



Republic of the Philippines  
**Department of Education**  
Region II – Cagayan Valley  
SCHOOLS DIVISION OF NUEVA VIZCAYA

24 February 2026

DIVISION MEMORANDUM  
No. **92**, s. 2026

**COMPOSITION OF 2026 SCHOOLS DIVISION PERSONNEL DEVELOPMENT  
COMMITTEE (SDPDC) AND SCHOOLS DIVISION SCHOLARSHIP COMMITTEE  
(SDSC)**

To: Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Division Office Personnel  
Public Schools District Supervisors/District In-Charge  
Public Elementary and Secondary School Heads  
All others concerned

1. Pursuant to Civil Service Commission (CSC) Memorandum Circular No. 10, s. 1989 mandating the establishment of a Personnel Development Committee (PDC), and DM-OULS-2026-018 titled Guidelines on Ensuring Effective Management of NEAP Scholarship Processes, this Office informs all concerned of the composition of the 2026 Schools Division Personnel Development Committee (SDPDC) and the 2026 Schools Division Scholarship Committee (SDSC).
2. The Division PDC (see Enclosure 1) shall serve as the advisory and recommending body for matters related to Learning and Development (L & D) Programs, scholarships, and other human resource development programs.
3. Accordingly, the Schools Division Scholarship Committee (SDSC) (see Enclosure 2), a subcommittee of the PDC, will be responsible for the systematic, screening, selection, endorsement, monitoring, and evaluation of scholarship programs in accordance with DepEd policies and the requirements of sponsoring agencies.
4. Prior to submission to SDSC, schools shall screen the documents of the applicants in terms of accuracy, authenticity, and compliance with requirements.
5. For information, guidance, and compliance.

**ORLANDO E. MANUEL PhD, CESO V**  
Schools Division Superintendent

Encls: DM-OULS-2026-018  
Reference: As stated  
To be indicated in the Perpetual Index

PROFESSIONAL DEVELOPMENT



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Republic of the Philippines  
**Department of Education**  
Region II – Cagayan Valley  
SCHOOLS DIVISION OF NUEVA VIZCAYA

Enclosure 1 to DM 92, s. 2025 (Composition of 2026 Schools Division Personnel Development Committee (SDPDC) and Schools Division Scholarship Committee (SDSC))

**2026 SCHOOLS DIVISION PERSONNEL DEVELOPMENT COMMITTEE (SDPDC)**

Name	Position	Role	Responsibilities
Adonis C. Ceperez EdD, CESE	Asst. Schools Division Superintendent / OIC Chief -CID	Chairperson	Provides overall leadership and direction to the PDC by presiding over meetings, approving recommendations, and ensuring that all HRD, L&D, and scholarship processes comply with standards and organizational priorities.
Romulo S. Ancheta PhD	Chief Education Supervisor -SGOD	Vice Chairperson	Provides overall leadership and direction to the PDC by presiding over meetings, approving recommendations, and ensuring that all HRD, L&D, and scholarship processes comply with standards and organizational priorities.
Melany M. Asuncion PhD	Education Program Supervisor	Member	Participate in reviewing policies, evaluating L&D programs, screening applicants, and deliberating on recommendations while ensuring fairness, alignment with competency needs, and compliance with established guidelines.
Florence F. Esparrago	Head Teacher V / OIC Senior Education Program Specialist - Human Resource Development	Member	
Rommel S. De Gracia PhD	Senior Education Program Specialist - Planning and Research	Member	



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Enclosure 2 to DM 92, s. 2025 (Composition of 2026 Schools Division Personnel Development Committee (SDPDC) and Schools Division Scholarship Committee (SDSC))

**2026 SCHOOLS DIVISION SCHOLARSHIP COMMITTEE (SDSC)**

Name	Position	Role	Responsibilities
Adonis C. Ceperez EdD, CESE	Asst. Schools Division Superintendent / OIC Chief - CID	Chairperson	Provides overall leadership and direction in administering division-level scholarship programs and ensures that all processes adhere to DepEd and sponsoring agency guidelines.
Atty. Julius Caesar G. Domingo, CPA	Legal Division Officer	Vice Chairperson	Review and screen the endorsed scholarship application of DepEd personnel from the schools and functional division units. Such reviews are conducted in accordance with the qualifications, program prerequisites, and criteria set forth by DepEd and the sponsoring agencies.  Suggest to SDPDC potential resolutions to pertinent issues raised by stakeholders.
Subject Area Supervisors (for specific learning- area scholarships):  Dindo John H. Moreno PhD (English)  Orlando D. Vicente PhD (TLE/ TVL)  Bermelita E. Guillermo PhD	Education Program Supervisors	Members	Conduct detailed review and evaluation of scholarship applications endorsed by schools and functional units based on stipulated scholarship requirements for program fulfillment.  Monitor the tasks of active scholars in their on-going classes and implementation of their WAP and conduct of relevant academic research when applicable.



