



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

06 April 2026

DIVISION MEMORANDUM

No. 152, s. 2026

**CALL FOR NOMINATIONS, ASSESSMENT AND EVALUATION
OF POTENTIAL SCHOLARS TO THE DEPED-NEAP SCHOLARSHIP PROGRAMS**

TO: Assistant Schools Division Superintendent
Division Chiefs
Education Program Supervisors
Public School District Supervisors
Elementary & Secondary School Heads
Elementary & Secondary School Teachers
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 SGOD-Human Resource Development Section announces the Call for Nominations to the DepEd Scholarship Programs that support the professional development of teaching and teaching-related personnel across all governance levels.

2. This activity aims to establish a Division Pool of Potential Scholars that serves as data-base on the selection/nomination of scholars to the different scholarship programs offered by the National Educators Academy of the Philippines (NEAP) and to other scholarship programs offered by national and international service providers.


3. Applicants shall have the following basic requirements:
- Filipino citizen;
 - age not more than 50 years old;
 - has rendered at least two (2) years of service in the government (DepEd) at the time of nomination;
 - holding a permanent appointment in DepEd;
 - obtained at least a Very Satisfactory performance rating for two (2) consecutive period preceding the nomination;
 - sufficiently demonstrated the ability and experience to the initiated innovations in the area being recommended;
 - no pending administrative and/or critical case;
 - no pending nomination for scholarship in another program/course;
 - has already rendered the required service obligation for scholarship previously employed;
 - has a good command of English language (spoken and written);
 - physically and mentally fit; and
 - ICT literate.



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4. All Districts are advised to conduct a **District-level screening/selection** to be spearheaded by the District Scholarship Committee following the attached Criteria and Rubrics for Assessment and Evaluation. The results must be submitted to Mrs. Marita P. Senolos, SEPS-HRD with the following documents:
 - a. Summary of the District Screening Committee (DisSC) Results duly signed by the District Supervisor;
 - b. Nomination Letter of the qualified nominees using the attached template; and
 - c. Excel file containing the name and email addresses of the qualified nominees which will be used as reference for dissemination of links, application forms and other updates relative to scholarships and learning facilitator issues.
5. A separate Issuance announcing the final list of qualified applicants for screening to the division level will be released.
6. The qualified applicants to the Division Screening shall submit the following documents:
 - Personal Data Sheet (PDS)
 - Service Record
 - Appointment
 - Individual Performance Review Form (IPCRF) for 2 consecutive years
 - Certificates on recognitions, trainings facilitated and other awards
 - Personal Narrative (i. e. family, career, experiences, accomplishments, etc.)
 - Medical Certificate
7. Enclosed herein are Appendices on the Timeline of the Scholarship Application, Assessment and Evaluation of Documents of the Potential Scholars; Criteria/Rubrics for the Assessment and Evaluation; Nomination Letter Template; and the Composition of the Schools Division Professional Development Committee (SDPDC) and Schools Division Scholarship Committee (SDSC).
8. All expenses relative to the conduct of this activity shall be charged to HRTD funds, subject to the usual accounting and auditing rules of the government.
9. Immediate and wide dissemination of this Memorandum is desired.


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

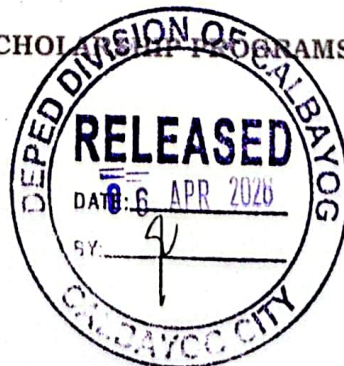
Enclosure: As stated

Reference: As stated

To be indicated in the **Perpetual Index Under** the following subjects:

HRD-PDP

SCHOLARSHIP PROGRAMS



mpampanga-senolos/02April2026



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**TIMELINE OF THE SCHOLARSHIP APPLICATION, ASSESSMENT
AND EVALUATION OF DOCUMENTS OF THE POTENTIAL SCHOLARS**

