools Division Office levels are defined to ensure clear accountability, effective coordination, and the efficient implementation of learning and development and scholarship programs across all levels of governance.

1.1 Central Office PDC (COPDC)

a. Ensures alignment of CO L&D process with DepEd strategic goals and objectives;

b. Provides L&D strategies and recommended directions to CO implementing units, based on needs assessment, performance evaluation results, and emerging internal and external mandates;

c. Ensures utilization of CO-wide competency-based Learning Needs Assessment report prepared by the secretariat as part of the CO L&D master plan and office learning plans;

d. Approves CO L&D master plans and ensure that L&D targets are aligned with the agency's budget;

e. Recommends availment of invitations from external conventions, conferences, symposia, and fora offered to CO employees;

f. Approves criteria in selecting external service providers in conducting in-house CO Learning and Development Programs (COLDP),

g. Approves recommended nominees in CO for local and international training and scholarship grants;

h. Monitors L&D accomplishments of CO implementing units; and

i. Approves annual L&D accomplishment report prepared by the Secretariat.

1.2. Regional Office PDC- (ROPDC)

a. Leads in the review, analysis, and recommendation of proposed policies, guidelines, plans, and other outputs related to the Human Resource Development (HRD) system, improvements, and then endorses them to the Regional Director for approval;

b. Evaluates and recommends L&D programs for DepEd personnel based on the L&D Plan, individual development plans, identified competencies, and other strategic considerations;

c. Facilitates the selection of the best-qualified employees for scholarship programs and other L&D opportunities;

d. Ensures performance monitoring, rewards, and recognition systems are properly applied within the office;

e. Helps develop internal policy guidelines in accordance with existing relevant guidelines related to the L&D of personnel; and

f. Submits required reports to the head of the office regarding L&D activities and accomplishments.

1.3. Schools Division PDC (SDPDC)

a. Leads in the review, analysis, and recommendation of proposed policies, guidelines, plans, and other outputs related to the Human Resource Development (HRD) system, improvements, and then endorses them to the Schools Division Superintendent for approval;

b. Evaluates and recommends L&D programs for DepEd personnel based on the L&D Plan, individual development plans, identified competencies, and other strategic considerations;

c. Facilitates the selection of the best-qualified employees for scholarship programs and other L&D opportunities;

d. Reviews applications for study leave and recommends appropriate action to the head of the office;

e. Ensures performance monitoring, rewards, and recognition systems are properly applied within the office;

f. Helps develop internal policy guidelines in accordance with existing relevant guidelines related to the L&D of personnel; and

g. Submits required reports to the head of the office regarding L&D activities.

Additionally, the PDCs across governance levels shall monitor the progress of the scholars and provide technical assistance, as needed. The SDPDC shall prepare and submit a quarterly report to the ROPDC who will then compile a consolidated report for the COPDC.

IV. COMPOSITION OF ROLES AND RESPONSIBILITIES OF SCHOLARSHIP COMMITTEES

To ensure that all scholarship programs for DepEd personnel are accessible, equitable, relevant, and effective, DepEd Scholarship Committees (DSCs) at all governance levels are hereby created as subcommittees of the PDCs. These committees shall be responsible for the systematic administration, screening, selection, endorsement,

monitoring, and evaluation of scholarship programs in accordance with DepEd policies and the requirements of sponsoring agencies.

1. DepEd Central Office Scholarship Committee (COSC)

Chairperson	NEAP Directors
Vice-Chairperson	NEAP Assistant Directors
Members:	NEAP Division Chiefs Admin Officers IV
Secretariat:	Representative from NEAP for Teaching and Related- Teaching Personnel

The COSC, as the primary responsible for the implementation of these Guidelines, shall perform the following duties and responsibilities:

a. Support the Secretary on the Agency-wide capability development through a strategic review and endorsement of the following:

i. Nominees for DepEd funded/externally sponsored, local and international scholarships

ii. Policy recommendations from all governance level

b. Serve as the clearing house for scholarship programs offered by DepEd and/or sponsoring agencies.

c. Manage and facilitate the application process for DepEd-funded and externally sponsored scholarship programs.

d. Conduct final screening and evaluation of the applicants based on the qualifications of DepEd and/or the sponsoring agency.

e. Recommend a list of nominee/s for the approval of the COPDC.

f. Assist the nominee/s in the accomplishment and submission of the requirements of DepEd and/or the sponsoring agencies.

g. Monitor the compliance of the grantees with the following after attending the scholarship:

i. Scholarship Report

ii. Implementation of the WAP

iii. Service Obligation

h. Evaluate scholarship programs based on their alignment with the learning and development framework of DepEd and effectiveness.

