





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

**Office of the Schools Division Superintendent**

	Joan M. Niones	EPS- Filipino
	Myhrra Faye L. Balingit	AO-IV Human Resource (Personnel Section)
	Angel V. Bisaga Jr	EPS-MAPEH
Committee Secretariat	Janice S. Alquizar	EPS -II HRD
	Aleli M. Chiong	AO-IV Records Section

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

Role / Committee Position	Roles and Duties
<b>Chairperson</b>	<ul style="list-style-type: none"> <li>• Lead and oversee the overall implementation of scholarship guidelines within the Schools Division of Digos City.</li> <li>• Supervise the screening, evaluation, and selection processes of scholarship applications.</li> <li>• Preside over committee meetings and ensure efficient decision-making processes.</li> <li>• Endorse qualified scholarship nominees, policy recommendations, and related reports to the SDPDC and Schools Division Superintendent for approval.</li> <li>• Ensure proper monitoring and evaluation of scholarship grantees' performance and compliance with program requirements.</li> <li>• Coordinate with sponsoring agencies and relevant stakeholders on scholarship-related concerns and policies.</li> </ul>
<b>Vice Chairperson</b>	<ul style="list-style-type: none"> <li>• Assist the Chairperson in performing committee functions and assume leadership in the absence of the Chairperson.</li> <li>• Support the implementation of scholarship screening, monitoring, and evaluation activities.</li> <li>• Help ensure that scholarship policies and procedures are properly followed.</li> <li>• Assist in the preparation and review of reports, policy recommendations, and committee outputs.</li> </ul>
<b>Members</b>	<ul style="list-style-type: none"> <li>• Participate in the review and evaluation of scholarship applications based on DepEd and sponsoring agency guidelines.</li> <li>• Assist in maintaining and updating the database of active scholars and potential scholars.</li> <li>• Support monitoring of scholars' academic progress, Workplace Application Plan (WAP) implementation, and service obligation compliance.</li> <li>• Help establish feedback mechanisms and conduct assessments related to scholarship program implementation.</li> <li>• Assist in coordinating with schools, functional divisions, and sponsoring agencies regarding scholarship concerns.</li> </ul>
<b>Committee Secretariat</b>	<ul style="list-style-type: none"> <li>• Provide administrative and technical support to the committee.</li> <li>• Prepare minutes of meetings, reports, and documentation of committee proceedings.</li> <li>• Maintain and safeguard records of scholarship applications, evaluations, and committee decisions.</li> <li>• Coordinate communication between the committee, schools, functional units, and sponsoring agencies.</li> <li>• Manage database records of scholars and scholarship applicants.</li> <li>• Assist in monitoring submission of documentary requirements and compliance reports.</li> </ul>





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6. Refer to the enclosures for other relevant details.
7. Immediate dissemination and compliance with this Memorandum are hereby directed.

*Melanie P. Estacio*

**MELANIE P. ESTACIO, PhD, CESO VI**

Schools Division Superintendent

*3/2/16*

Enclosed: As stated.  
SGOD/jsa

DepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**

DATE: 04 MAR 2016 TIME: 9:16 AM

BY: *[Signature]*





Republic of the Philippines  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

**MEMORANDUM**  
**DM-OULS-2026- 013**

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

**FROM :** *Carmela C. Oracion*  
**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



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





Republic of the Philippines  
**Department of Education**  
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

**Enclosure 2**

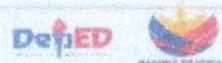
**TEMPLATE ON THE COMPOSITION OF PERSONNEL DEVELOPMENT COMMITTEES AND SCHOLARSHIP COMMITTEES**

**I. Regional Office PDC (ROPDC)**

<b>Chairperson</b>	<b>Vice Chairperson</b>	<b>Member 1</b>	<b>Member 2</b>	<b>Member 3</b>	<b>Secretariat</b>

**II. Schools Division PDC (SDPDC)**

<b>SDO</b>	<b>Chairperson</b>	<b>Vice Chairperson</b>	<b>Member 1</b>	<b>Member 2</b>	<b>Member 3</b>	<b>Secretariat</b>









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**Enclosure 3**

**Template for the Pool of Potential Scholars Database**

Region:

No.	Last Name	First Name	Middle Name	Division (if applicable)	DepEd Official Email Address	DepEd Employee Number	Designation	Career Stage	Grade Level Taught (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 (CG Form No. 219)
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Notes: For this part, please attach a  
copy of the updated PSA document  
and the latest 132 form.





Republic of the Philippines  
**Department of Education**  
 DAVAO REGION

Enclosure 4

**LIST OF PARTICIPANTS**

**A. National Pool of Writers**

No.	Name	Functional Division	Position
1	Nelma Lyn R. Barnija, EdD	HRDD-RNEAP	Chief ES
2	Shemelyn G. Bilbao	ORD-LU	Attorney III
3	Lorenza A. Pitulan	ORD-LU	Attorney IV
4	Michael S. Anoda	CLMD	Education Program Supervisor
5	Maureen Ava B. Acuna	HRDD-RNEAP	Education Program Specialist II
5	<b>TOTAL</b>		

**B. Regional Office XI**

No.	Name	Functional Division	Position
1	Allan G. Farnazo	ORD	Regional Director
2	Rebonfamil R. Baguio	OARD	Assistant Regional Director
3	Cristy C. Epe	SDS	Schools Division Superintendent
4	Nelma Lyn R. Barnija	HRDD-RNEAP	Chief Education Supervisor
5	Mary Jeanne B. Aldeguez	CLMD	Chief Education Supervisor
6	Jenielito S. Atillo	QAD	Chief Education Supervisor
7	Roy T. Enriquez	AD	Chief Administrative Officer
8	Loradel L. Baricaua	FD	Chief Administrative Officer
9	Aris B. Juanillo	FTAD	Chief Education Supervisor
10	Cherry Ann D. Into	PPRD	Chief Education Supervisor
11	Warlito E. Hua	ESSD	Chief Education Supervisor
12	Isidra B. Despi	HRDD	Education Program Supervisor
13	Jeoffrey L. Bernabe	HRDD	Senior Education Program Specialist
14	Glen V. Villonez	HRDD	Education Program Supervisor
15	Leonard Ray E. Castillon	HRDD	Education Program Specialist II
16	Mariane B. Tubo	HRDD	Education Program Specialist II
17	Lorenza A. Pitulan	ORD-LU	Attorney IV
18	Shemelyn G. Bilbao	ORD-LU	Attorney III
19	Michael S. Anoda	CLMD	Education Program Supervisor
20	Kirstine Fheb Y. Reyes	HRDD	ADAS I
<b>20</b>	<b>TOTAL</b>		

**C. 11 Schools Division Office Participants**

- Chiefs of School Governance and Operations Division (SGOD) and Chiefs of Curriculum Implementation Division (CID)
- HRD Senior Education Program Specialist
- HRD Education Program Specialist II



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