Date	Activity	Office/Persons Involved
May 4-6, 2026	District-level screening & selection	PSDS & District Scholarship Committee
May 6, 2026	District Submission of Letter of Nomination with the corresponding documents/Mean of Verifications (MOVs) to the SDSC Attention: Marita P. Senolos, SEPS (HRD) - SDPDC/SDSC Secretariat	PSDS & District Scholarship Committee
May 6-8, 2026	Evaluation & Assessment of Documents	Schools Division Scholarship Committee (SDSC) & Professional Development Committee (SDPDC)
May 11, 2026	Submission to Regional Office Data-Base of the Shortlist of the Division Pool of Potential Scholars	Secretariat of the SDPDC & SDSC
May 11-12, 2026	Profiling of Division Pool of Potential Scholars. <i>(Note: Link will be provided by Regional Office Scholarship Committee (ROSC)-NEAP Secretariat)</i>	<ul style="list-style-type: none"> ➤ Division Pool of Potential Scholars ➤ SDPDC & SDSC Secretariat ➤ ROSC-NEAP Secretariat



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CRITERIA/RUBRICS FOR THE ASSESSMENT AND EVALUATION

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

Criteria	Highest Possible Score
1.) Documentary Evaluation	70 points
2.) Potential - Relevance and Feasibility of Work Application Plan (WAP)	30 points
TOTAL	100 points

SCORING RUBRICS

1.) Documentary Evaluation - 70 points			
Criteria	Indicators	Points	Score
1.1 Relevance of the Program to the Office/Units mandates - 15 points	0%-20% of the Office/Unit/KRA is related to the Program Description	3	
	21%-40% of the Office/Unit/KRA is related to the Program Description	6	
	41%-60% of the Office/Unit/KRA is related to the Program Description	9	
	61%-80% of the Office/Unit/KRA is related to the Program Description	12	
	81%-100% of the Office/Unit/KRA is related to the Program Description	15	
	MOVs: a. Work Experience Sheet b. IPCRF/OPCRF c. Special Orders		
1.2 Relevance to Career Development - 5 points	Priority Development Need The scholarship program should address the specific areas of improvement or skill enhancement identified in the applicant's Individual Development Plan (IDP)		
	Fully indicated in the IDP	5	
	Partially indicated in the IDP	3	
	Not indicated in the IDP	0	
MOVs: a. IPCRF/OPCRF			
1.3 Performance based on submitted performance rating covering two (2) years in the current or previous job or position relevant to the scholarship program filled - 20 points	Points (Performance) = $x/5 \times WA$ (Performance) Where X = Average of the two (2) Performance Rating 5 = Highest possible PR in DepEd RPMS WA = Weight Allocation for Performance (20 points) MOVs: a. IPCRF/OPCRF		
1.4 Actual Years of Service in the Department - 10 points	Increments from minimum QS for Experience		
	10 or more increments	10	
	8-9 increments	8	
	6-7 increments	6	
	4-5 increments	4	
	2-3 increments	2	
MOVs: Latest Service Records			



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1.5 Outstanding Employee Award - 5 points	Applicants from Schools Division Office		
	▪ Regional Level Search or Higher	5	
	▪ Division/Provincial/City Level Search	3	
	Applicants from Schools		
	▪ Division Level Search of Higher	5	
	▪ Schools/Municipality/District Level Search	3	
MOVs: Certificate of Recognitions & Memorandum of the Search			
1.6 Recipient of Previous Scholarship Programs within 7 years - 15 points	Frequency		
	▪ Has not been a recipient of any scholarship program	5	
	▪ Was a recipient of scholarship program once	3	
	▪ Was a recipient of scholarship program 2 times	1	
	Duration		
	▪ Less than 2 weeks or no scholarship availed	5	
	▪ Two weeks to 1 month	4	
	▪ More than 1 month to 6 months	3	
	▪ More than 6 months to 1 year	2	
	▪ More than 1 year	1	
	Time-Lapse		
	▪ Recipient of a scholarship program more than 7 years ago or no scholarship availed	5	
	▪ Recipient of a scholarship program 6-7 years ago	4	
	▪ Recipient of a scholarship program 4-5 years ago	3	
	▪ Recipient of a scholarship program more than 2-3 years ago	2	
	▪ Recipient of a scholarship program 2 years ago	1	
MOVs: Shortlist of Scholarships Grantees from HRDS File			
TOTAL FOR (1.) DOCUMENTARY EVALUATION			
2. Potential (Relevance and Feasibility of WAP) - 30 points			
Criteria	Increasing Levels of Quality and Descriptions	Points	Score
2.1 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	
	▪ 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	
	▪ Presents a general description of the problem or issue as its focus of inquiry.	1	
	▪ Not described.	0	
2.2 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	
	▪ Outlines when and where the intervention. Innovation, and strategy will be undertaken and who will be involved. Activities to be conducted are stated.	3	
	▪ Mentions an intervention, innovation, or strategy to be address the problem or issue.	1	
	▪ Nor presented	0	
2.3 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	
	▪ There may be noticeable gaps in understanding or addressing certain details or nuances.	3	
	▪ Relevance is limited; it addresses only some aspects of the issues or needs.	1	



