



Republic of the Philippines
Department of Education

REGION IX
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

RECORDS SECTION
 DepED, Division of Zambo. Norte
 No: _____
 Date: **OCT 22 2024** By: _____
RELEASED

Office of the Schools Division Superintendent

August 21, 2024

DIVISION MEMORANDUM
 No. **SPD** s.2024

**ESTABLISHMENT OF THE SCHOLARSHIP COMMITTEE OF THE
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**

TO: **Assistant Schools Division Superintendent**
Division Chiefs
Education Program Supervisors/Coordinators
Public Schools District Supervisors
Principals-in-charge of Districts
Education Program Specialists (SEPS and EPS II)
Division Section Heads
Public Elementary and Secondary School Heads
Others Concerned
This Schools Division

1. Pursuant to Civil Service Commission Memorandum Circular No. 43, s. 1993 as amended from MC 10 s. 1989, requiring all agencies to establish a Personnel Development Committee (PDC), this Schools Division announces the constitution of this Committee, originally established via DM 163, s. 2019, to the Human Resource Development Committee (HRDC), who shall serve as screening and coordinating committee on providing timely, relevant and competency-based human resource development programs and interventions to all teaching, teaching-related and non-teaching personnel.
2. In response to this, this Office hereby establishes the Division Scholarship Committee, which is an affiliate of the HRDC, with the following roles and responsibilities, to wit:
 - a. Coordinate with the concerned functional divisions/sections and/or units to provide support to candidates for scholarships and short-term courses and monitor their work progress in relation to the objectives of the program;
 - b. Develop and/or implement guidelines for the selection of candidates for scholarship programs form among officials and employees both regular and contractual without "discrimination in the selection on account of age, civil status, disability, religion, ethnicity, or political affiliation unless specifically indicated in the training course or by the sponsoring agency;" and,
 - c. Serve as scholarship committee that screens and endorses nominees for approval by the Regional Office and/or Central Office.



Address: Capitol Drive, Estaka, Dipolog City 7100
 Email: zn.division@deped.gov.ph
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d. The Division Scholarship Committee shall compose the following:

Chairperson	ERVIE A. ACAYLAR Education Program Supervisor, SGOD
Co-chair	ROBERT I. POCULAN III Senior Education Program Specialist, HRD
Members	ARCELITA B. ZAMORAS Education Program Supervisor, CID GERARDO R. MONTILLA, JR President, NASPHIL POLICARPO T. DONALDO President, PESPA HELEN E. TANGON Administrative Officer V – Admin CASEMERA V. LUNJAS Administrative Officer IV – Budget
Secretariat	NICOLLETTE RIA E. TANGON Education Program Supervisor II, HRD GEKABEL M. VELARDE Project Development Officer I, HRD
Advisors	ROY C. TUBALLA EMD, JD, CESO V Schools Division Superintendent JERRY C. BOKINGKITO, CESE OIC- Assistant Schools Division Superintendent LOURMA I. POCULAN EMD, CESO VI Assistant Schools Division Superintendent ZHYRINE P. MAYORMITA EdD Chief Education Supervisor, CID JOY E. LETRAN- SINGSON EMD Chief Education Supervisor, SGOD

3. Specifically, the Division Scholarship Committee shall perform the following:

- a. Publicize the scholarship through a memorandum.
- b. Solicit applications from the Schools Division Office, schools and/or learning centers, as the case may be;
- c. Evaluate and review all scholarship applications received based on scholarship criteria and guidelines;
- d. Conduct the screening process
- e. Prepare a shortlist of qualified candidates to receive scholarships and submit it to the Schools Division Superintendent for final selection of qualifier/s at the Division level;
- f. Make announcement of the scholarship recipient through a memorandum;
- g. Follow up with scholarship recipient(s) to ensure that the scholarship was received;
- h. Make arrangements for the scholarship recipient(s) to attend the Pre-Departure Orientation Seminar (PDOS)-for international scholarship/s; and,
- i. Assume such other functions as deemed necessary by the Schools Division Superintendent.



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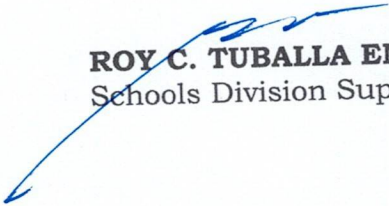
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4. The secretariat shall assist the committee in performing these functions, specifically in preparing the documentation of candidates, study grants, and keeping minutes of all deliberations, among others.
5. All expenses in performing these functions shall be charged against local funds, subject to the usual government accounting rules and procedures
6. Immediate and wide dissemination of this Memorandum is desired


ROY C. TUBALLA EMD, JD, CESO V
Schools Division Superintendent