2. Regional Office Scholarship Committee (ROSC)

The Regional Office Scholarship Committee (ROSC) shall serve as the subcommittee of the ROPDC. The ROSC shall be composed of the following officials and personnel:

Chairperson	Human Resource Development Division (HRDD) Chief
Vice Chairperson	HRDD EPS/ NEAPR Focal Person
Members	One (1) Learning Area Supervisor/ Specialist/ Program Focal Person
	Administrative Officer V, Personnel Section
	First or Second Level (Representative of accredited Employees Association (Teaching, Non-Teaching, Related-Teaching)

The ROSC shall assist the ROPDC in the conduct of selection process and shall perform the following duties and responsibilities:

a. Conduct review and judiciously screen the endorsed scholarship application/nomination from SDOs and RO functional divisions based on the standard criteria set forth by DepEd and the sponsoring agencies;

b. Conduct behavioral-event interview to assess the applicant's abilities in relation to the required competencies in the scholarship program to be filled; and

c. Submit the comparative assessment of the nominees for the scholarship grants to the ROPDC for recommendation and subsequent endorsement by the Regional Director to the Central Office, and, or to the sponsoring agencies where applicable.

3. Schools Division Scholarship Committee (SDSC)

The Schools Division Scholarship Committee (SDSC) shall serve as a subcommittee of the SDPDC. The SDSC shall be composed of the following officials and personnel:

Chairperson	Curriculum Implementation Division (CID) Supervisor

Vice Chairperson	Legal Division officer
Regular Members	Subject Area Supervisors
	Administrative Officer IV- Personnel
Secretariat	HRTD SEPS
	AO IV Records

The SDSC shall be responsible for implementing these Guidelines at the division level. It shall perform the following duties and responsibilities:

a. Oversee the scholarship application procedures within the Schools Division.

b. Disseminate information on scholarship opportunities.

c. Review and screen the endorsed scholarship application of DepEd personnel from the schools and the functional division units. Such reviews are conducted in accordance with the qualifications, program prerequisites, and criteria set forth by DepEd and the sponsoring agencies.

d. Present and submit the following to the SDPDC for approval and subsequent endorsement by the Schools Division Superintendent:

   i. Roster of nominees for scholarship grants to sponsoring agencies and, where applicable, to the Regional Office.

   ii. Policy recommendations addressed to the Regional Office

e. Provide technical assistance to the nominee/s in completing and submitting the requisites mandated by DepEd and/or the sponsoring agencies.

f. Maintain and regularly update the database of division level active scholars and pool of potential scholars. The minimum number of potential scholars is determined by the Schools Division Superintendent.

g. Develop a comprehensive monitoring and evaluation plan to assess the progress of the grantees and their adherence to the stipulated scholarship requirements for program fulfillment.

h. Formulate supportive measures to assist scholars in attaining the intended goals and objectives of the scholarship program, including the Workplace Application Plan.

i. Monitor the tasks of active scholars in their on-going classes and implementation of their WAP and conduct of relevant academic research when applicable;

j. Monitor compliance of scholars with their service obligations; and settlement of penalties.

k. Design a feedback mechanism to aggregate experiences of the scholars within the program and communicates effectively the consolidated feedback to sponsoring agencies. Impact studies and rapid assessments may also be conducted.

l. Facilitate the processing of requests for deferment, dropping out or withdrawal from scholarship programs.

m. Coordinate with scholarship sponsorship agencies.

n. Suggest to SDPDC potential resolutions to pertinent issues raised by significant stakeholders.

o. Align and cross-reference scholarship grants with the personnel benefits, including service credits, leaves, compensation, workload allocation and other related requests pertinent to potential and active scholars.

p. Conduct orientation on scholarship contracts and terms and conditions of scholarship programs.

q. Assist in the verification of scholarship-related documents submitted for promotion and job application.

4. Prior to the submission to SDSC, schools shall screen the documents of the applicants in terms of accuracy, authenticity, and compliance with requirements.

5. Additionally, an initial review shall be conducted based on eligibility and minimum qualifications. Functional divisions and units of the Division Office shall do the same for their potential non-teaching and related-teaching scholars. Schools, functional divisions, and units of Division Office shall refer from the personnel records their initial review, screening, and verification of documents.