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<p>(Learning Resource-related scholarships)</p> <p>Roger S. Sebastian PhD (Filipino)</p> <p>Macrino A. Raymundo EdD (MAPEH, ALS)</p> <p>Wilhelmina C. Castro PhD (ESP)</p> <p>Ronnie B. Bibas EdD (Science)</p> <p>Hilda D. Aragon PhD (Kindergarten, SPED)</p> <p>Maria Concepcion D. Absalon PhD (Araling Panlipunan)</p>			<p>Coordinate with schools and units to ensure alignment of scholarship grants with personnel benefits, workload considerations, and related HR concerns.</p>
<p>Princes C. Aquitania</p>	<p>Administrative Officer IV</p>		
<p>Florence F. Esparrago</p>	<p>Head Teacher V / OIC Senior Education Program Specialist</p>	<p>Secretariat Secretariat</p>	<p>Manages documentation processes, including receiving, organizing, and securing scholarship applications, supporting documents, and committee records.</p>
<p>Maricar M. Valido</p>	<p>Administrative Officer IV</p>		<p>Disseminates scholarship announcements to schools and division units.</p> <p>Maintains and regularly updates the database of active scholars and the pool of potential scholars as approved by the Schools Division Superintendent.</p>





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

**MEMORANDUM**  
**DM-OULS-2026- 013**

**TO :** Regional Directors  
Schools Division Superintendents  
School Heads  
All Others Concerned

*Carmela C. Oracion*

**FROM :** **CARMELA C. ORACION**  
Assistant Secretary  
Officer-in-Charge  
Office of the Undersecretary for Learning Systems

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

**DATE :** 19 January 2026

1. In line with the commitment of the Department of Education (DepEd) 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 (NEAP) aims to streamline and improve the scholarship management process, ensure equitable access to all scholarship opportunities, and respond promptly to Calls for Applications.
2. Accordingly, NEAP hereby issues the guidelines on ensuring effective management of scholarship processes which specifically aim to:
  - 2.1 provide the roles and responsibilities of Personnel Development Committees (PDCs) across governance levels;
  - 2.2 establish the composition and roles and responsibilities of Scholarship Committees across governance levels;
  - 2.3 determine Scholarship Application and Management Processes; and
  - 2.4 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. In this connection, all Regional Offices (ROs) shall submit the following documents through <https://tinyurl.com/47umde9k> **on or before 16 February 2026:**
  - a. Composition of Personnel Development Committees and Scholarship Committees
  - b. Copies of Regional and Schools Division Memoranda establishing the composition of the PDCs and SCs, merged in PDF file.
5. Furthermore, each Region is directed to submit via email its Pool of Potential Scholars Database to NEAP at [scholarships@deped.gov.ph](mailto:scholarships@deped.gov.ph) for verification and validation, using the subject line: **R\_\_\_ Pool of Potential Scholars, on or before 02 March 2026.**
6. For any questions and concerns, please contact the **NEAP Scholarships Secretariat** through [scholarships@deped.gov.ph](mailto:scholarships@deped.gov.ph) and/or landline (02) 8715-9919. CCT
7. For immediate dissemination and appropriate action.



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**Enclosure 1**

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

**I. RATIONALE**

Pursuant to Civil Service Commission (CSC) Memorandum Circular No. 10, s. 1989, which mandates the establishment of a Personnel Development Committee (PDC) in all government agencies to plan, manage, and oversee personnel development programs, the Department of Education (DepEd) Central Office, through the Bureau of Human Resource and Organizational Development (BHROD) in coordination with the National Educators Academy of the Philippines (NEAP), issued Office Order No. OO-OSEC-2021-045 dated 09 December 2021, prescribing the composition of the PDC at the Central Office level.

However, the PDC established under the said Office Order applies only to the Central Office. To ensure consistency, coherence, and effective implementation of personnel development initiatives across all governance levels, there is a need to require all Regional Offices and Schools Division Offices to establish and submit the structure and composition of their respective PDCs.

