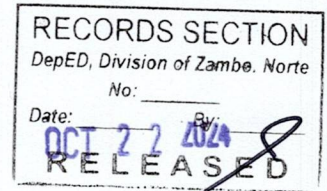




Republic of the Philippines
Department of Education
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

August 21, 2024

DIVISION MEMORANDUM

No. S72 s. 2024

GUIDELINES IN IDENTIFYING PERSONNEL FOR TRAINING AND SCHOLARSHIP GRANTS

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. DepEd-Schools Division of Zamboanga del Norte fully supports the continuous development of its manpower to improve performance through scholarship/fellowship and training grants local and overseas among others. All related activities are lodged with the Human Resource Development Committee (HRDC) through the Scholarship Committee.
2. To ensure smooth implementation of the inclusive, gender, fair allocation of scholarship/fellowship slots and avoid loss of scholarship slots due to delay in submission of nominees, the HRDC shall maintain scholarship/fellowship/training grantees pool from where the nominees for a specific program shall be selected on the basis of the criteria set by the sponsoring agency of DepEd.
3. The following guidelines shall be observed in identifying the nominees:
 - a. The Schools Division Office shall maintain its own pool of nominees in specific training areas;
 - b. Personnel who were recipient of national and regional awards shall be included in the pool; and
 - c. Nominees selected should meet the following requirements and submit documents as required:
 - i. Requirements:
 - Had been in the service for at least five years with at least Very Satisfactory performance for the last two years;
 - Has shown strong leadership potential in the office station and in the community.
 - Has initiated innovations in the area being recommended; Has recorded performance in the related field.



Address: Capitol Drive, Estaka, Dipolog City 7100

Email: zn.division@deped.gov.ph

FB: DepEd Tayo- Schools Division of Zamboanga del Norte

Tel. No.: (065) 212- 5843

Website: www.depedzn.net



Republic of the Philippines
Department of Education

REGION IX
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

- Has no pending administrative case and is of good moral character
 - Is certified to be in good health by a local government physician;
 - Has the capability to disseminate or train other personnel/school teachers/administrators on an area as certified by the learning area/program supervisor and endorsed by the School Head and recommended by education program supervisor/coordinator and/or section head;
 - Is computer literate; and,
 - 50 years old and younger or depending on the age requirement set by the sponsoring agency or department.
- ii. Documents for submission - as required by the sponsoring agency
- d. The following _ criteria shall be considered:

Evaluation Criteria	Weight
Experience and Outstanding Accomplishments	25%
Job Relevance	20%
Education and Training	15%
Language and Communication Skills	15%
Performance Rating	10%
Character and Personality Traits	10%
Potentials	5%
TOTAL	100%

4. The nominating functional division or education program supervisor or coordinator shall certify that the trained personnel shall be utilized in enhancing office/school performance along the area where they are
5. The pool of nominees shall be grouped by learning area and program/project and be endorsed to the trained. Scholarship Committee or the HRDC that shall then conduct final evaluation and contact the nominee for needed documents for submission.
6. Grantees/Trainees shall submit a pictorial narrative report to the HRDC relative to the training/scholarship program.
7. Other policies and guidelines that are mandatory and observable in these guidelines are the following:
 - Executive Order No. 129
 - Executive Order No. 367
 - Executive Order No. 421
 - Letter of Instruction No. 395
 - CSC MC No.2,s. 1997
 - CSC MC No. 13,s. 1987
8. Immediate and wide dissemination of this Memorandum is hereby enjoined.

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



Address: Capitol Drive, Estaka, Dipolog City 7100
 Email: zn.division@deped.gov.ph
 FB: DepEd Tayo- Schools Division of Zamboanga del Norte

Tel. No.: (065) 212- 5843
 Website: www.depedzn.net