



Republic of the Philippines

**Department of Education**  
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

March 3, 2026

**DIVISION MEMORANDUM**

No. 023, s. 2026

**CREATION OF THE DIVISION SCHOLARSHIP COMMITTEE**

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
Public Elementary, Secondary, and Integrated School Heads  
All Others Concerned

1. In line with the commitment of the Department of Education 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 aims to streamline and improve the scholarship management process, ensure equitable access to all scholarship opportunities, and respond promptly to calls for application in scholarship programs.

2. In accordance with Civil Service Commission (CSC) Memorandum Circular (MC) No. 43 s. 1993, as amended in MC No. 10, s. 1989, titled "*Streamlining and Deregulating Human Resource Development Functions*," "*Establishing a Personnel Development Committee in All Departments in Government, Including Government-Owned or Controlled Corporations*," respectively, and Memorandum DM-OULS-2026-018 titled "*Guidelines on Ensuring Effective Management of NEAP Scholarship Process*," this Office announces the **Creation of the Division Scholarship Committee**, to wit:

Chairperson: Mr. JOHN M. CHAVEZ  
Chief Education Supervisor, CID

Co-Chairperson: Atty. AYZEL LEA R. PALMERO  
Attorney III

Members: Dr. JENNIFER E. MONTE  
Education Program Supervisor, CID

Dr. MARIAM B. RIVAMONTE  
Education Program Supervisor, CID

Dr. NESTOR T. RUALO  
Education Program Supervisor, CID



Address: T. Roque St., Malusak, Boac, Marinduque  
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611  
Email: marinduque@deped.gov.ph  
Website: <https://depedmarinduque.com>

Dr. MA. SHIELA S. SAET  
Education Program Supervisor, CID

Dr. MA. CORAZON A. BORJA  
Education Program Supervisor, CID

Mrs. JELLY L. SORE  
Education Program Supervisor, CID

Mrs. FLORIE M. REGENCIA  
Education Program Supervisor, CID

Mr. FREDDIE M. MALABAYABAS  
Education Program Supervisor, CID

Mrs. ANNABELLE M. MARMOL  
Education Program Supervisor, CID

Mr. ROMUALDO O. MAGCULANG  
Education Program Supervisor, CID

Mrs. MARIDELL F. HERMOSA  
Administrative Officer IV, Personnel Unit

Secretariat:

Mr. KYLE DAVID V. ATIENZA  
Senior Education Program Specialist, HRDS

Mrs. GLAIZA T. PALATINO  
Education Program Specialist II, HRDS

Mrs. JINKY L. MERON  
Administrative Officer IV, Records Unit

Mrs. CHARMAIN J. MOGOL  
Librarian II

3. The Division Scholarship Committee shall function as a sub-committee of the Division HRDC, and has the following general functions:

- 3.1. oversee the scholarship application procedures within the Schools Division;
- 3.2. disseminate information on scholarship opportunities;
- 3.3. 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;
- 3.4. present and submit the following to the SDPDC for approval and subsequent endorsement by the Schools Division Superintendent:
  - 3.4.a. roster of nominees for scholarship grants to sponsoring agencies and, where applicable, to the Regional Office;
  - 3.4.b. policy recommendations addressed to the Regional Office;
- 3.5. provide technical assistance to the nominee/s in completing and submitting the requisites mandated by DepEd and/or the sponsoring agencies;

- 3.6. maintain and regularly update the database of division-level active scholars and the pool of potential scholars. The minimum number of potential scholars is determined by the Schools Division Superintendent;
  - 3.7. 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;
  - 3.8. formulate supportive measures to assist scholars in attaining the intended goals and objectives of the scholarship program, including the Workplace Application Plan;
  - 3.9. monitor the tasks of active scholars in their ongoing classes and implementation of their WAP and conduct of relevant academic research when applicable;
  - 3.10. monitor compliance of scholars with their service obligations and settlement of penalties;
  - 3.11. design a feedback mechanism to aggregate the experiences of the scholars within the program and communicate the consolidated feedback to sponsoring agencies effectively. Impact studies and rapid assessments may also be conducted;
  - 3.12. facilitate the processing of requests for deferment, dropping out, or withdrawal from scholarship programs;
  - 3.13. coordinate with scholarship sponsorship agencies;
  - 3.14. suggest to HRDC potential resolutions to pertinent issues raised by significant stakeholders;
  - 3.15. 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;
  - 3.16. conduct orientation on scholarship contracts and terms and conditions of scholarship programs;
  - 3.17. assist in the verification of scholarship-related documents submitted for promotion and job application; and
  - 3.18. ensure that all employees, regardless of age, sex, sexual orientation, gender identity, gender expression, marital status, pregnancy, physical features, impairment or disability, work-related injury, religious belief or activity, ethnicity, political belief, affiliation, or activity, are given equal opportunity to avail and attend L&D programs, including scholarship opportunities.
4. The designation of the Division Scholarship Committee members and secretariat shall be valid for two years and shall be in force until further notice by the authorities concerned.
5. Immediate dissemination of the contents of this Memorandum is desired.

  
**LYNN G. MENDOZA, EdD**  
OIC, Schools Division Superintendent 

Encls: As stated  
References: CSC MC No. 43 s. 1993  
CSC MC No. 10, s. 1989  
Memorandum DM-OULS-2026-018

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

COMMITTEES

SCHOLARSHIPS

*SGOD-HRDS/KDA*  
*Creation-of-the-Division-Scholarship-Committee/ March 4, 2026*



**Address:** T. Roque St., Malusak, Boac, Marinduque  
**Tel. No.:** (042) 754-0247 • **Fax No.:** (042) 332-1611  
**Email:** marinduque@deped.gov.ph  
**Website:** <https://depedmarinduque.com>