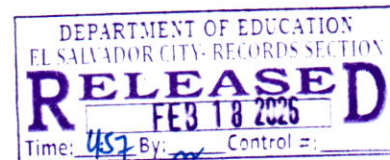




Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO
 SCHOOLS DIVISION OF EL SALVADOR CITY



February 18, 2026

DIVISION MEMORANDUM

No. 048, s. 2026

COMPOSITION OF SCHOOLS DIVISION PERSONNEL DEVELOPMENT COMMITTEE (SDPDC) AND SCHOOLS DIVISION SCHOLARSHIP COMMITTEE (SDSC)

To: Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Education Program Supervisors
 School Heads of Public Elementary and Secondary Schools
 All Others Concerned

- Pursuant to Regional Memorandum No. 119, s. 2026, entitled Guidelines on Ensuring Effective Management of NEAP Scholarship Processes and Composition of Schools Division Scholarship Committee, this Office hereby establishes the Schools Division Personnel Development Committee (SDPDC) and the Schools Division Scholarship Committee (SDSC). These committees streamline scholarship management to ensure accountability and efficient program implementation across all governance levels.
- The following attachments are for guidance and reference:
 - Enclosure No. 1** – Composition of Schools Division Personnel Development Committee (SDPDC)
 - Enclosure No. 2** – Roles and Responsibilities of Schools Division Personnel Development Committee
 - Enclosure No. 3** - Composition of Schools Division Scholarship Committee
 - Enclosure No. 4** - Roles and Responsibilities of Schools Division Scholarship Committee (SDSC)
- Immediate and wide dissemination of this Memorandum is desired.

RANDOLPH B. TORTOLA
 Schools Division Superintendent

ATCH: As stated
 Reference: DM-OULS-2026-018
 To be included in the Perpetual Index
 Under the following subjects: PDC, Scholarship
 RE: COMPOSITION OF SCHOOLS DIVISION PERSONNEL DEVELOPMENT COMMITTEE (SDPDC) AND SCHOOLS DIVISION SCHOLARSHIP COMMITTEE (SDSC)
 SGOD/CVG



Address: Zone 3, Tuburan, Poblacion, El Salvador City
 Telephone Nos.: (088) 882-6326
 Email Address: elsalvador.city@deped.gov.ph
 Website: depedelsalvadorcity.net

Doc. Ref. Code	SDO-OSDS-F001	Rev	00
Effectivity	02.18.2026	Page	1 of 6



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Enclosure No. 1 of Division Memorandum No. 042, s. 2026

**COMPOSITION OF SCHOOLS DIVISION PERSONNEL DEVELOPMENT
COMMITTEE (SDPDC)**

Chairman: **RANDOLPH B. TORTOLA**
Schools Division Superintendent

Vice Chairperson: **CONNIEBEL C. NISTAL**
Assistant Schools Division Superintendent

Members:

NINIAN A. ALCASID
Chief Education Supervisor - CID

ROLLY B. LABIS
Chief Education Supervisor - SGOD

ANALYN G. FABRIA
Education Program Supervisor

MARICRIS P. QUISMUNDO
Senior Education Program Specialist – SMME

CARMILLE V. GAHAY
Senior Education Program Specialist – HRD

FELANIE MARIE A. LIM
Administrative Officer IV – Personnel

Secretariat: **MARILOU Y. DESCALLAR**, EPS II – HRD
CHERIEMY D. GENEROL, EPS II – SMME
ELEONOR R. ISIDERIO, AO IV – Records Officer



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

*Enclosure No. 2 – Roles and Responsibilities of Schools Division Personnel
Development Committee*

**ROLES AND RESPONSIBILITIES OF SCHOOLS DIVISION PERSONNEL
DEVELOPMENT COMMITTEE (SDPDC)**

- a. Lead 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. Evaluate and recommend L&D programs for DepEd personnel based on the L&D Plan, individual development plans, identified competencies, and other strategic considerations;
- c. Facilitate the selection of the best-qualified employees for scholarship programs and other L&D opportunities;
- d. Review applications for study leave and recommends appropriate action to the head of the office;
- e. Ensure performance monitoring, rewards and recognition systems are properly applied within the office;
- f. Help develop internal policy guidelines in accordance with existing relevant guidelines related to the L&D of personnel; and
- g. Submit required reports to the head of the office regarding L&D activities.



Address: Zone 3, Tuburan, Poblacion, El Salvador City
Telephone Nos.: (088) 882-6326
Email Address: elsalvador.city@deped.gov.ph
Website: depedelsalvadorcity.net

Doc. Ref. Code	SDO-OSDS-F001	Rev	00
Effectivity	02.18.2026	Page	3 of 6



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Enclosure No. 3 of Division Memorandum No. 048, s. 2026

COMPOSITION OF SCHOOLS DIVISION SCHOLARSHIP COMMITTEE (SDSC)

Chairman: **NINIAN A. ALCASID**
Chief Education Supervisor, CID

Members: **JOVIT D. COMON**
Education Program Supervisor – English Elementary
MARGIE R. VALMORIA
Education Program Supervisor – English Secondary
MARIE JADE A. CACAYAN
Education Program Supervisor – Science
ANABELLE M. MAMA CLAY
Education Program Supervisor – Mathematics
GENEVIEVE E. LUSTERIO
Education Program Supervisor – Filipino
LORNA H. ESTROSAS
Education Program Supervisor – Araling Panlipunan
MELANIE M. LIGUTOM
Education Program Supervisor – Values Education/ALS
VANITY JADE C. LAZAGA
Education Program Supervisor – MAPEH
ROQUE R. SABASAJE
Education Program Supervisor – TLE
FELANIE MARIE A. LIM
Administrative Officer IV – Personnel

