



Republic of the Philippines
Department of Education



DepED MEMORANDUM
No. **161**, s. 2009

APR 15 2009

DEPED SCHOLARSHIP PROGRAM FOR NON-TEACHING PERSONNEL

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services/Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents
Heads, Public Elementary and Secondary Schools

1. In line with the DepED's thrust to capacitate its human resources, the Department of Education through the Staff Development Division-Human Resource Development Service (SDD-HRDS) announces the DepED Scholarship Program for the Non-Teaching Personnel. The scholarship program offers Baccalaureate and Masters degrees to qualified personnel.
2. The scholarship program which is geared towards professional development of personnel is also linked with the competency-based training and development programs for the upgrading and strengthening of the competencies of the non-teaching personnel to facilitate efficient and effective service delivery.
3. The following scheme shall be observed in the distribution of slots:

Program	Institution	Slots/Regions Involved	Course Duration
BACCALAUREATE			
Bachelor in Office Administration and	Polytechnic University of the Philippines-Sta. Mesa	Central Office – 25 slots IV-A – 10 slots NCR – 10 slots Total: 45/class	2.5 years
Bachelor of Public Administration and Governance	Polytechnic University of the Philippines-Sta. Mesa	Central Office – 25 slots IV-A – 10 slots NCR – 10 slots Total: 45/class	2.5 years
MASTERS DEGREE			
Masters in Public Administration (MPA)	Polytechnic University of the Philippines-Sta. Mesa Graduate School	3 slots for all regions, including Central Office Total: 54/class	15 months
Masters in Educational Management (MEM)	Polytechnic University of the Philippines-Sta. Mesa Graduate School	3 slots for all regions, including Central Office Total: 54/class	15 months
Masters in Library Science and Information Management	University of the Philippines-Diliman	2 slots for all regions, including Central Office Total: 36/class	15 months

3. The Regional Scholarship Committees (RSC) will conduct preliminary screening and submit at least 6 (six) nominees for each masters degree program to the Central Office (duly endorsed by the Regional Director). Baccalaureate programs are being pilot-tested for National Capital Region (NCR), Central Office and Region IV-A. Staff Development Division-Human Resource Development Service (SDD-HRDS) with representatives from the Scholarship Committee and Polytechnic University of the Philippines/University of the Philippines (PUP/UP) shall administer the entrance examination, paper evaluation and interview of nominees.

4. Deadline for submission of nominees is on or before April 30, 2009. Enclosed are the criteria for selection of nominees and pertinent papers for submission to the Central Office Screening Committee. The screening of the regional/central office nominees is specified on the following dates and venues:

Baccalaureate Program		
Regions/Program	Dates	Venue
NCR, IV-A and Central Office	May 1-2, 2009	Bulwagan ng Karunungan DepED Central Office
Masters Degree Program		
X, XI, XII, CARAGA and ARMM	May 8-9, 2009	RELC, Davao City
VI, VII, VIII and IX	May 15-16, 2009	Applied Nutrition Center Banilad, Cebu City
I, II, III, and CAR	May 22-23, 2009	Within the area of Subic Olongapo City
IV-A, IV-B, V, NCR and Central Office	May 29-30, 2009	Bulwagan ng Karunungan DepED Central Office


5. Grantees of the program are entitled of the following benefits:

Program	Benefits
Baccalaureate	Salary Tuition fee and miscellaneous expenses Monthly transportation cost of P2,000 Book allowance per year (P5,000/year) One time research allowance of P7,000/year
Masters Degree	Salary Tuition fee and miscellaneous expenses Book allowance per year (P5,000/year) One time research allowance of P7,000/year Living allowance (stipend) P7,000/month

6. For submission of nominees, please forward the names and credentials to Staff Development Division-Human Resource Development Service (SDD-HRDS) c/o Ms. Nerissa L. Losaria, OIC, SDD-HRDS, 2nd Floor, Rizal Bldg. II, Department of Education, Meralco Avenue, Pasig City. For inquiries or clarifications, please contact Ms. Cecille Anyayahan or Ms. Susan Dela Merced, SDD-HRDS at tel. nos. (02) 633-7237/638-8638.

7. Travel expenses and per diem of the nominees to the screening venues are chargeable against local funds. Other expenses which include board and lodging, travel and per diem, honoraria of the Scholarship Committee members and staff, supplies and other incidental expenses are chargeable against HRTD Funds subject to usual accounting and auditing rules and regulations.

8. Immediate dissemination of this Memorandum is desired.



TEODOSIO C. SANGIL, JR.
Undersecretary
Officer-in-Charge

Encl.:

As stated

Reference:

None

Allotment: 1- -(D.O. 50-97)

To be indicated in the Perpetual Index
under the following subjects:

EMPLOYEES
PROGRAMS
SCHOLARSHIPS

R-Maricar/Sally - DM-DepED Scholarship
03-30-09

Enclosure to DepED Memorandum No. 161, s. 2009

CRITERIA FOR SELECTION and REQUIREMENTS OF NOMINEES FOR THE DEPED SCHOLARSHIP FOR NON-TEACHING PERSONNEL

Program	Criteria/Qualification	Requirements
Baccalaureate	<ol style="list-style-type: none"> 1. Any DepED employee who is, at least a high school graduate or who has obtained a PEPT placement equivalent to first year college; 2. He / she must have been employed with permanent status for an aggregate of at least 5 years in the Department related to the academic program or discipline he/she is obtaining an equivalency; 3. not more than 50 years old. 4. Has no pending administrative and/or criminal case 5. must not have availed any scholarship grant in the last two years; 6. must be physically and mentally fit (with certification form a government physician) 7. with VS performance rating 	<ol style="list-style-type: none"> a) Form 212 (personal data sheet) with 2x2 recent photo duly certified by the administrative officer. b) authenticated birth certificate c) service record d) most recent academic record or certified photocopy of transcript of records (if any) e) certificates of training and workshops completed f) other documents or evidence of capability and knowledge in the field applied for equivalency and accreditation g). Form 86(Health certificate from accredited government hospital or clinic) h). Endorsement from the superintendent i) Duly Accomplished scholarship contract
Master's Degree	<ol style="list-style-type: none"> 1. Must be a bachelors degree holder 2. Must have a grade point average of 80% or better in the undergraduate level 3. not more than 50 years old. 4. Has no pending administrative and/or criminal case 5. must not have availed any scholarship grant in the last two years; 6. must be physically and mentally fit (with certification form a government physician) 7. with VS performance rating for the past four (4) rating periods 	<ol style="list-style-type: none">) Form 212 (personal data sheet) with 2x2 recent photo duly certified by the administrative officer. b) authenticated birth certificate c) service record d) certified photocopy of transcript of records (if any) e) certificates of training and workshops completed f) Form 86(Health certificate from accredited government hospital or clinic) g). Endorsement from the superintendent h) Duly Accomplished scholarship contract