At every level of governance, the PDC shall be organized to serve as the review and recommending body responsible for examining and analyzing proposed policies, guidelines, plans, and other outputs of the Learning and Development (L&D) System. It shall also recommend improvements and endorse such outputs to the head of office for approval. Scholarship Committees, constituted as subcommittees of the PDC, shall assist in facilitating a transparent, systematic, and merit-based selection of the most qualified personnel for scholarship opportunities.

Further, pursuant to DepEd Order No. 011, s. 2019, titled "Implementation of the NEAP Transformation," as reiterated in OO-OSEC-2021-045, the oversight of professional development for DepEd personnel is clearly delineated. The BHROD shall oversee professional development programs for non-teaching personnel, while the NEAP shall oversee and manage professional development interventions for public school elementary, secondary, and senior high school teachers, as well as education leaders nationwide.

Moreover, there is a need to institutionalize a standardized scholarship management process across all levels of governance to ensure the effective administration, monitoring, and evaluation of scholarship programs. A clearly defined process shall provide guidance on the identification, selection, endorsement, monitoring, and



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completion of scholars, including the delineation of roles and responsibilities of the PDCs and their Scholarship Committees.

Accordingly, each Schools Division PDC (SDPDC) shall recommend and maintain a Pool of Potential Scholars, which shall be consolidated by the Regional Office PDC (ROPDC) into a unified regional database. This pool shall serve as an immediate reference for the nomination and selection of scholars under various circumstances, ensuring quality nominations while upholding established standards and principles of equity, transparency, and excellence. Below are the core functions of the PDCs in all governance levels.

## II. OBJECTIVES

These guidelines aim to ensure a systematic, transparent, and harmonized implementation of scholarship programs that support the professional development of teaching and teaching-related personnel across all governance levels.

Specifically, these also aim to:

- a. provide the roles and responsibilities of Personnel Development Committees (PDCs) across governance levels;
- b. establish the composition and roles and responsibilities of Scholarship Committees across governance levels;
- c. determine the scholarship application and its management processes; and
- d. provide guidance on the establishment of Pool of Potential Scholars.

## III. ROLES AND RESPONSIBILITIES OF PERSONNEL DEVELOPMENT COMMITTEES

The roles and responsibilities of the PDCs at the Central Office, Regional Office, and Schools Division Office levels are defined to ensure clear accountability, effective coordination, and the efficient implementation of learning and development and scholarship programs across all levels of governance.

### 1.1 Central Office PDC (COPDC)

- a. Ensures alignment of CO L&D process with DepEd strategic goals and objectives;
- b. Provides L&D strategies and recommended directions to CO implementing units, based on needs assessment, performance evaluation results, and emerging internal and external mandates;



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- c. Ensures utilization of CO-wide competency-based Learning Needs Assessment report prepared by the secretariat as part of the CO L&D master plan and office learning plans;
- d. Approves CO L&D master plans and ensure that L&D targets are aligned with the agency's budget;
- e. Recommends availment of invitations from external conventions, conferences, symposia, and fora offered to CO employees;
- f. Approves criteria in selecting external service providers in conducting in-house CO Learning and Development Programs (COLDP);
- g. Approves recommended nominees in CO for local and international training and scholarship grants;
- h. Monitors L&D accomplishments of CO implementing units; and
- i. Approves annual L&D accomplishment report prepared by the Secretariat.

**1.2. Regional Office PDC- (ROPDC)**

- 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 Regional Director for approval;
- b. Evaluates and recommends L&D programs for DepEd 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. Ensures performance monitoring, rewards, and recognition systems are properly applied within the office;
- e. Helps develop internal policy guidelines in accordance with existing relevant guidelines related to the L&D of personnel; and



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- f. Submits required reports to the head of the office regarding L&D activities and accomplishments.

**1.3. Schools Division PDC (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 L&D programs for DepEd 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 head of the office regarding L&D activities.

Additionally, the PDCs across governance levels shall monitor the progress of the scholars and provide technical assistance, as needed. The SDPDC shall prepare and submit a quarterly report to the ROPDC who will then compile a consolidated report for the COPDC.

**IV. COMPOSITION OF ROLES AND RESPONSIBILITIES OF SCHOLARSHIP COMMITTEES**

To ensure that all scholarship programs for DepEd personnel are accessible, equitable, relevant, and effective, DepEd Scholarship Committees (DSCs) at all governance levels are hereby created as subcommittees of the PDCs. These committees shall be responsible for the systematic administration, screening, selection, endorsement,



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monitoring, and evaluation of scholarship programs in accordance with DepEd policies and the requirements of sponsoring agencies.

