



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**

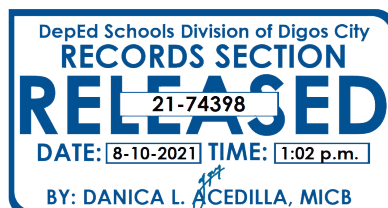
**DIVISION MEMORANDUM**  
No. 463, s. 2021


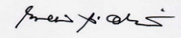
**August 8, 2021**

**REITERATION OF SCHOLARSHIP APPLICATION REQUIREMENTS  
FOR TEACHING PERSONNEL AND SCHOOL LEADERS**

**TO: ASDS  
DIVISION CHIEFS  
PSDSs and EPSs  
PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS  
HRD SPECIALISTS  
ALL TEACHING PERSONNEL**

1. In reference to the attached DM-CI-2021-00302 dated August 4, 2021 from USEC Diosdado M. San Antonio, Undersecretary for Curriculum and Instruction with the same above title, the field is hereby informed of the DepEd Scholarship Committee's reiteration of the requirements for scholarship application as stated in DepEd Order No. 68, s.2009 entitled **Scholarship and Training Grant and Fellowship Pool**.
2. In particular, the nominees must adhere to the following requirements:
  - a) Has been in the service for at least 5 years (the length of service will be computed from the difference of the date of application, as indicated and signed in the form submitted, and the first day of service of the applicant) with at least very satisfactory performance for the last two years to avail themselves of a study leave;
  - b) Has shown strong leadership potential in the school and in the community;
  - c) Has initiated innovations in the area being recommended;
  - d) Has no pending administrative case and a person of good moral character;
  - e) Is certified to be in good health by a local government physician and is fit to undergo serious studies away from his/her family for a week or more to one year;
  - f) Has capability to disseminate or train other teachers/school administrators on the area studied upon returning from training;
  - g) Is computer literate as needed; and
  - h) Is 50 years old and below or depending on the sponsoring organization/ agency and/or Department's age requirement.
3. Scholarship queries and concerns shall be formally communicated to [scholarship@deped.gov.ph](mailto:scholarship@deped.gov.ph).
4. For your guidance.



  
**CRISTY C. EPE**  
Schools Division Superintendent  
 08-08-21

Encls: As stated  
References: None

To be indicated in the Perpetual Index under the following subjects: SGOD HRD SCHOLARSHIPS NEAP-UP  
HRD: CUY: 8/08/2021 REITERATION OF SCHOLARSHIP APPLICATION REQUIREMENTS FOR TEACHING PERSONNEL  
AND SCHOOL LEADERS





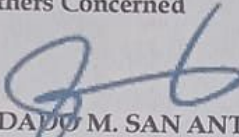
Republic of the Philippines

## Department of Education

UNDERSECRETARY FOR CURRICULUM AND INSTRUCTION

MEMORANDUM  
DM-CI-2021-00 302

TO : Minister of Ministry of Basic, Higher and Technical Education, BARMM  
Regional Directors  
Schools Division Superintendents  
Heads of Public Elementary and Secondary Schools  
All Others Concerned

FROM :   
DIOSDADO M. SAN ANTONIO  
*Undersecretary for Curriculum and Instruction*  
*CH from Galarza 98 Jis*

SUBJECT : Reiteration of Scholarship Application Requirements for Teaching  
Personnel and School Leaders

DATE : 4 August 2021

The Department of Education (DepEd) fully supports the continuous development of its human resource to improve performance through scholarship/fellowship and training grants from local and overseas. The pooling of prospective grantees is facilitated by the Bureau of Human Resource and Organizational Development (BHROD) for non-teaching personnel and the National Educators Academy of the Philippines (NEAP) for teaching personnel and school leaders.

To ensure the smooth implementation of these scholarship programs, the Department of Education Scholarship Committee hereby reiterates the requirements for scholarship application as stated in the DepEd Order No. 68, s. 2009 titled, "Scholarship and Training Grant/Fellowship Pool"; the nominees to be submitted by School Division Offices and Regional Offices must adhere to the following requirements:

- a) Has been in the service for **at least 5 years** (the length of service will be computed from the difference of the date of application, as indicated and signed in the form submitted, and the first day of service of the applicant) with at least very satisfactory performance for the last two years **to avail themselves of a study leave;**
- b) Has shown strong leadership potential in the school and the community;
- c) Has initiated innovations in the area being recommended;

- d) Has no pending administrative case and a person of good moral character;
- e) Is certified to be in good health by a local government physician and is fit to undergo serious studies away from their family for a week or more to one year;
- f) Has capability to disseminate or train other teachers/school administrators on the area studied upon returning from training;
- g) Is computer literate as needed; and
- h) Is 50 years old and below depending on the sponsoring organization/ agency and/or department's age requirement.

Furthermore, all applications, queries, and concerns shall be formally communicated through [scholarships@deped.gov.ph](mailto:scholarships@deped.gov.ph).

Immediate dissemination and appropriate action on this memorandum are desired.