



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

2602-1093

DIVISION MEMORANDUM
No. 118, s. 2026

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

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In reference to Regional Memorandum No. 195, s. 2026 – Guidelines on Ensuring Effective Management of NEAP Scholarship Processes, the Division establishes the Composition of the Schools Division Personnel Development Committee and Schools Division Scholarship Committee, as follows:

Schools Division Personnel Development Committee (SDPDC):

Designation	Name	Position
CHAIRPERSON	Dr. Annie D. Pagdilao	Assistant Schools Division Superintendent
VICE CHAIRPERSON	Dr. Marie Christine L. Natividad	Chief Education Supervisor - CID
MEMBERS	Susiemar M. Rapisura	Education Program Supervisor - SGOD
	Elsie C. Amorin	Education Program Supervisor - CID
	Atty. Kim R. Tagorda	Administrative Officer V
SECRETARIAT	Aphrodite Hope E. Martinez	Senior Education Program Specialist
	Greatest Yeng C. Molina	Administrative Officer IV - Personnel

Schools Division Scholarship Committee (SDSC):

Designation	Name	Position
CHAIRPERSON	Dr. Marie Christine L. Natividad	Chief Education Supervisor - CID
VICE CHAIRPERSON	Atty. Kim R. Tagorda	Administrative Officer V Division Legal Officer
REGULAR MEMBERS	Amelyn P. Abella	Education Program Supervisor
	Elsie C. Amorin	Education Program Supervisor
	Pelagio F. Cardenas	Education Program Supervisor
	Solito S. Cortel	Education Program Supervisor
	Peter John A. Frial	Education Program Supervisor
	Edgar L. Pescador	Education Program Supervisor
	Rommel R. Rabo	Education Program Supervisor
	Felipa T. Regaspi	Education Program Supervisor
	Nelson A. Robiñol	Education Program Supervisor
	Clarito A. Siababa	Education Program Supervisor





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	Greatest Yeng C. Molina	Administrative Officer IV - Personnel
SECRETARIAT	Aphrodite Hope E. Martinez	Senior Education Program Specialist
	Sherelyn B. Riodil	Administrative Officer IV - Records

2. The roles and responsibilities of the committees are:

Schools Division Personnel Development Committee (SDPDC):

- a. Leads 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. Evaluates and recommends Learning and Development (L&D) programs for personnel based on the L&D Plan, individual development plans, identified competencies, and other strategic considerations;
- c. Facilitates the selection of the best-qualified employees for scholarship programs and other L&D opportunities;
- d. Reviews applications for study leave and recommends appropriate action to the head of the office;
- e. Ensures performance monitoring, rewards and recognition systems are properly applied within the office;
- f. Helps develop internal policy guidelines in accordance with existing relevant guidelines related to the L&D of personnel; and
- g. Submits required reports to the Schools Division Superintendent regarding L&D activities.

Schools Division Scholarship Committee (SDSC):

- a. Oversee the scholarship application procedures within the SDO;
- b. Disseminate information on scholarship opportunities;
- c. 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;
- d. Present and submit the following to the SDPDC for approval and subsequent endorsement by the Schools Division Superintendent;
 - i. Roster of nominees for scholarship grants to sponsoring agencies and where applicable, to the Regional Office.
 - ii. Policy recommendations addressed to the Regional Office.





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- e. Provide technical assistance to the nominee/s in completing and submitting the requisites mandated by DepEd and/or the sponsoring agencies;
- f. 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;
- 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 on-going 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 communicates effectively 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 sponsorship agencies;
- n. Suggest to SDPDC potential resolutions to pertinent issues raised by significant stakeholders;
- o. 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;
- p. Conduct orientation on scholarship contracts and terms and conditions of scholarship programs; and
- q. Assist in the verification of scholarship-related documents submitted for promotion and job application.





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3. This Memorandum shall serve as the official Designation Orders for the members of the SDPDC and SDSC.
4. For immediate information and compliance of all concerned.

VILMA D. EDA, CESO V
Schools Division Superintendent

Encl.: As stated
Reference: RM No. 195, s. 2026 – GUIDELINES ON ENSURING EFFECTIVE MANAGEMENT OF NEAP SCHOLARSHIP PROCESSES
To be indicated in the Perpetual Index under the following subjects:

COMPOSITION HUMAN RESOURCE DEVELOPMENT PROGRAMS
SGOD-HRD/ahem/DM- CALL FOR PARTICIPANTS FOR THE ARAL SERIES:
MASTER CLASS ON SOCIAL-EMOTIONAL LEARNING (SEL)
2026-007/February 12, 2026

SCHOOLS DIVISION OFFICE
DEPED VIGAN CITY

13 FEB 2026

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BY: *8*



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