



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

June 17, 2026

OFFICE MEMORANDUM
 HRDD-2026- **292**

**RECONSTITUTION OF THE REGIONAL OFFICE PERSONNEL DEVELOPMENT
 COMMITTEE (ROPDC) AND THE REGIONAL OFFICE
 SCHOLARSHIP COMMITTEE (ROSC)**

To: Assistant Regional Director
 Functional Division Chiefs
 Regional Office Personnel Development Committee (ROPDC)
 Regional Office Scholarship Committee (ROSC)
 All Others Concerned

1. In reference to **Memorandum DM-OULS-2026-018** dated **January 19, 2026** and **Office Memorandum HRDD-2026-98** dated **February 24, 2026**, this Office, through the Human Resource Development Division (HRDD) and the National Educators Academy of the Philippines – Region VIII (NEAP RVIII), hereby reconstitutes the **Regional Office Personnel Development Committee (ROPDC)** and the **Regional Office Scholarship Committee (ROSC)** to ensure a systematic, transparent, and harmonized implementation of personnel development and scholarship programs in the Region.

2. The constitution of the ROPDC and ROSC is in compliance with CSC Memorandum Circular No. 10, s. 1989, DepEd Order No. 011, s. 2019, and other existing DepEd policies, and is intended to strengthen the Regional Office’s learning and development and scholarship management mechanisms.

3. The **Regional Office Personnel Development Committee (ROPDC)** shall serve as the primary body responsible for reviewing, analyzing, and recommending policies, plans, and programs related to human resource development and learning and development (L&D) interventions in the Regional Office. The ROPDC shall be composed of the following:

Regional Office Personnel Development Committee (ROPDC)		
Designation	Name	Position
Chairperson	Dr. Marilyn B. Siao, CESO IV	Assistant Regional Director
Vice-Chairpersons	Dr. Elena S. De Luna	ASDS/NEAP RVIII Head
	Dr. Harvie D. Villamor	Chief, HRDD
Members	Specialist Representative Dr. Gertrudes C. Mabutin	Chief, CLMD
	Dr. Alejandra B. Lagumbay	Chief, ESSD
	Mercedes D. Sarmiento	Chief, FTAD



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Members	Support to Technical Representatives	Dr. Rita R. Dimakiling	Chief, PPRD
		Dr. Ryan R. Tiu	Chief, QAD
	Administrative Personnel	Dr. Rosemarie M. Guino	Chief, AD
		Alma A. Suyom	Chief, FD
Secretariat		Wedlyn P. Abalorio	RCE II
		Dr. Dina S. Superable	EPS, HRDD
		Ted Juan C. Peleño	EPS II, HRDD
		Israel Gilvani D. Malaca	EPS II, NEAP R

The following are the specific roles and responsibilities of the ROPDC:

- a. Leads in the review, analysis, and recommendation of proposed policies, guidelines, plans, and other outputs related to the Human Resource Development (HRD) system, improvements, and then endorses them to the Regional Director for approval;
- b. Evaluates and recommends L&D programs for DepEd personnel based on the L&D Plan, individual development plans, identified competencies, and other strategic considerations;
- c. Facilitates the selection of the best-qualified employees for scholarship programs and other L&D opportunities;
- d. Ensures performance monitoring, rewards, and recognition systems are properly applied within the office;
- e. Helps develop internal policy guidelines in accordance with existing relevant guidelines related to the L&D of personnel; and
- f. Submits required reports to the head of the office regarding L&D activities and accomplishments.

4. The **Regional Office Scholarship Committee (ROSC)** shall be established as a subcommittee of the ROPDC and shall assist in the screening, evaluation, and endorsement of scholarship nominees at the regional level. The ROSC shall be composed of the following:

Regional Office Scholarship Committee (ROSC)		
Designation	Name	Position
Chairperson	Dr. Harvie D. Villamor	Chief, HRDD
Co-Chairperson	Dr. Elena S. De Luna	ASDS/NEAP RVIII Head
Member	Israel Gilvani D. Malaca	NEAP R Scholarship Program Focal Person
Member	Eva D. Rosales	Administrative Officer V
Member	Dr. Elmer Albert E. Cuevas	President, Second Level Employees Association, DepEd RO VIII
Member	Leo M. Dizon	President, First Level Employees Association, DepEd RO VIII

The ROSC shall assist the ROPDC in the conduct of the selection process and shall perform the following duties and responsibilities:

- a. Conduct review and judiciously screen the endorsed scholarship application/nomination from SDOs and RO functional divisions based on the standard criteria set forth by DepEd and the sponsoring agencies;
 - b. Conduct behavioral-event interviews to assess the applicant's abilities in relation to the required competencies in the scholarship program to be filled; and
 - c. Submit the comparative assessments of the nominees for the scholarship grants to the ROPDC for recommendation and subsequent endorsement by the Regional Director to the Central Office, and, or to the sponsoring agencies where applicable.
5. All concerned offices and personnel are directed to extend full cooperation and support to the ROPDC and ROSC to ensure the effective implementation of scholarship and personnel development initiatives in the Region.
6. Immediate dissemination of this Memorandum is desired.


