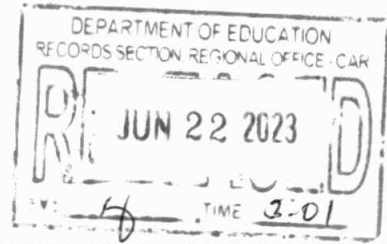




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



June 22, 2023

REGIONAL MEMORANDUM

No. 294-2023

REITERATION ON THE IMPORTANT PROVISIONS OF SCHOLARSHIP PROGRAMS

To: Assistant Regional Director
Schools Division Superintendents
All Other Concerned
All Divisions

1. The Regional Office through the Human Resource Development Division – National Educators Academy of the Philippines is continuously managing scholarship programs of and for the region in partnership with several Learning Service Providers (LSP). Relative thereto, this office reiterates Regional Memorandum No. 236 s. 2019, Regional Memorandum No. 18 s. 2021 and Regional Memorandum No. 37 s. 2023.
2. All DepEd employees may avail of the scholarships provided they qualify and satisfy all the requirements needed by each LSP. Each employee should prepare then the following basic requirements needed:
 - a. Updated Personal Data Sheet
 - b. Service Record
 - c. Photocopy of IPCRF of the last two rating periods
 - d. Medical Certificate (Form 86) signed by a government physician
 - e. Updated NBI clearance, Police Clearance
 - f. Photocopy of Transcript of Records (Baccalaureate Degree, Master's Degree and Doctorate Degree if applicable)
 - g. Certification of No Pending Administrative Case from Division/Regional Legal Officer
 - h. Certification of the HR Officer that the nominee has no pending scholarship nomination from any DepEd or other agencies
3. In addition to the requirements stated above, the following are also needed in other Scholarship Programs:
 - a. Contract (Enclosure 1)
 - b. Letter of Intent (Enclosure 2)
 - c. Action Plan (Enclosure 3)
 - d. Updated PRC License
 - e. Passport (if possible)
4. In addition, completion of the scholarship program must be fulfilled by the scholars. Should the scholar fail to serve the complete duration of the

NEAPCAR/JPA/esf



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Telephone No: (074) 422-1318 | Fax No.: (074) 422-4074
Website: www.depedcar.ph | Email Address: car@deped.gov.ph

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"Holistic Opportunities for all to be Performing and Excellent
Cordilleran Learners"

scholarship program, the scholar shall refund the gross amount of salary, allowances and other benefits received from DepED while on scholarship.

5. Further, all recipients of scholarship programs shall submit a Re-Entry Plan and Completion Report (Enclosure 4).
6. Scholars must render their service obligations as follows:

Scholarship Period	Service Obligation
One (1) month	Six (6) months
Two (2) to Three (3) months	One (1) year
Three (3) to Six (6) months	Two (2) years
More than Two (2) Years	Four (4) years

7. No service obligation shall be required for short-term trainings (less than a month), workshops and conferences. In lieu of this requirement, terms of reference or Certificate of Completion/Participation shall be required.
8. Scholars must render the required service obligation (i.e. one year, two years, four years, as the case maybe) before nomination to another scholarship program.
9. For duration of the scholarship program, all teachers, school leaders and supervisors are expected to be provided with utmost support, assistance and consideration by their respective Schools Division Offices or Immediate Supervisors.
10. Memoranda announcing scholarship opportunities are usually forwarded at the Regional Office at short notice. Anent this, each Schools Division Office should have a pool of scholars ready with their pertinent papers for nomination.
11. For inquiries and clarifications, please contact NEAPR through Chief Education Supervisor, HRDD Jennifer Ande at 09190073814.
12. Immediate and widest dissemination of this Memorandum is directed.



