



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

October 26, 2026

OFFICE MEMORANDUM
HRDD-2026- **560**

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

To: Assistant Regional Director
Regional Functional Division Chiefs
All Others Concerned

1. In reference to DM-OULS-2026-018 dated January 19, 2026, and Office Memorandum HRDD-2026-292 dated June 17, 2026, this Office, through the Human Resource Development Division – National Educators Academy of the Philippines in the Region (HRDD-NEAP R), reconstitutes the **Regional Office Personnel Development Committee (ROPDC)** and the **Regional Office Scholarship Committee (ROSC)**.

2. The constitution of the ROPDC and ROSC is in accordance with CSC Memorandum Circular No. 10, s. 1989, DepEd Order No. 011, s. 2019, and other existing DepEd policies to strengthen the Regional Office's L&D and scholarship management mechanisms.

3. The **Regional Office Personnel Development Committee (ROPDC)** shall serve as the primary body for reviewing and recommending policies, plans, and programs on human resource development and L&D interventions in the Regional Office. It 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-Chairperson	Dr. Harvie D. Villamor	Chief, HRDD
Member	Dr. Gertrudes C. Mabutin	Chief, CLMD
Member	Dr. Alejandra B. Lagumbay	Chief, QAD
Member	Mercedes D. Sarmiento	Chief, FTAD
Member	Dr. Rita R. Dimakiling	Chief, PPRD
Member	Dr. Ryan R. Tiu	Chief, ESSD
Member	Dr. Rosemarie M. Guino	Chief, AD
Member	Alma A. Suyom	Chief, FD
Secretariat	Eva D. Rosales	AO V, AD-PS
Secretariat	Ted Juan C. Peleño	EPS II, HRDD
Secretariat	Israel Gilvani D. Malaca	EPS II, HRDD-NEAP R

4. The following are the specific roles and responsibilities of the ROPDC:
 - a. Lead the review, analysis, and recommendation of proposed policies, guidelines, plans, programs, and other outputs related to the Human Resource Development (HRD) and L&D systems, and endorse recommendations to the Regional Director for approval;
 - b. Review and recommend competency-based L&D plans, programs, and interventions based on identified learning needs, individual development plans, competency requirements, performance results, and Regional Office priorities;
 - c. Coordinate and oversee the implementation of approved L&D programs and interventions and monitor their progress and effectiveness;
 - d. Facilitate the selection of the best-qualified personnel for scholarship programs and other L&D opportunities, act on the recommendations of the Regional Office Scholarship Committee (ROSC), and recommend qualified nominees for approval and endorsement by the Regional Director;
 - e. Consolidate and maintain the Regional Pool of Potential Scholars based on submissions of the Schools Division Personnel Development Committees (SDPDCs) for the identification and nomination of qualified personnel for scholarship opportunities;
 - f. Monitor the progress and compliance of scholars and provide appropriate technical assistance based on reports from the Schools Division Offices and other monitoring mechanisms;
 - g. Review and recommend appropriate action on study leave and other personnel development-related requests, pursuant to existing policies, rules, and regulations;
 - h. Ensure the proper application of performance monitoring, rewards, and recognition mechanisms and support appropriate awards and incentives for deserving personnel;
 - i. Develop or recommend internal policy guidelines and mechanisms for the effective implementation of L&D, personnel development, and scholarship programs, consistent with existing DepEd and Civil Service Commission policies; and
 - j. Submit required reports and recommendations to the Regional Director on L&D, scholarship, and personnel development activities and accomplishments.

5. The ROPDC shall be assisted by a Secretariat that provides technical and administrative support to the Committee. Specifically, it shall:
 - a. Prepare memoranda, communications, reports, and other documents related to the functions of the ROPDC;
 - b. Prepare notices of meetings, agendas, minutes, and other meeting documents, and disseminate the same as may be required;
 - c. Assist personnel concerned with scholarship programs, L&D opportunities, and other personnel development matters in the preparation and submission of required documents;
 - d. Receive, consolidate, and maintain records and reports related to L&D programs, scholarship activities, scholars' progress and compliance, and the Regional Pool of Potential Scholars;
 - e. Facilitate coordination and respond to queries related to the functions, activities, and decisions of the ROPDC;

- f. Maintain and manage ROPDC records, databases, resolutions, recommendations, and other official documents; and
- g. Perform other related functions as may be assigned by the ROPDC.

