



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

DIVISION MEMORANDUM
No. 123, s. 2026

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

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 Department of Education through the National Educators Academy of the Philippines (NEAP) aims to streamline and improve the scholarship opportunities, and to respond promptly to Calls for Applications across the governance levels.
2. These NEAP Guidelines aim to:
 - a) Provide the roles and responsibilities of the Personnel Development Committee (PDC), and Establish the composition and roles and responsibilities of Scholarship Committees (*Division Memorandum No. 118, s. 2026 - Composition of the Schools Division Personnel Development Committee (SDPDC) and Schools Division Scholarship Committee (SDSC)*);
 - b) Determine Scholarship Application and Management Processes; and
 - c) Establish the Pool of Potential Scholars.
3. Enclosed with this Memorandum are the following:
 - a) Guidelines on Ensuring Effective Management of NEAP Scholarship Processes
 - b) Template for the Pool of Potential Scholars Database
4. In connection to this, **all schools** in the Division shall submit its Pool of Potential Scholars Database through the link: <https://tinyurl.com/SDOVCPotentialScholarsDatabase>. The Deadline is on or before **February 25, 2025, 02:00 PM**.
5. Attached is the Regional Memorandum for reference.
6. 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:
PROGRAMS SCHOLARSHIP
SGOD-HRD/ahem/DM- GUIDELINES ON ENSURING EFFECTIVE
MANAGEMENT OF NEAP SCHOLARSHIP PROCESSES
2026-008/February 16, 2026





Republic of the Philippines
Department of Education
 REGION I



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REGIONAL MEMORANDUM
 No. 195, s. 2026

GUIDELINES ON ENSURING EFFECTIVE MANAGEMENT OF NEAP SCHOLARSHIP PROCESSES

To: Schools Division Superintendents

1. In line with the commitment of the Department of Education (DepEd) to support 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 (NEAP) aims to streamline and improve the scholarship management processes, ensure equitable access to all scholarship opportunities, and respond promptly to Calls for Applications.

2. Accordingly, NEAP issues the guidelines on ensuring effective management of scholarship processes which specifically aim to:

- a. provide the roles and responsibilities of the Personnel Development Committees (PDCs) across governance levels;
- b. establish the composition and roles and responsibilities of Scholarship Committees across governance levels;
- c. determine Scholarship Application and Management Processes; and
- d. establish Pool of Potential Scholars.

3. Enclosed with this Memorandum are the following documents:

Enclosure 1: Guidelines on Ensuring Effective Management of NEAP Scholarship Processes

Enclosure 2: Template on the Composition of Personnel Development Committees and Scholarship Committees

Enclosure 3: Template for the Pool of Potential Scholars Database

4. The Advisory that provides clarification and guidance on the composition of the Schools Division Scholarship Committee (SDSC) is likewise attached.

5. In this connection, Schools Division Offices (SDOs) shall submit the following documents through <https://tinyurl.com/SDOPDCandSCs-2026> **on or before February 13, 2026.**

- a. Composition of Personnel Development Committees and Scholarship Committees
- b. Copies of Schools Division Memorandum establishing the composition of the PDC and SC, merged in PDF file.



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Effectivity	11.18.2024	Page	1 of 2



6. Furthermore, each SDO shall submit its Pool of Potential Scholars Database at <https://tinyurl.com/PoolofScholars-2026> using the subject line: **SDO Pool of Potential Scholars, on or before February 25, 2026.**
7. For questions and concerns, please contact HRDD-NEAP R1 through (072) 682-23-21 or email at neap.region1@deped.gov.ph.
8. For immediate dissemination and appropriate action.

For the Regional Director:

RHODA T. RAZON
Director

Encl: As stated
Reference: DM-OULS-2026-018
To be indicated in the Perpetual Index
Under the following subjects:

PROGRAMS SCHOLARSHIPS

HRDD/vrdg/RM_GuidelinesonScholarshipProcesses
February 10, 2026





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