Digitally signed by
Carino Estela Leon
Date: 2023.06.22
13:28:44 +08'00'

ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/ Regional Director *je*

(Enclosure 1 of RM No. 294-2023)

- b. conduct himself/herself in such manner that will uphold the moral integrity and professionalism of DepEd public servant;
- c. submit to the head of office and the Department of Education (DepEd) through the National Educators Academy of the Philippines (NEAP) a copy of the NEAP-PDP Action Plan containing lessons for the conduct of echo seminars to share new learnings, teaching innovations, and strategies to their co-workers and administrators, various trainings, program highlights and general impressions constituting a general evaluation of the program at the end of the program or course;
- d. implement the echo seminars / LAC Sessions and submit reports to the **QUALITY ASSURANCE DIVISION**, National Educators Academy of the Philippines at Second Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City;
- e. teach the subject / conduct echo seminars / LAC Sessions on the course in which they participation in continue to serve their school / division / region for **at least three years** which is the service obligation equivalent for a year of scholarship or a fraction thereof;
- f. fulfill the service obligation as required under Sections 17 and 19 Rule VIII of the Omnibus Rules Implementing Book V of Executive Order No. 292;
- g. **refund in full** to DepEd such sums of money as may have been defrayed by the Philippine government for expenses incidental for having attended the program or course, for failure to comply with any of the foregoing conditions through my fault or willful neglect, resignation from the service, transfer to other agencies, voluntary retirement or other causes within my control. For reasons beyond the control of the teacher-participant, the conditions do not apply, provided that all documentary requirements including doctor's certification are met and are acceptable to DepEd.

IN WITNESS WHEREOF, I set my hand this _____ day of _____ at _____

NEAP-PDP Participant
(signature over printed name)

Direct Supervisor of NEAP-PDP
Participant
(signature over printed name)

Witness:

Regional HRDD Chief
(signature over printed name)

Regional Director*
(signature over
printed name)

Jennifer E. Lopez
Director III
OIC - Director IV, NEAP
(signature over printed name)



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Republic of the Philippines
Department of Education

Enclosure I

NEAP-RECOGNIZED PROFESSIONAL DEVELOPMENT PROGRAM
CONTRACT

I, _____ (NAME), Filipino, of legal age and with residence _____ at (HOME ADDRESS), _____ (POSITION) of _____ (SCHOOL / OFFICE STATION) for and in consideration of the NEAP-RECOGNIZED PROFESSIONAL DEVELOPMENT PROGRAM (NEAP - PDP) entitled _____ (TITLE OF THE PROGRAM OR COURSE) facilitated by _____ (NAME OF THE LEARNING SERVICE PROVIDER OR NEAP PARTNER INSTITUTION) for the period _____ (INCLUSIVE DATES OF THE COURSE) do hereby agree to observe the following terms and conditions:

DepEd shall:

- designate mentor/supervisor who shall support and help the teacher-participant / school leader-participant implement the NEAP-PDP Action Plan of the scholar;
- ensure that the NEAP-PDP Action Plan shall benefit first and foremost the students and the school community during its implementation;
- see to it that his/her work is a genuine product of his/her learning and enhanced skills and capabilities;
- ensure that system, procedures and mechanisms are in place to help the scholar implement his/her NEAP-PDP Action Plan;
- provide various support to ensure implementation of the teacher-participant's / school leader-participant's NEAP-PDP Action Plan;
- monitor the implementation of the NEAP-PDP Action Plan; and
- get a final report of the effects of the NEAP-PDP Action Plan's implementation after three to five years.

DepEd Participant shall:

- maintain the academic standards and other course requirements set for by the program of the institution and Department of Education (DepEd) and that failure to do so would be sufficient grounds for disqualification and termination the participation to the program;

Second Floor, Mahini Building, DepEd Complex, Marikina Avenue, Pasig City 1600 ☐ Telephone No. 8638-8638 ☐ email add: neap@deped.gov.ph

Grow. Empower. Transform.



For information and inquiries, please visit the NEAP website.



DEPED-06EC-438423

REPUBLIC OF THE PHILIPPINES
CITY OF

)
) S.S.