SALUSTIANO T. JIMENEZ JD, EDD, CESO III
Regional Director 

HRDD-NEAPRVIII-IGDM





Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

MEMORANDUM
DM-OULS-2026- 018

TO : Regional Directors
Schools Division Superintendents
School Heads
All Others Concerned

FROM : *Carmela Oracion*
CARMELA C. ORACION
Assistant Secretary
Officer-in-Charge
Office of the Undersecretary for Learning Systems

SUBJECT : **GUIDELINES ON ENSURING EFFECTIVE MANAGEMENT OF NEAP SCHOLARSHIP PROCESSES**

DATE : 19 January 2026

1. In line with the commitment of the Department of Education (DepEd) to supporting the professional development of all its personnel as a key foundation for the advancement of basic education quality, the National Educators Academy of the Philippines (NEAP) aims to streamline and improve the scholarship management process, ensure equitable access to all scholarship opportunities, and respond promptly to Calls for Applications.
2. Accordingly, NEAP hereby issues the guidelines on ensuring effective management of scholarship processes which specifically aim to:
 - 2.1 provide the roles and responsibilities of Personnel Development Committees (PDCs) across governance levels;
 - 2.2 establish the composition and roles and responsibilities of Scholarship Committees across governance levels;
 - 2.3 determine Scholarship Application and Management Processes; and
 - 2.4 establish Pool of Potential Scholars.
3. Enclosed with this Memorandum are the following documents:
 - Enclosure 1** : Guidelines on Ensuring Effective Management of NEAP Scholarship Processes
 - Enclosure 2** : Template on the Composition of Personnel Development Committees and Scholarship Committees
 - Enclosure 3** : Template for the Pool of Potential Scholars Database

4. In this connection, all Regional Offices (ROs) shall submit the following documents through <https://tinyurl.com/47umde9k> **on or before 16 February 2026:**
 - a. Composition of Personnel Development Committees and Scholarship Committees
 - b. Copies of Regional and Schools Division Memoranda establishing the composition of the PDCs and SCs, merged in PDF file.
5. Furthermore, each Region is directed to submit via email its Pool of Potential Scholars Database to NEAP at scholarships@deped.gov.ph for verification and validation, using the subject line: **R___ Pool of Potential Scholars, on or before 02 March 2026.**
6. For any questions and concerns, please contact the **NEAP Scholarships Secretariat** through scholarships@deped.gov.ph and/or landline (02) 8715-9919. *ccr*
7. For immediate dissemination and appropriate action.



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

February 24, 2026

OFFICE MEMORANDUM
HRDD-2026- **98**

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COMMITTEE (ROPDC) AND THE REGIONAL OFFICE
SCHOLARSHIP COMMITTEE (ROSC)**

To: Assistant Regional Director
Functional Division Chiefs
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Regional Office Scholarship Committee (ROSC)
All Others Concerned

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Effectivity	04.03.2023	Page	1 of 3



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		Sonny S. Tayum	OIC-Chief, QAD
	Administrative Personnel	Dr. Rosemarie M. Guino	Chief, AD
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Chairperson	Elena S. De Luna, PhD	ASDS/NEAP RVIII Head
Vice-Chairperson	Harvie D. Villamor, EdD	Chief, HRDD
Member	Israel Gilvani D. Malaca	One (1) Learning Area Supervisor/ Specialist/ Program Focal Person
Member	Eva D. Rosales	AO V
Member	Dr. Elmer Albert E. Cuevas (2 nd Level Representative)	Second Level (Representative of accredited Employees Association – Teaching, Non-Teaching, Related-Teaching)
Member	Leo Dizon (1 st Level Representative)	First Level (Representative of accredited Employees)



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5. All concerned offices and personnel are directed to extend full cooperation and support to the ROPDC and ROSC to ensure the effective implementation of scholarship and personnel development initiatives in the Region.
 6. Immediate dissemination of this Memorandum is desired.

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

HRDD-NEAPRVIII-IGDM



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Effectivity	04.03.2023	Page	3 of 3

