



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

April 30, 2026

REGIONAL MEMORANDUM

No. **544** s. 2026

**REMINDER ON THE SUBMISSION OF THE POOL OF POTENTIAL SCHOLARS
AND THE IMPLEMENTATION STATUS AND RESULTS OF THE
PROFESSIONAL DEVELOPMENT NEEDS
ASSESSMENT (PDNA)**

To: Schools Division Superintendents
All Others Concerned

1. Relative to **Regional Memorandum No. 237, s. 2026**, dated **February 24, 2026**, on the **Submission of the Endorsed Pool of Potential Scholars for NEAP Scholarship Programs** and **Regional Memorandum No. 91, s. 2026**, dated **January 20, 2026**, on the **Orientation on the Professional Development (PD) Needs Assessment for NEAP Region VIII**, this Office, through the National Educators Academy of the Philippines – Region VIII, reminds all Schools Division Offices (SDOs) to comply with the required submissions and implementation updates.
2. It is noted that some Schools Division Offices (SDOs) have yet to submit their endorsed **Pool of Potential Scholars**, which is necessary to ensure a ready pool of candidates for scholarship opportunities, as outlined in the aforementioned memorandum.
3. In addition, this Office requests all SDOs to provide an update on the conduct and status of the **Professional Development Needs Assessment (PDNA)** within their respective divisions, including progress on data gathering, validation, and consolidation, as prescribed in the guidelines.
4. In this regard, all concerned SDOs are hereby directed to:
 - a. Submit the endorsed Pool of Potential Scholars, if not yet complied, through the following link: <https://bit.ly/POOLOFSCOLARS2026>
 - b. Provide a status report on the conduct of PDNA, including current progress, issues encountered, and target completion, through the SDO PDNA Progress Timeline link: <https://bit.ly/PDNAProgressTimeline>
 - c. Submit the PDNA results through the following Consolidated PDNA links:
 - For Teachers: <https://bit.ly/CONSOLIDATEDPDNA2026TEACHERS>
 - For School Heads: <https://bit.ly/CONSOLIDATEDPDNA2026SCHOOLHEADS>
5. All submissions shall be made on or before **May 15, 2026** through the prescribed submission channels.



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7. Immediate dissemination of and strict compliance with this Memorandum are desired.

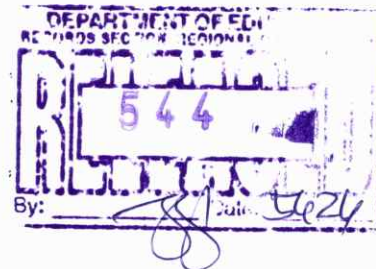
for.
SALUSTIANO T. JIMENEZ, JD, EdD, CESO III
Regional Director *gual*

Enclosures: None
References: As stated

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

POOL OF POTENTIAL SCHOLARS
PROFESSIONAL DEVELOPMENT NEEDS ASSESSMENT (PDNA)
COMPLIANCE

HRDD-NEAPRVIII-IGDM





Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

February 24, 2026

REGIONAL MEMORANDUM

No. **237**, s. 2026

**SUBMISSION OF THE ENDORSED POOL OF POTENTIAL SCHOLARS
FOR NEAP SCHOLARSHIP PROGRAMS**

To: Schools Division Superintendents
All Others Concerned

1. Pursuant to **DM-OULS-2026-018** and **Regional Memorandum No. 145, s. 2026**, relative to the reconstitution of the Schools Division Personnel Development Committee (SDPDC) and the constitution of the Schools Division Scholarship Committee (SDSC), this Office, through the National Educators Academy of the Philippines – Region VIII (NEAP R-VIII), hereby directs all Schools Division Offices (SDOs) to facilitate the identification, screening, and validation of their respective Pool of Potential Scholars.
2. The establishment of this pool aims to institutionalize a proactive and readily available database of qualified personnel, ensuring that the Region can efficiently respond to scholarship opportunities with short-notice application timelines.
3. All candidates included in the pool shall undergo a rigorous screening process based on the eligibility criteria prescribed by the National Educators Academy of the Philippines (NEAP). The SDSC shall conduct the initial validation, while the SDPDC shall provide the official endorsement of the final list.
4. The Pool of Potential Scholars shall be utilized under the following circumstances:
 - a. For instances when externally sponsored scholarship invitations are received less than three (3) weeks before the deadline, which prevents wider dissemination. In such cases, nominees shall be drawn directly from the pool.
 - b. For scholarship programs demanding urgent processing or compliance with short-notice requirements.
 - c. For scholarship programs requiring final nominees within three (3) weeks.
 - d. For instances when the number of required applicants exceeds the Scholarship Committee's (SC) capacity to process during an open Call for Application, or when the number of candidates required exceeds those currently qualified.
 - f. For programs requiring specific expertise (e.g., subject-area focus, policy formulation, DRR leadership, AI/technology, and innovation) where the pool allows immediate identification of personnel meeting these criteria.
5. The pool of potential scholars shall comprise the following:



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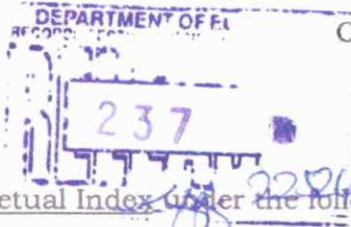
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- a. Applicants who are qualified but have not been accepted in a scholarship program within the governance level.
 - b. Applicants who are shortlisted by the ROPDC but not nominated to the COPDC.
6. The Pool of Potential Scholars, across all governance levels, shall be valid for one (1) year from the date of endorsement.
7. The SDO-HRDS Focal Person is tasked to upload the following document:
- a. Consolidated Pool of Potential Scholars encoded using the prescribed NEAP R-VIII database template.
8. The SDO-HRDS Focal Person shall ensure that the endorsed Pool of Potential Scholars is accurately encoded and uploaded to the official NEAP R-VIII Scholarship Database through the link: https://bit.ly/POTENTIAL_SCHOLARS. All entries must be validated against the prescribed criteria prior to final submission. The endorsed pool shall be submitted to the Regional Office for regional consolidation on or before **March 2, 2026**.
9. For inquiries and clarifications please, contact **Mr. Israel Gilvani D. Malaca, EPS II, NEAP R-VIII** through neap.region8@deped.gov.ph.
10. Immediate dissemination of and strict compliance with this Memorandum are desired.

RONELO AL K. FIRMO CESO IV
Assistant Regional Director
Officer-in-Charge
Office of the Regional Director



Enclosures: None
References: As stated

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

POTENTIAL SCHOLARS
IDENTIFICATION
EVALUATION

HRDD-NEAPR-VIII-IGDM



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

January 20, 2026

REGIONAL MEMORANDUM

No. **91** s. 2026

**ORIENTATION ON THE PROFESSIONAL DEVELOPMENT (PD) NEEDS
ASSESSMENT FOR NEAP REGION VIII**

To: Schools Division Superintendents
All Others Concerned

1. Pursuant to DepEd Order No. 42, s. 2017 (PPST), DepEd Order No. 24, s. 2020 (PPSSH), and DepEd Order No. 11, s. 2019 (NEAP Transformation), all professional development (PD) programs shall be standards-based, needs-driven, and evidence-informed.

2. To ensure consistency, quality, and policy alignment in identifying professional development priorities, this Office, through the NEAP R-8, hereby informs all concerned that there will be an Online Orientation on the conduct of PD Needs Assessment to discuss segregated procedures for the conduct of Professional Development Needs Assessment (PDNA) for:

- 2.1 Teachers (based on PPST and RPMS), and
- 2.2 School Leaders (based on PPSSH and OPCRf)

3. The National Educators Academy of the Philippines, Region VIII (NEAP R-8) ensures the relevance of its professional development opportunities by centering its planning process on accurate and evidence-based needs assessments. Hence, the conduct of this Orientation on the Professional Development (PD) Needs Assessment is on **January 26, 2026**, via **Microsoft Teams** at **8:00AM – 12:00 NN**.

4. The orientation aims to:

- 4.1 Institutionalize a systematic, evidence-based PDNA process at the school, district, and division levels;
- 4.2 Ensure that all PD programs are aligned with PPST, PPSSH, RPMS, SIP/AIP, and NEAP standards; and
- 4.3 Provide clear delineation of roles and responsibilities in the conduct, validation, and consolidation of PDNA results.

5. The participants for this activity are the following:

PER SDO	POSITION	No. of Pax
SGOD	SGOD Chief	1
	SEPS HRD	1
	EPS II HRD	1



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	SEPS M & E	1
	Planning Officer	1
CID	CID Chief	1
	Education Program Supervisor	All
	PSDS	All
OSDS	Budget Officer	1

6. The virtual link for the orientation will be disseminated through the official email addresses of the HRDS units and via the established NEAP RVIII for SDOs Group Chat (GC) at least two days before the scheduled date. To facilitate a productive session, participants are requested to ensure a stable internet connection and have digital copies of their current Division PD Plans ready for reference during the workshop component.

7. The following are enclosures to this Memorandum:

Enclosure No.	Description
1	Step-by-Step Procedures, Responsibilities and Guidelines in Conducting PDNA
2	Activity Matrix on the Online Orientation on the Conduct of PDNA
3	PDNA Self-Assessment Form for Teachers
4	PDNA Self-Assessment Form for School Heads
5	Guide in the School, District, and Division Consolidation of Teachers & Schools Heads PDNA Results
6	Consolidation Form (e-copy)

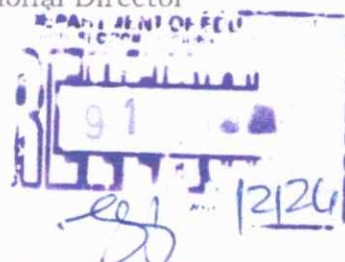
8. This Memorandum shall apply to all public elementary and secondary schools in the Region and shall guide the preparation of School, Division, and Regional Professional Development Plans.

9. For inquiries, contact **Mr. Israel Gilvani D. Malaca, EPS II, NEAP R-8** through **neap.region8@deped.gov.ph**.

6. Immediate dissemination of and strict compliance with this Memorandum are desired.

RONELO AL K. FIRMO, CESO IV
 Assistant Regional Director
 Officer-in-Charge
 Office of the Regional Director

Enclosures: As stated
 References: DepEd Order No. 42, s. 2017 (PPST)
 DepEd Order No. 24, s. 2020 (PPSSH)
 DepEd Order No. 11, s. 2019 (NEAP Transformation)



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ORIENTATION
PROFESSIONAL DEVELOPMENT
NEEDS ASSESSMENT

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