BEFORE ME, a Notary Public, for and in the above jurisdiction, personally appeared the following:

Name	ID	Date/Place Issued
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are known to me as the same persons who executed the foregoing instrument and acknowledged to me that the same are their own free and voluntary act and deed.

This instrument consists of three (3) pages including the page wherein this acknowledgement is written and is signed by parties and their instrumental witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL, this _____ day of _____ at Pasig City, Philippines.

Notary Public

Doc No. : _____
Page No. : _____
Book No. : _____
Series of : _____



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DEPED 06EC-438423

[Day] (Month) (Year)

<Name of Schools Division Superintendent>
Schools Division Superintendent
DepEd SDO of _____
<Address Line 1>
<Address Line 2>

**NEAP-RECOGNIZED PROFESSIONAL DEVELOPMENT PROGRAMS AND COURSES
LETTER OF INTENT**

Superintendent <Name>:

Greetings!

This is _____ (NAME), _____ (POSITION) in

_____ (NAME
OF SCHOOL).

I am writing to you to signify my intent to register for the _____ (PROGRAM OR
COURSE TITLE) offered by _____ (NAME OF SERVICE PROVIDER) under the
NEAP-Recognized Professional Development Programs and Courses.

If accepted, please be rest assured that I intend to:

- Maintain the academic standards and other course requirements set under the program
- Fulfill the required service obligation required under Sections 17 and 19 Rule VIII of the Omnibus Rules Implementing Book V of Executive Order No. 292
- Submit and implement my Re-Entry Action Plan
- Sign the NEAP-Recognized Professional Development Program Contract
- Refund in full to the Department of Education such sums of money as may have been defrayed by the Philippine government for expenses incidental for having attended the program or course, for failure to comply with any of the foregoing conditions through my fault or willful neglect, resignation from the service, transfer to other agencies, voluntary retirement or other causes within my control

Thank you.

Regards,

<Name of Teacher or School Leader>
<Position>
<School>



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DEPED-CSEC-438423



Republic of the Philippines
Department of Education

NEAP-RECOGNIZED PROFESSIONAL DEVELOPMENT PROGRAMS AND COURSES
ACTION PLAN

PLEASE PRINT ALL INFORMATION REQUESTED		
NAME	POSITION TITLE / DESIGNATION	
WORK STATION (School / Office Unit)	SCHOOLS DIVISION OFFICE	REGION
SERVICE PROVIDER (Name of DSP/LSP)	PROGRAM / COURSE TITLE	COURSE DATE

Workplace Development Objective	Situationer <i>Describe current situation problem or opportunity in your workplace that you need to address through your REAP</i>	Date Implementation	Expected Output	Expected Beneficiaries	Success Indicators: <i>What will serve as evidence of success of the REAP?</i>	Remarks

Prepared By:

Approved By:

Signature of Scholar / Date

Name and Signature of Immediate Supervisor of Scholar / Date



Name: _____ Office: _____

Title of Training/Scholarship/Short Course/Seminar: _____

Sponsor/s of Activity: _____

Date/s Conducted: _____ Place of Conduct: _____

PART I: RE-ENTRY ACTION PLAN

Title of REAP				
Objectives				
Duration				
Key Result Area/s				
Beneficiary/ies				
Expected Outputs				
Success Indicators				
Strategy/ies	Activity/ies	Resources	Target Date	Remarks
Budgetary Requirements:				

PART II: REAP IMPLEMENTATION REPORT

I. Accomplishment vis-à-vis Objectives			
Objectives	Actual strategies done to meet the objectives	Actual Accomplishments	Date of Accomplishment
II. Accomplishments vis-à-vis Beneficiaries			
Beneficiary/ies	Baseline data	Actual Improvement	
III. Report on Resources used			
	Planned Budget	Actual Cost	
A. Human Resources			
B. Material/Financial Resources			
	Total:	Total:	