V. SCHOLARSHIP APPLICATION AND MANAGEMENT PROCESS

To ensure equal and equitable distribution of professional development opportunities to all DepEd personnel as well as objectiveness and non-discrimination in the prioritization of scholarship candidates, the PD Records shall be used as basis of identifying potential scholarship candidates.

1. The following are the procedures and process involve in the scholarship management:

   a. DepEd Funded Scholarships and Externally Sponsored (National Level/Co-Facilitated)

	Scholarship Process			
Official Station of Applicants	Document and Eligibility Screening and Initial Selection	Selection and Nomination	Final Screening and Deliberation	Confirmation of Acceptance
Schools and SDO	SDOSC SDPDC	ROSC ROPDC	COSC COPDC	
RO	ROSC ROPDC		COSC COPDC	
CO	COSC COPDC			

   b. Externally Funded Scholarships (Regional Level)

	Scholarship Process			
Official Station of Applicants	Document Screening and Initial Selection	Selection and Nomination	Final Screening and Deliberation	Confirmation of Acceptance
Schools and SDO	SDOSC SDPDC	ROSC ROPDC		
RO	ROSC ROPDC			
CO	N/A	N/A	N/A	N/A

   c. Externally Funded Scholarships (SDO Level)

	Scholarship Process			
Official Station of Applicants	Document and Eligibility Screening	Selection and Nomination	Final Screening and Deliberation	Confirmation of Acceptance
Schools and SDO	SDOSC			

	SDPDC			
RO	N/A	N/A	N/A	N/A
CO	N/A	N/A	N/A	N/A

d. Externally Funded Scholarship through Direct Applications

Official Station of Applicants	Eligibility Screening
Schools and SDO	SDOSC and SDPDC
RO	ROSC and ROPDC
CO	COSC and COPDC

2. Applicants shall be evaluated/screened based on the following qualification parameters:

   a. Relevance of the program to the mandate of the office/unit
   b. Relevance to career development
   c. Performance
   d. Actual years of service in the Department
   e. Outstanding Employee Award
   f. Frequency, duration, and time-lapse of scholarships acquired within the last seven years

A. The Criteria for assessing the submitted documents are as follows:

Criteria	Highest Possible Score
A. Documentary Evaluation	70 points
B. Potential (Relevance and Feasibility of WAP)	30 points
TOTAL	100 points

B. The table below shall serve as the Scoring Rubrics.

A. Documentary Evaluation		
Criteria	**Indicators**	**SCORE**
A.1 Relevance of the program to the office's/unit's mandate (max of 15 points)	0% to 20% of the Office/ Unit/ KRA is related to the Program Description – 3 points 21% to 40 % of the Office/ Unit/ KRA is related to the Program Description - 6 points 41% to 60 % of the Office/ Unit/ KRA is related to the Program Description - 9 points	

	61% to 80% of the Office/ Unit/ KRA is related to the Program Description - 12 points 81% to 100% of the Office/ Unit/ KRA is related to the Program Description - 15 points **Means of Verification** A. Work Experience Sheet B. IPCRF/OPCRF C. Special Orders	
A.2 Relevance to career development (max of 5 points)	**Priority Development Need** The scholarship program should address the specific areas of improvement or skill enhancement identified in the applicant's IDP. Fully indicated in the IPDP – 5 points Partially indicated – 3 points Not in the IPDP – 0 point	
A.3 Performance based on submitted performance rating covering two (2) years in the current or previous job or position relevant to the scholarship program to be filled; (max of 20 points)	***Points (Performance) = X/5 * WA (Performance)*** *Where:* *x = Average of two (2) Performance Rating* *5 = Highest Possible PR in DepEd RPMS* *WA = Weight Allocation for Performance (20 points)*	
A.4 Actual years of service in the Department (max of 10 points)	Refer to Page 3 of 12 in enclosure 2 of DepEd Order 007, s. 2023 (https://www.deped.gov.ph/wp-content/uploads/DO_s2023_007.pdf) **Weight Allocation** — Education: 10 points; Training: 10 points; Experience: 10 points **Education** Increments from minimum QS — Points [illegible] — 10 [illegible] — 8 [illegible] — 6 [illegible] — 4 [illegible] — 2 **Training** Increments from minimum QS — Points [illegible] — 10 [illegible] — 8 [illegible] — 6 [illegible] — 4 [illegible] — 2 **Experience** Increments from minimum QS — Points [illegible] — 10 [illegible] — 8 [illegible] — 6 [illegible] — 4 [illegible] — 2 Increments from minimum QS for Experience • 10 or more increments- 10 points • 8-9 increments- 8 points • 6-7 increments- 6 points • 4-5 increments- 4 points	