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

Regional Office Scholarship Committee (ROSC)		
Designation	Name	Position
Chairperson	Dr. Harvie D. Villamor	Chief, HRDD
Vice-Chairperson	Dr. Dina S. Superable	EPS, HRDD
Member	Dr. Dandy G. Acuin	EPS, CLMD
Member	Eva D. Rosales	AO V, AD-PS
Member	Atty. Jennylynd D. Daya	EPS II, PPRD
Secretariat	Ted Juan C. Peleño	EPS II, HRDD
Secretariat	Israel Gilvani D. Malaca	EPS II, HRDD-NEAP R

7. The following are the specific roles and responsibilities of the ROSC:

- a. Review and judiciously screen scholarship applications and nominations endorsed by Schools Division Offices and Regional Office functional divisions based on the qualifications, requirements, and criteria prescribed by DepEd and/or the sponsoring agency;
- b. Evaluate qualified applicants using the prescribed scholarship criteria, scoring rubrics, and applicable assessment mechanisms;
- c. Conduct behavioral-event interviews, when required, to assess applicants' competencies and suitability for the scholarship program;
- d. Prepare comparative assessments and identify qualified or shortlisted nominees for submission to the ROPDC for recommendation and subsequent approval and endorsement by the Regional Director;
- e. Ensure that rating sheets and assessment results are properly accomplished and signed by the Chairperson and members present during deliberation;
- f. Observe fairness, impartiality, and integrity in the selection process, including the inhibition of any member who is an applicant or has a conflict of interest, with an alternate designated when necessary; and
- g. Communicate screening and evaluation results to the concerned Schools Division Offices and Regional Office units and facilitate additional endorsements, when applicable, in accordance with existing scholarship guidelines.

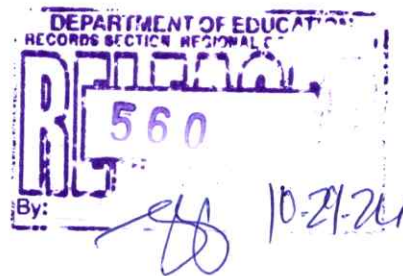
8. The ROSC shall be assisted by a Secretariat that provides technical and administrative support in scholarship screening, evaluation, deliberation, and endorsement. Specifically, it shall:

- a. Prepare notices, agendas, minutes, memoranda, evaluation forms, comparative assessments, and other scholarship-related documents;
- b. Receive, organize, and facilitate the routing of scholarship applications, nominations, and supporting documents;
- c. Provide technical and administrative support during screening, evaluation, interviews, scoring, and deliberation;

- d. Consolidate evaluation results, rating sheets, and comparative assessments for ROSC action;
 - e. Maintain records of scholarship applications, assessment results, committee actions, endorsements, and other ROSC documents;
 - f. Facilitate coordination with concerned SDOs, Regional Office units, the ROPDC, NEAP, and sponsoring agencies; and
 - g. Perform other related functions as may be assigned by the ROSC or ROPDC.
9. Immediate dissemination of this Memorandum is desired.


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

HRDD-NEAPR-IGDM





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

MEMORANDUM
DM-OULS-2026- 013

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

FROM : *Carmela C. 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:**
- Composition of Personnel Development Committees and Scholarship Committees
 - 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. CCT
7. For immediate dissemination and appropriate action.



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



Address: Government Center, Candahug, Palo, Leyte
Telephone No.: (053) 832-5738
Email Address: region8@deped.gov.ph
Website: region8.deped.gov.ph



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:

- 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;
- Evaluates and recommends L&D programs for DepEd personnel based on the L&D Plan, individual development plans, identified competencies, and other strategic considerations;
- Facilitates the selection of the best-qualified employees for scholarship programs and other L&D opportunities;
- Ensures performance monitoring, rewards, and recognition systems are properly applied within the office;
- Helps develop internal policy guidelines in accordance with existing relevant guidelines related to the L&D of personnel; and
- 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

