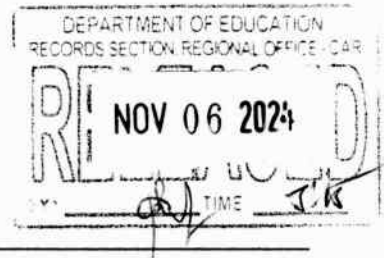




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



4 November 2024

**REGIONAL MEMORANDUM**

No. 795.2024

**UPDATES ON THE IMPLEMENTING GUIDELINES FOR LOCAL AND  
FOREIGN SCHOLARSHIPS, FELLOWSHIPS AND TRAINING GRANTS OF  
DEPED-CAR**

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

1. Pursuant to Regional Memorandum No. 18 s. 2021 titled *Implementing Guidelines of the Department of Education – Cordillera Administrative Region on Local and Foreign Scholarship, Fellowship and Training Grants* and Regional Memorandum No. 294, s. 2023 titled *Reiteration on the Important Provisions of Scholarship Programs*, this office through Human Resource Development Division, hereby updates the implementing guidelines for local and foreign scholarship, fellowship and training grants.
2. Attached are the following enclosure for reference and guidance:
  - a. Enclosure 1 – Process on Management of Scholarship
  - b. Enclosure 2 - Nomination Form
  - c. Enclosure 3 - Endorsement
  - d. Enclosure 4 - Monitoring Form
  - e. Enclosure 5 - Workplace Application Plan (WAP) of Enclosure 7 of DM 44 s. 2023
3. Other provisions indicated in RM No. 18 s. 2021 and RM No. 294 s. 2023 shall remain in place.
4. For queries and clarifications, please contact the Human Resource Development Division – National Educators Academy of the Philippines in the Region (HRDD-NEAPR) through Rosita C. Agnasi, OIC-HRDD-NEAPR or Elvernice S. Fanged, Scholarship Focal Person through email address at [car.neapr@deped.gov.ph](mailto:car.neapr@deped.gov.ph).
5. Immediate and widest dissemination of this Memorandum is directed.

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

//HRDDNEAPCAR/RCAVESF



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## Management of Scholarship Process

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
Learning Resource Provider Scholarship Sponsor	Course Design	Receives invitation for scholarship opportunities	EPS/ SEPS/ EPS II, HRDD-NEAPR			
		Prepare memorandum for the submission of nominations	EPS/ SEPS/ EPS II, HRDD-NEAPR	Regional Memorandum (list of requirements and qualifications)	SDO HRD	
SDOs and RO	List of Requirements and Qualification	Receive and assess nominees based on qualification	EPS/ SEPS/ EPS II, HRDD-NEAPR PDC	PDC Summary Form for Selection	PDC	RO-HRDD-F-017
DepEd RO and Professional Development Committee (PDC)	PDC Summary Form for Selection	Rank nominees according to given qualifications/criteria	EPS/ SEPS/ EPS II, HRDD-NEAPR PDC	Signed Nomination Form and Endorsement	PDC	RO-HRDD-F-018
Regional Director Central Office/Learning Serving Provider/ Sponsoring Agency	Signed Nomination Form and Endorsement with supporting documents	Forward to the Central Office/Learning Service Provider/Sponsoring Agency	EPS/ SEPS/ EPS II, HRDD-NEAPR	Acceptance Letter/ Acknowledgment	Scholars LSPs	
HRDD Focal Person	Acceptance Letter/ Acknowledgment	Assists and monitors the scholar to comply with additional requirements	EPS/ SEPS/ EPS II, HRDD-NEAPR	Monitoring Form	Scholars	RO-HRDD-F-019
Scholars, SDS and SEPS HRDS of SDOs, HRDD	Monitoring Form WAP Template	Receive scholars' accomplishment/ report/ WAP and conduct debriefing	EPS/ SEPS/ EPS II, HRDD-NEAPR	Accomplished Re-Entry Plan and Accomplishment Report	Scholars	RO-HRDD-F-020 RO-HRDD-F-021
Scholars, SDS and SEPS HRDS of SDOs, HRDD	Accomplished WAP and Accomplishment Report	Update master list of scholars	EPS/ SEPS/ EPS II, HRDD-NEAPR	Master list of scholars (Project SPARK)	Scholar and REP Recipients	