**1. DepEd Central Office Scholarship Committee (COSC)**

Chairperson	NEAP Directors
Vice-Chairperson	NEAP Assistant Directors
Members:	NEAP Division Chiefs Admin Officers IV
Secretariat:	Representative from NEAP for Teaching and Related- Teaching Personnel

The COSC, as the primary responsible for the implementation of these Guidelines, shall perform the following duties and responsibilities:

- a. Support the Secretary on the Agency-wide capability development through a strategic review and endorsement of the following:
  - i. Nominees for DepEd funded/externally sponsored, local and international scholarships
  - ii. Policy recommendations from all governance level
- b. Serve as the clearing house for scholarship programs offered by DepEd and/or sponsoring agencies.
- c. Manage and facilitate the application process for DepEd-funded and externally sponsored scholarship programs.
- d. Conduct final screening and evaluation of the applicants based on the qualifications of DepEd and/or the sponsoring agency.
- e. Recommend a list of nominee/s for the approval of the COPDC.
- f. Assist the nominee/s in the accomplishment and submission of the requirements of DepEd and/or the sponsoring agencies.
- g. Monitor the compliance of the grantees with the following after attending the scholarship:
  - i. Scholarship Report
  - ii. Implementation of the WAP
  - iii. Service Obligation



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- h. Evaluate scholarship programs based on their alignment with the learning and development framework of DepEd and effectiveness.

#### 2. Regional Office Scholarship Committee (ROSC)

The Regional Office Scholarship Committee (ROSC) shall serve as the subcommittee of the ROPDC. The ROSC shall be composed of the following officials and personnel:

Chairperson	Human Resource Development Division (HRDD) Chief
Vice Chairperson	HRDD EPS/ NEAPR Focal Person
Members	One (1) Learning Area Supervisor/ Specialist/ Program Focal Person
	Administrative Officer V, Personnel Section
	First or Second Level (Representative of accredited Employees Association (Teaching, Non-Teaching, Related-Teaching)

The ROSC shall assist the ROPDC in the conduct of selection process and shall perform the following duties and responsibilities:

- Conduct review and judiciously screen the endorsed scholarship application/nomination from SDOs and RO functional divisions based on the standard criteria set forth by DepEd and the sponsoring agencies;
- Conduct behavioral-event interview to assess the applicant's abilities in relation to the required competencies in the scholarship program to be filled; and
- Submit the comparative assessment of the nominees for the scholarship grants to the ROPDC for recommendation and subsequent endorsement by the Regional Director to the Central Office, and, or to the sponsoring agencies where applicable.

#### 3. Schools Division Scholarship Committee (SDSC)

The Schools Division Scholarship Committee (SDSC) shall serve as a subcommittee of the SDPDC. The SDSC shall be composed of the following officials and personnel:

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

The SDSC shall be responsible for implementing these Guidelines at the division level. It shall perform the following duties and responsibilities:

- a. Oversee the scholarship application procedures within the Schools Division.
- 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
- 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.



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- 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 of 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.
  - q. Assist in the verification of scholarship-related documents submitted for promotion and job application.
4. Prior to the submission to SDSC, schools shall screen the documents of the applicants in terms of accuracy, authenticity, and compliance with requirements.
5. Additionally, an initial review shall be conducted based on eligibility and minimum qualifications. Functional divisions and units of the Division Office shall do the same for their potential non-teaching and related-teaching scholars. Schools, functional divisions, and units of Division Office shall refer from the personnel records their initial review, screening, and verification of documents.



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### V. SCHOLARSHIP APPLICATION AND MANAGEMENT PROCESS

To ensure equal and equitable distribution of professional development opportunities to all DepEd personnel as well as objectiveness and non-discrimination in the prioritization of scholarship candidates, the PD Records shall be used as basis of identifying potential scholarship candidates.