Secretariat: **CARMILLE V. GAHAY**, SEPS – HRD
ELEONOR R. ISIDERIO, AO IV – Records Officer



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Enclosure No. 4 of Division Memorandum No. 042, s. 2026

**ROLES AND RESPONSIBILITIES OF SCHOOLS DIVISION SCHOLARSHIP
COMMITTEE (SDSC)**

- a. Oversee the scholarship application procedures within the Schools Division. Disseminate information on scholarship opportunities.
- b. 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.
- c. Present and submit the following to the SDPDC for approval and subsequent endorsement by the Schools Division Superintendent:
 - Roster of nominees for scholarship grants to sponsoring agencies and where applicable, to the Regional Office
 - Policy recommendations addressed to the Regional Office
- d. Provide technical assistance to the nominee/s in completing and submitting the requisites mandated by DepEd and/or the sponsoring agencies.
- e. 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.
- f. 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.
- g. Formulate supportive measures to assist scholars in attaining the intended goals and objectives of the scholarship program, including the Workplace Application Plan.
- h. Monitor the tasks of active scholars in their on-going classes and implementation of their WAP and conduct of relevant academic research when applicable.
- i. Monitor compliance of scholars with their service obligations, and settlement of penalties.
- j. 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.

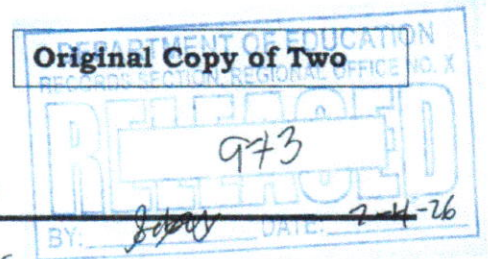


Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

- k. Facilitate the processing of requests for deferment, dropping out or withdrawal from scholarship programs.
- l. Coordinate with scholarship sponsorship agencies.
- m. Suggest to SDPDC potential resolutions to pertinent issues raised by significant stakeholders.
- n. 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.
- o. Conduct orientation on scholarship contracts and terms and conditions of scholarship programs.
- p. Assist in the verification of scholarship-related documents submitted for promotion and job application.



Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO



February 3, 2026

REGIONAL MEMORANDUM
 No. 119, s. 2026

GUIDELINES ON ENSURING EFFECTIVE MANAGEMENT
 OF NEAP SCHOLARSHIP PROCESSES AND COMPOSITION
 OF SCHOOLS DIVISION SCHOLARSHIP COMMITTEE

To: Schools Division Superintendents
 All Others Concerned

- Following the attached **DepEd Memorandum DM-OU-LS-2026-018**, titled **Guidelines on Ensuring Effective Management of NEAP Scholarship Processes**, and the commitment of the Department of Education (DepEd) to support the professional development of its personnel, the **National Educators' Academy of the Philippines (NEAP)** aims to streamline scholarship management process to ensure equitable access to all scholarship opportunities and respond promptly to Calls for Applications.
- All **Schools Division Offices (SDOs)** shall establish their respective **Schools Division Scholarship Committee (SDSC)** to facilitate the efficient management of scholarship applications at the divisional level and upload through this link <https://tinyurl.com/NEAP-Scholarship-Docs> on or before **February 12**.
- Furthermore, the SDOs shall prepare and submit their respective **Pool of Potential Scholars Database** to this Office at owenniko.baylan@deped.gov.ph no later than **February 27**, following the subject line format: *[Division]_Pool of Potential Scholars*.
- Please refer to the attached Memorandum for complete details.
- This Office directs the immediate and wide dissemination of this Memorandum.


DR. ARTURO B. BAYOCOT, CESO III
 Regional Director

ATCH.: As stated
 To be indicated in the Perpetual Index
 under the following subjects:

NEAP SCHOLARSHIPS

HRDD/onb



Address: DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City
 Telephone No: (088) 881-3137
 Email Address: region10@deped.gov.ph
 Website: r10.deped.gov.ph

Doc. Ref. Code	RO-ORD-F013	Rev	01
Effectivity	01.22.24	Page	1 of 23





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

ADVISORY
09 February 2026

This is in reference to **DM-OULS-2026-018** titled **Guidelines on Ensuring Effective Management of NEAP Scholarship Processes**, dated 19 January 2026.

This Office hereby provides clarification and guidance on the composition of the Schools Division Scholarship Committee (SDSC), which shall function as a subcommittee of the Schools Division Program Development Council (SDPDC).

As indicated in the said Memorandum, the SDSC composition was originally presented as follows:

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

However, in view of the queries and feedback received, clarification is hereby made that the **Chairperson of the SDSC** shall be **the Curriculum Implementation Division (CID) Chief**, and not the CID Supervisor.

Accordingly, the correct composition of the SDSC shall be as follows:

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

The Office trusts that this clarification will ensure proper identification of personnel, strengthen committee organization, and contribute to the effective management of NEAP scholarship processes.

For further concerns or inquiries, please contact the NEAP Scholarship Secretariat through email at **scholarships@deped.gov.ph** or via landline at **(02) 8715-9919**.

For immediate dissemination and appropriate action.

Carmela Oracion
CARMELA C. ORACION
Assistant Secretary
Officer-in-Charge

Office of the Undersecretary for Learning Systems