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	<ul style="list-style-type: none"> Largely irrelevant and fails to address the core issues or needs adequately. 	0	
2.4 Relevance to DepEd or Office Priorities/Mandates - 5 points	<ul style="list-style-type: none"> 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	
	<ul style="list-style-type: none"> Aligns well with the priorities and mandates by may lack some focus or depth in certain areas. 	3	
	<ul style="list-style-type: none"> Shows some alignment with the priorities and mandates of DepEd but has significant gaps. It addresses a few relevant areas by may not be fully integrated with the core goals and objectives. 	1	
	<ul style="list-style-type: none"> Has minimal or no relevance to the priorities and mandates of DepEd. 	0	
2.5 Relevance to KRA, actual duties and position – 5 points	<ul style="list-style-type: none"> 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	
	<ul style="list-style-type: none"> Contributes to achieving some objectives of the KRA but are aligned with actual duties and position. 	3	
	<ul style="list-style-type: none"> Has limited contribution to achieving the KRA and not fully aligned with actual duties and position. 	1	
	<ul style="list-style-type: none"> Does not contribute to achieving the KRA and not aligned with actual duties and position. 	0	
2.6 Feasibility of Workplace Application Plan (WAP) – 5 points	<ul style="list-style-type: none"> 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	
	<ul style="list-style-type: none"> Includes concrete steps and details for the completion of the activities. 	3	
	<ul style="list-style-type: none"> Somewhat structure but lacks detail in certain areas. Objectives, activities and timelines need improvement and some risks may be unaddressed. 	1	
	<ul style="list-style-type: none"> Poorly defined or absent. Objectives, activities and timelines are not clear. 	0	
TOTAL FOR (2.) POTENTIAL			
OVERALL TOTAL {(1.) Documentary Evaluation + (2.) Potential}			

Assessed & Evaluated by:

Signature over printed name
Position/
SDSC Member

Signature over printed name
Position/
SDSC Member

Signature over printed name
Position/
SDSC Member

Signature over printed name
Position/
SDSC Member

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Letter of Nomination Template

Dr. Margarito A. Cadayona, Jr., CESO VI
Schools Division Superintendent
Schools Division of Calbayog City

Attn: Marita P. Senolos, SEPS (HRD)
SDSC Secretariat

S i r:

This Office highly recommends the following personnel for DIVISION SCREENING to the Pool of Potential Scholars.

Category	Name of Nominee	Position	School	Email Address
Elementary	1.)			
Junior High School	1.)			
Senior High School	1.)			
School Heads/ Teaching- Related	1.)			

The abovementioned nominees have very satisfactorily met all the qualification requirements and parameters as stipulated in Division Memorandum No. _____ s. 2026, Appendix 2, dated April 6, 2026 as per assessment and evaluation conducted by the District Scholarship Committee.

Very truly yours,

Public Schools District Supervisor



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**Composition of the Schools Division Professional Development
Committee (SDPDC) and Schools Division Scholarship Committee (SDSC)**

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.

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)



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	Sharon D. Balza, EPS II Ma. Angela B. Antonio (AO IV-Records)
Terms of Reference (TOR)	<p>The SDSC shall perform the following duties and responsibilities:</p> <ol style="list-style-type: none"> 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): <ol style="list-style-type: none"> 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.



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