



October 14, 2019

REGIONAL MEMORANDUM
No. 631, s. 2019

ORIENTATION ON THE SCHOLARSHIP MANAGEMENT PROCESSES

TO: SCHOOLS DIVISION SUPERINTENDENTS
This Region

1. The Department of Education through the National Educators Academy of the Philippines (NEAP) will conduct an Orientation Workshop on the Scholarship Processes and Guidelines for Batch 3 on October 22 - 24, 2019 at **NEAP R-XII, Quirino Avenue, Gen. Santos City.**
2. The workshop aims to validate and update processes and mechanisms in managing scholarships, provide a venue for sharing of experiences, and gather feedback on the implementation of scholarship programs and Re-entry Action Plan (REAP).
3. Confirmation sheet/list of participants is attached hereto for reference. Participants shall register online at <http://deped.in/cluster3scholarship> not later than October 16, 2019.
4. Board and lodging of the participants shall be charged against HRD Funds while travel and incidental expenses shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
5. All Division Scholarship Focal Persons are requested to update the Database of Scholars Circle Region at <http://tinyurl.com/deped13scholarscircle> to keep track of the Scholars in the Region.
6. For further details, refer to the attached communication from the Undersecretary and Chief of Staff of the Office of the Secretary, **Atty. Nepomuceno Malaluan** and Program of Activities.
7. For immediate dissemination and compliance.


FRANCIS CESAR B. BRINGAS, CESO V
Director III
OIC – Office of the Regional Director

Incl.: As stated

Reference:

To be indicated in the Perpetual Index under the following subjects:

Scholarship

Training Program

Learning & Development

hrrd04/mmv
10/14/2019



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(085) 342 - 8207
(085) 342 - 7347
(085) 341 - 3899



caraga@deped.gov.ph



caraga.deped.gov.ph



Republic of the Philippines
Department of Education

WORKSHOP ON THE ORIENTATION OF THE SCHOLARSHIP MANAGEMENT GUIDELINES

CONFIRMATION SHEET

☒ BATCH 3 (OCT. 21-23)

Venue: Gen. San

REGION:

Caraga

Type of Participant	Name of Participant
A. Regional Scholarship Focal Person (1)	MARLYNE M. VILLAREAL EPS-HRDD
B. Division Scholarship Focal Person (5) (can be 1 Division with 5 representatives or 5 different Divisions with 1 representative each to be selected by the Region)	MARY LUZ ADVINCULA-NIERE SDO-Bislig City
	CHERRY B. CAJES SDO-Dinagat Islands
	FEROSANA D. TESIORNA SDO - Siargao Islands
	KRISTA FETALVERO SDO-Surigao del Norte
	ROWENA BALAN SDO-Tandag City
C. School Scholarship Focal Person / Head, Personnel Development Committee/ School Head (4) (should be from 4 different Schools with 1 representative each to be selected by the Region/Division)	MINDA I. TEPOSO Bayugan NCHS, Bayugan City Division
	MARY ALLEN P. CORNITES CASOCES, Cabadbaran City Division
	REMEDIOS T. HINAMPAS BCES, Butuan City Division
	JONHEL M. FRAN Simbalan NHS, Agusan del Norte
D. Scholarship Recipients (2) per Region	RACHEL S. RENDON AVIS, Butuan City Division
	RAINIER T. SULARTE Sibagat NSH, Agusan del Sur

Approved by:



FRANCIS CESAR B. BRINGAS, CESO V
Regional Director

Online registration:

<http://deped.in/cluster3scholarship> for Batch 3

NEAP-PDD/Lazaro

2/F Mabini Building, DepEd Complex, Meralco Avenue, Pasig City 1600 ☎ Telefax No. 638-8638 ✉ email add: neapdo.depedco@gmail.com

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Republic of the Philippines
Department of Education

Tanggapan ng Kalihim
Office of the Secretary

TO : MINISTER OF MINISTRY OF BASIC HIGHER AND TECHNICAL
EDUCATION, BARM
BHROD DIRECTOR
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
HEADS OF PUBLIC ELEMENTARY AND SECONDARY
SCHOOLS