1. The following are the procedures and process involve in the scholarship management:

- a. DepEd Funded Scholarships and Externally Sponsored (National Level/Co-Facilitated)

Scholarship Process				
Official Station of Applicants	Document and Eligibility Screening and Initial Selection	Selection and Nomination	Final Screening and Deliberation	Confirmation of Acceptance
Schools and SDO	SDOSC SDPDC	ROSC ROPDC	COSC COPDC	
RO	ROSC ROPDC		COSC COPDC	
CO	COSC COPDC			

- b. Externally Funded Scholarships (Regional Level)

Scholarship Process				
Official Station of Applicants	Document Screening and Initial Selection	Selection and Nomination	Final Screening and Deliberation	Confirmation of Acceptance
Schools and SDO	SDOSC SDPDC	ROSC ROPDC		
RO	ROSC ROPDC			
CO	N/A	N/A	N/A	N/A

- c. Externally Funded Scholarships (SDO Level)

Scholarship Process				
Official Station of Applicants	Document and Eligibility Screening	Selection and Nomination	Final Screening and Deliberation	Confirmation of Acceptance
Schools and SDO	SDOSC			



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	SDPDC			
RO	N/A	N/A	N/A	N/A
CO	N/A	N/A	N/A	N/A

d. Externally Funded Scholarship through Direct Applications

Official Station of Applicants	Eligibility Screening
Schools and SDO	SDOSC and SDPDC
RO	ROSC and ROPDC
CO	COSC and COPDC

2. Applicants shall be evaluated/screened based on the following qualification parameters:

- a. Relevance of the program to the mandate of the office/unit
- b. Relevance to career development
- c. Performance
- d. Actual years of service in the Department
- e. Outstanding Employee Award
- f. Frequency, duration, and time-lapse of scholarships acquired within the last seven years

A. The Criteria for assessing the submitted documents are as follows:

Criteria	Highest Possible Score
A. Documentary Evaluation	70 points
B. Potential (Relevance and Feasibility of WAP)	30 points
<b>TOTAL</b>	<b>100 points</b>

B. The table below shall serve as the Scoring Rubrics.

A. Documentary Evaluation		
Criteria	Indicators	SCORE
<b>A.1 Relevance of the program to the office's/unit's mandate</b> (max of 15 points)	0% to 20% of the Office/ Unit/ KRA is related to the Program Description - 3 points	
	21% to 40 % of the Office/ Unit/ KRA is related to the Program Description - 6 points	
	41% to 60 % of the Office/ Unit/ KRA is related to the Program Description - 9 points	



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	<p>61% to 80% of the Office/ Unit/ KRA is related to the Program Description - 12 points</p> <p>81% to 100% of the Office/ Unit/ KRA is related to the Program Description - 15 points</p> <p><b>Means of Verification</b>  A. Work Experience Sheet  B. IPCRF/OPCRF  C. Special Orders</p>																																													
<p><b>A.2 Relevance to career development</b> (max of 5 points)</p>	<p><b>Priority Development Need</b></p> <p>The scholarship program should address the specific areas of improvement or skill enhancement identified in the applicant's IDP.</p> <p>Fully indicated in the IPDP – 5 points  Partially indicated – 3 points  Not in the IPDP – 0 point</p>																																													
<p><b>A.3 Performance</b> based on submitted performance rating covering two (2) years in the current or previous job or position relevant to the scholarship program to be filled; (max of 20 points)</p>	<p><b>Points (Performance) = X/5 * WA (Performance)</b></p> <p>Where:  <i>x</i> = Average of two (2) Performance Rating  5 = Highest Possible PR in DepEd RPMS  WA = Weight Allocation for Performance (20 points)</p>																																													
<p><b>A.4 Actual years of service in the Department</b> (max of 10 points)</p>	<p>Refer to Page 3 of 12 in enclosure 2 of DepEd Order 007, s. 2023  (<a href="https://www.deped.gov.ph/wp-content/uploads/DO_s2023_007.pdf">https://www.deped.gov.ph/wp-content/uploads/DO_s2023_007.pdf</a>)</p> <table border="1" data-bbox="619 1512 1284 1702"> <thead> <tr> <th rowspan="2">Weight Allocation</th> <th colspan="2">Education</th> <th colspan="2">Training</th> <th colspan="2">Experience</th> </tr> <tr> <th>Increments from minimum QS</th> <th>Points</th> <th>Increments from minimum QS</th> <th>Points</th> <th>Increments from minimum QS</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td rowspan="4">Education: 10 points Training: 10 points Experience: 10 points</td> <td>10 or more increments</td> <td>10</td> <td>10 or more increments</td> <td>10</td> <td>10 or more increments</td> <td>10</td> </tr> <tr> <td>8-9 increments</td> <td>8</td> <td>8-9 increments</td> <td>8</td> <td>8-9 increments</td> <td>8</td> </tr> <tr> <td>6-7 increments</td> <td>6</td> <td>6-7 increments</td> <td>6</td> <td>6-7 increments</td> <td>6</td> </tr> <tr> <td>4-5 increments</td> <td>4</td> <td>4-5 increments</td> <td>4</td> <td>4-5 increments</td> <td>4</td> </tr> <tr> <td></td> <td>2-3 increments</td> <td>2</td> <td>2-3 increments</td> <td>2</td> <td>2-3 increments</td> <td>2</td> </tr> </tbody> </table> <p><b>Increments from minimum QS for Experience</b></p> <ul style="list-style-type: none"> <li>• 10 or more increments- 10 points</li> <li>• 8-9 increments- 8 points</li> <li>• 6-7 increments- 6 points</li> <li>• 4-5 increments- 4 points</li> </ul>	Weight Allocation	Education		Training		Experience		Increments from minimum QS	Points	Increments from minimum QS	Points	Increments from minimum QS	Points	Education: 10 points Training: 10 points Experience: 10 points	10 or more increments	10	10 or more increments	10	10 or more increments	10	8-9 increments	8	8-9 increments	8	8-9 increments	8	6-7 increments	6	6-7 increments	6	6-7 increments	6	4-5 increments	4	4-5 increments	4	4-5 increments	4		2-3 increments	2	2-3 increments	2	2-3 increments	2
Weight Allocation	Education		Training		Experience																																									
	Increments from minimum QS	Points	Increments from minimum QS	Points	Increments from minimum QS	Points																																								
Education: 10 points Training: 10 points Experience: 10 points	10 or more increments	10	10 or more increments	10	10 or more increments	10																																								
	8-9 increments	8	8-9 increments	8	8-9 increments	8																																								
	6-7 increments	6	6-7 increments	6	6-7 increments	6																																								
	4-5 increments	4	4-5 increments	4	4-5 increments	4																																								
	2-3 increments	2	2-3 increments	2	2-3 increments	2																																								