(Enclosure 2 to RM No. 795.2024)



**Nominees of: (Title of the Scholarship)**

Nominees or Title of the Scholarship									
SDO	RO	Abra	Apayao	Baguio City	Benguet	Ifugao	Kalinga	19. Province	Tatay City
Name									
Email address									
Contact No.									
Position/ SG									
Work Station									
Date of Birth/ Age									
Years in DepEd									
Performance Rating									

To guide the Personnel Development Committee in evaluating the nominees, other supporting information are attached as follows: **Personal Data Sheet (PDS); and Guidelines**

### PDC RECOMMENDATION

This is an open nomination subject to the approval of the Regional Director, please rank the nominees by placing the numbers **1** (priority) **to 4** in the cell corresponding their names, under your column.

[illegible]

**ETHIELYN E. TAQUED**  
Chief Education Supervisor

**D LAUREEN B. LIKIGAN**  
Senior Education Program Specialist

**RONALD B. CASTILLO**  
Assistant Regional Director, PDC Chairperson

APPROVED FOR NOMINATION TO: Title of the Scholarship Program

**ESTELA L. CARIÑO EdD, CESO III**  
Director IV/Regional Director



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(Enclosure 3 to RM No. 795, 2024



Republic of the Philippines  
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CORDILLERA ADMINISTRATIVE REGION

1<sup>ST</sup> ENDORSEMENT  
(Date)

Respectfully forwarded to **(Person In-charge of the Scholarship)**, (Position), the list of nominees for the **(Title of Scholarship)** recommending approval.

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


NEAPCAR/RCA/ESF



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**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION

**List of Nominee/s for the (Title of Scholarship)**

No	Name	Position	School/Division	Mobile Number	Email
1					

Prepared by:

**ROSITA C. AGNASI**  
OIC-HRDD CAR

Verified:

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



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(Enclosure 4 to RM No. \_\_\_\_\_)



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region

**SCHOLARS MONITORING FORM**

SDO	Title of Training/Scholarship Attended	Date Conducted	Number of Attendees			Application on Learning (Number to be Accomplished online)		
			Teaching	Non-Teaching	Teaching-Related	Applied to KRA (Yes/No)	Submitted REAP/ KT Plan (Yes/No)	Submitted Research/ Innovation Proposal (Yes/No)

Prepared by:

Focal, HRDD

Noted:

Chief, HRDD

Approved:

Regional Director



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(Enclosure 5 to RM No. 795.2024)

(Enclosure No. 7 to DepEd Memorandum No. \_\_\_\_ s. 2023)



Republic of the Philippines  
**Department of Education**

National Educators Academy of the Philippines

**Sample Workplace Application Plan (WAP) Template**

Name of Learners		Office and Position	
Title of PD Programs		Date of Delivery	
		PD Program Provider	
Name of Immediate Supervisor		Office and Position	

**Background and Rationale of WAP Plan:**

Briefly describe why the WAP will be implemented. Identify the competency gaps that will be addressed and current performance level on key result area(s).

Expected Performance Improvement			
Competencies for Development	Key Result Area(s)	Expected Improvement in Performance Indicator	Means of Verification

Type of Intervention				
Committee Work	Job Shadowing	Informal JEL Activities (Please specify)	Others (Please specify)	
Job Expansion	Special Project			
Job Rotation	Stretch Assignments	WAP Implementation		

Briefly describe the intervention (e.g., type of special project, nature of committee and role of learners, etc.), and specify duration and offices where learner will be assigned, if appropriate. Use one to two paragraphs.

Application Objective				
State what learner will be able to do by the end of the WAP, following ABCD (Audience-Behavior-Condition-Degree) guidelines.				
Learning Objectives (What learner be able to do by the end of an activity/learning session)	Activities (Activities that learner will engage in to meet each learning objective)	Timeline (Start-end of each activity)	Learning Facilitator (Immediate Supervisor or peer assigned to guide learner)	Support/Resources (Office order, information, etc. needed)

Prepared by (name and position):	Learner's Signature	Date

Reviewed by (name and position):	Signature	Date

Approved by (name and position):	Learner's Signature	Date



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