FROM : ATTY. NEPOUCENO A. MALALUAN
Undersecretary/Chief of Staff

SUBJECT : ORIENTATION ON THE SCHOLARSHIP
MANAGEMENT PROCESSES

DATE : 30 August 2019

1. The Department of Education (DepEd) fully supports the continuous learning and development of its human resource through local and foreign scholarships to enhance the efficiency and responsiveness of its workplace.
2. The National Educators Academy of the Philippines (NEAP), as the Scholarship Secretariat, will conduct an orientation workshop on the Scholarship processes and guidelines on the following dates:

Batch	Date	Venue
Batch 1 NCR, CAR, Region 1, 2, 3 and 4A	September 24-26, 2019	Lohas Hotel, Clark Freeport Zone, Angeles City Pampanga
Batch 2 Region 4B, 5, 6, 7 and 8	October 8-10, 2019	Bohol Tropics, Tagbilaran City, Bohol
Batch 3 Region 9, 10, 11, 12, CARAGA and ARMM	October 22-24, 2019	Within General Santos City

3. The workshop aims to:
 - a. validate and update processes and mechanisms in managing scholarships.
 - b. provide a venue for sharing of experiences
 - c. gather feedback on the implementation of scholarship programs and Re-entry Action Plan (REAP)

4. The participants of this activity are focal persons/ personnel involved in managing scholarship processes, and past scholarship recipients.
5. Training costs, which cover board and lodging and travel expenses of the NEAP Management Staff shall be charged against HRD Funds while the travel expenses of the participants shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
6. Please refer to the matrix below regarding meals, and board and lodging.

1	September 23 (Day 0)				✓	✓	✓
	September 24 (Day 1)	✓	✓	✓	✓	✓	✓
	September 25 (Day 2)	✓	✓	✓	✓	✓	✓
	September 26 (Day 3)	✓	✓	✓			
2	October 7 (Day 0)				✓	✓	✓
	October 8 (Day 1)	✓	✓	✓	✓	✓	✓
	October 9 (Day 2)	✓	✓	✓	✓	✓	✓
	October 10 (Day 3)	✓	✓	✓			
3	October 21 (Day 0)				✓	✓	✓
	October 22 (Day 1)	✓	✓	✓	✓	✓	✓
	October 23 (Day 2)	✓	✓	✓	✓	✓	✓
	October 24 (Day 3)	✓	✓	✓			

7. Please refer to the following enclosures: (1) indicative program of activities, (2) list of expected participants, and (3) copy of the confirmation sheet which should be emailed to scholarships@deped.gov.ph. Confirmed participants should register online on or before September 15, 2019 at
<http://deped.in/cluster1scholarship> for Batch 1
<http://deped.in/cluster2scholarship> for Batch 2 and
<http://deped.in/cluster3scholarship> for Batch 3

Program of Activities
Orientation on the Scholarship Management Guidelines

Day 1	
7:00- 8:00	Registration
8:00-9:00	Opening Program ● Prayer ● National Anthem ● Introduction of Participants ● Welcome Message ● Setting Perspective ● Objectives, Schedule, Norm
9:00- 10:00	Plenary 1 Presentation and Review of Scholarship Guidelines
10:00-10:30	AM Snack
10:30-12:00	Plenary 2: Presentation of Scholarship Recipients
12:00-1:00	Lunch Break
1:00- 3:00	Workshop 1
3:00-3:30	PM Snack
3:30-4:30	Workshop 2
4:30-5:00	Integration
Day 2	
8:00-8:30	Management of Learning
8:30- 10:00	Workshop 3
10:00-10:30	AM Snack
10:30-12:00	Continuation of Workshop 3
12:00-1:00	Lunch Break
1:00-3:00	Presentation of HEI and Benchmarking Activities
3:00- 3:30	PM Snack
3:30-5:00	Closing Ceremonies