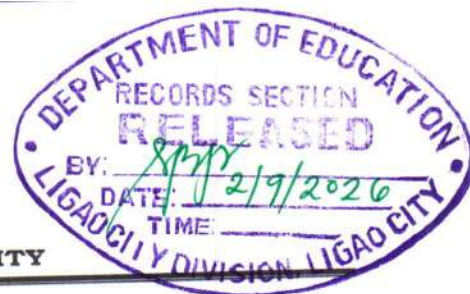




Republic of the Philippines
Department of Education
Region V – Bicol

SCHOOLS DIVISION OFFICE OF LIGAO CITY



Office of the Schools Division Superintendent

20926103

February 9, 2026

DIVISION MEMORANDUM

No. **0067** s. 2026

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

To: Asst. Schools Division Superintendent
CID and SGOD Chief Education Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In reference to Regional Memorandum No. 00160, s. 2026 titled, Guidelines on Ensuring Effective Management of NEAP Scholarship Processes, this Office hereby designates the following personnel as the **Schools Division Scholarship Committee (SDSC)**, to wit:

Chairperson	Tita V. Agir, CID Chief
Vice Chairperson	Joy Pauline M. Delos Reyes, Atty. III
Regular Members	
	Jocelyn P. Navera, EPS-Science
	Jojim B. Cordova, EPS- Math
	Maria Grecia M. Renolayan, EPS- English
	Ronald B. Lucena, EPS- TLE
	Leo S. Moral, EPS-Kindergarten
	Leo C. Brizuela, EPS-Filipino
	Rommel Carl R. Peralta, EPS- LRMS
	Amable O. Poja, EPS-MAPEH
	Jovito P. Oriola, EPS-Values Ed.
	Jose R. Nobela, EPS-Araling Panlipunan
Secretariat	
	Emalyn G. Rempis, SEPS, HRD
	Ruth Glaiza H. Sabate, EPS II, HRD
	Sharon B. Perseveranda, AO IV Records

2. The SDSC shall be responsible for implementing these Guidelines at the division level. It shall perform the following duties and responsibilities:
- Oversee the scholarship application procedures within the Schools Division.
 - Disseminate information on scholarship opportunities.
 - 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 sponsoring agencies.
 - Present and submit the following to the SDPDC for approval and subsequent endorsement by the SDS:
 - Roster of nominees for scholarship grants to sponsoring agencies and, where applicable, to the RO.
 - Policy recommendations addressed to the RO.
 - Provide technical assistance to the nominees in completing and submitting the requisites mandated by DepEd and/or the sponsoring agencies.
 - 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 SDS.



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- 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 ongoing classes and implementation of their WAP, and conduct 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 communities and effectively consolidate 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 sponsoring agencies.
 - n. Suggest SDPDC potential resolutions to pertinent issues raised by significant stakeholders.
 - o. Align and cross-reference scholarship contracts and terms and conditions of scholarship programs.
 - 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.
3. Prior to the submission to the SDSC, schools should screen the documents of the applicants in terms of accuracy, authenticity, and compliance with requirements.
 4. 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 the potential non-teaching and related teaching scholars. Schools, functional divisions, and units of the Division Office shall refer to the personnel records for their initial review, screening, and verification of documents.
 5. **In view of this, all Learning Area supervisors are requested to endorse potential scholars of their respective learning areas, duly signed by the SDSC Chairperson on February 25, 2026, for HRD consolidation and submission of a pool of potential scholars to ROV on or before February 27, 2026.**
 6. Attached is Memorandum DM-OULS-2026-018 for reference.
 7. For information, immediate dissemination, and strict compliance.

NYMPHA D. GUERO
Schools Division Superintendent

Enclosure: As stated,
References: RM No. 016, s. 2026 and Memorandum DM-OULS-2026-018
To be indicated in the Perpetual Index
under the following subjects

SCHOLARSHIP
APPLICATION

SCHOOLS DIVISION SCHOLARSHIP COMMITTEE
SCHOLARSHIP PROCESSES

DUTIES AND FUNCTIONS

sgod/hrdd/scholarship