Republika ng Pilipinas  
**Department of Education**  
 NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

	<ul style="list-style-type: none"> <li>• 2-3 increments- 2 points</li> </ul>																											
<b>A.5 Outstanding Employee Award (5 pts maximum)</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Level</th> <th style="width: 40%;">Points (Outstanding Employee Award)</th> </tr> </thead> <tbody> <tr> <td colspan="2" style="text-align: center;"><b>Applicants from Central Office</b></td> </tr> <tr> <td>National Level Search or Higher</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Central Office Search</td> <td style="text-align: center;">3</td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>Applicants from Regional Office</b></td> </tr> <tr> <td>National Level Search or Higher</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Regional Office Search</td> <td style="text-align: center;">3</td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>Applicants from Schools Division Office</b></td> </tr> <tr> <td>Regional Level Search or Higher</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Division/Provincial/City Level Search</td> <td style="text-align: center;">3</td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>Applicants from Schools</b></td> </tr> <tr> <td>Division Level Search or Higher</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Schools/Municipality/District Level Search</td> <td style="text-align: center;">3</td> </tr> </tbody> </table>	Level	Points (Outstanding Employee Award)	<b>Applicants from Central Office</b>		National Level Search or Higher	5	Central Office Search	3	<b>Applicants from Regional Office</b>		National Level Search or Higher	5	Regional Office Search	3	<b>Applicants from Schools Division Office</b>		Regional Level Search or Higher	5	Division/Provincial/City Level Search	3	<b>Applicants from Schools</b>		Division Level Search or Higher	5	Schools/Municipality/District Level Search	3	
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Schools/Municipality/District Level Search	3																											
<b>A.6 Recipient of previous scholarship programs within 7 years (max of 15 points)</b>	<b>Frequency</b> (choose what is applicable) <ul style="list-style-type: none"> <li>• Has not been a recipient of any scholarship program (5 points)</li> <li>• Was a recipient of a scholarship program once (3 points)</li> <li>• Was a recipient of a scholarship program 2 times (1 point)</li> </ul>																											
	<b>Duration</b> (choose what is applicable) <ul style="list-style-type: none"> <li>• Less than 2 weeks or no scholarship availed (5 points)</li> <li>• Two weeks to 1 month (4 points)</li> <li>• More than 1 month to 6 months (3 points)</li> <li>• More than 6 months to 1 year (2 points)</li> <li>• More than 1 year (1 point)</li> </ul>																											