	• 2-3 increments- 2 points	
A.5 Outstanding Employee Award (5 pts maximum)		

Level	Points (Outstanding Employee Award)
Applicants from Central Office	
National Level Search or Higher	5
Central Office Search	3
Applicants from Regional Office	
National Level Search or Higher	5
Regional Office Search	3
Applicants from Schools Division Office	
Regional Level Search or Higher	5
Division/Provincial/City Level Search	3
Applicants from Schools	
Division Level Search or Higher	5
Schools/Municipality/District Level Search	3

A.6 Recipient of previous scholarship programs within 7 years (max of 15 points)	**Frequency** (choose what is applicable) • Has not been a recipient of any scholarship program (5 points) • Was a recipient of a scholarship program once (3 points) • Was a recipient of a scholarship program 2 times (1 point)	
	Duration (choose what is applicable) • Less than 2 weeks or no scholarship availed (5 points) • Two weeks to 1 month (4 points) • More than 1 month to 6 months (3 points) • More than 6 months to 1 year (2 points) • More than 1 year (1 point)	

	Time-lapse (choose what is applicable) • Recipient of a scholarship program more than 7 years ago or no scholarship availed (5 points) • Recipient of a scholarship program 6 to 7 years ago (4 points) • Recipient of a scholarship program 4 to 5 years ago (3 points) • Recipient of a scholarship program 2 to 3 years ago (2 points) • Recipient of a scholarship program less than 2 years ago (1 point)	

B. Potential (Relevance and Feasibility of WAP)		
Criteria	**Increasing levels of Quality and Descriptions**	**Points**
Context (5 points)	The nature, extent, and salience of the identified problem or issue are comprehensively discussed. Different aspects of the action research setting are elaborated showing in-depth and critical analysis of the situation.	5 points
	The educational relevance and timeliness of the proposed action plan or issue are shown. The need to conduct a plan to address or improve the situation is explained.	3 points
	Presents a general description of the problem or issue as its focus of inquiry	1 point
	Not described	0 point
Intervention, Innovation, Strategy (5 points)	The rationale, extent, and limitation of the intervention, innovation, or strategy are explained in detail. Its plausibility as a way to address the problem or issue is given support.	5 points
	Outlines when and where the intervention, innovation, and strategy will be undertaken, and who will be involved. Activities to be conducted are stated.	3 points
	Mentions an intervention, innovation, or strategy to be tried out to address the problem or issue.	1 point

	Not presented.	0 point
Relevance of the proposed Intervention, Innovation, Strategy (5 points)	Intervention/innovation/strategy is highly relevant and addresses the core issues or needs with exceptional precision.	5 points
	There may be noticeable gaps in understanding or addressing certain details or nuances.	3 points
	Relevance is limited; it addresses only some aspects of the issues or needs.	1 point
	Largely irrelevant and fails to address the core issues or needs adequately.	0 point
Relevance to DepEd or Office Priorities/ Mandates (5 points)	Aligns perfectly with the core priorities and mandates of DepEd. It directly addresses key goals and objectives, demonstrating a deep understanding of DepEd's strategic plans and effectively contributes to achieving them.	5 points
	Aligns well with the priorities and mandates but may lack some focus or depth in certain areas.	3 points
	Shows some alignment with the priorities and mandates of DepEd but has significant gaps. It addresses a few relevant areas but may not be fully integrated with the core goals and objectives.	1 point
	Has minimal or no relevance to the priorities and mandates of DepEd.	0 point
Relevance to KRA, actual duties, and Position (5 points)	Highly relevant/aligned with KRA, directly contributes to achieving all major objectives of the KRA, with exceptional results and highly relevant/aligned with actual duties and position	5 points
	Contributes to achieving some objectives of the KRA but are aligned with actual duties and position.	3 points
	Has limited contribution to achieving the KRA and not fully aligned with actual duties and position.	1 point
	Does not contribute to achieving the KRA and not aligned with actual duties and position.	0 point
Feasibility of Workplace Application Plan (5 points)	A SMART work plan is provided covering the start to completion of the WAP. Timelines are realistic and show concretely how it will unfold over the allowed period; the overall plan reflects the proponent's capacity to concretize ideas into clear and sequential steps to be undertaken.	5 points

	Includes concrete steps and details for the completion of the activities.	3 points
	Somewhat structured but lacks detail in certain areas. Objectives, activities, and timelines need improvement, and some risks may be unaddressed.	1 point
	Poorly defined or absent. Objectives, activities, and timelines are not clear.	0 point

Criteria	TOTAL Score
A. Documentary Evaluation	70 points
B. Potential (Relevance and Feasibility of WAP)	30 points
TOTAL	100 points

3. For national level call for application, the SDSC and SDPDC, as approved and endorsed by SDS, shall submit three (3) nomination per target job group or specialization. The ROSC shall screen these nominations and submit three (3) nominees to ROPDC for approval, and to be endorsed by the RD to the COPDC and COSC for final screening and official nomination.

4. The Scholarship Committee (SC) at all levels shall endorse the list of qualified or shortlisted applicants to the PDC for recommendation and approval. Final screening and deliberation shall be conducted at the highest governance level concerned.

5. The PDC of the next concerned governance level, through its Secretariat, shall receive complete documentary requirements from the Records Office.

6. Rating or score sheets shall summarize applicants' scores which will be signed by the Chair and members of the Scholarship Committee present.

7. Any PDC or SC member who is an applicant shall inhibit from deliberations, and the PDC shall appoint an alternate.

8. The SC shall inform field office PDCs of nominees who did not qualify. The sponsoring agency may disapprove shortlisted nominees; in such cases, additional endorsements shall be made from the pool of potential scholars not yet nominated.

VI. POOL OF POTENTIAL SCHOLARS

Each SDPDC shall recommend and maintain a Pool of Potential Scholars, which shall be consolidated by the ROPDC into a unified regional database. This pool shall serve as an **immediate reference** for the nomination and selection of scholars under various circumstances and may be used by **all governance levels**, as needed, to ensure quality nominations without compromising established selection standards.

1. The pool shall be utilized under the following circumstances:

   a. For instances when externally sponsored scholarship invitations are received less than three (3) weeks before the deadline, which prevents wider dissemination. In such cases, nominees shall be drawn directly from the pool.

   b. For scholarship programs demanding urgent processing or compliance with short-notice requirements

   c. For scholarship programs requiring final nominees within three (3) weeks.

   d. For instances when the number of required applicants exceeds the Scholarship Committee's (SC) capacity to process during an open Call for Application, or when the number of candidates required exceeds those currently qualified.

   e. For programs requiring specific expertise (e.g., subject-area focus, policy formulation, DRR leadership, AI/technology, and innovation) where the pool allows immediate identification of personnel meeting these criteria.

2. The pool of potential scholars shall comprise the following:

   a. Applicants who are qualified but have not been accepted in a scholarship program within the governance level.

   b. Applicants who are shortlisted by the ROPDC but not nominated to the COPDC.

3. The Pool of the Potential scholars within and across all governance levels shall be valid for one (1) year.

4. Regions shall use the prescribed Pool of Potential Scholars Database template accessible through https://tinyurl.com/2jnywx58. Each Region shall email its

Pool of Potential Scholars Database to NEAP at scholarships@deped.gov.ph for verification and validation, using the ***subject line: 'R___ Pool of Potential Scholars,'*** in accordance with NEAP's annual submission memorandum.

VII. EFFECTIVITY

The provisions of this guidelines shall take effect immediately.

Enclosure 2

TEMPLATE ON THE COMPOSITION OF PERSONNEL DEVELOPMENT COMMITTEES AND SCHOLARSHIP COMMITTEES

I. Regional Office PDC (ROPDC)

Chairperson	Vice Chairperson	Member 1	Member 2	Member 3	Secretariat

II. Schools Division PDC (SDPDC)

SDO	Chairperson	Vice Chairperson	Member 1	Member 2	Member 3	Secretariat

III. Regional Office Scholarship Committee (ROSC)

Chairperson	Vice Chairperson	Member 1	Member 2	Member 3

IV. Schools Division Scholarship Committee (SDSC)

SDO	Chairperson	Vice Chairperson	Member 1	Member 2	Member 3	Secretariat

Enclosure 3

Template for the Pool of Potential Scholars Database

Region:

No.	Last Name	First Name	Middle Name	Extension (if applicable)	DepEd Official Email Address	DepEd Employee Number	Designation	Career Stage	Grade Level Handled (If Applicable)	Subject Taught in the last three (3) years (If Applicable)	Actual Subject Taught (If Applicable)	Work Station (School/Office Unit)	Number of Years in DepEd	Schools Division Office	Area of Specialization	Performance Rating for three (3) recent years	Updated Personal Data Sheet	Work Experience Sheet (CS Form No. 212)
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