



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL



11 August 2021

Regional Memorandum

**SUBMISSION OF DOCUMENTS FOR UNIVERSITY OF THE PHILIPPINES - DILIMAN
MASTER'S DEGREE PROGRAMS**

To **Schools Division Superintendents**

1. The National Educators Academy of the Philippines (NEAP) in partnership with the University of the Philippines Diliman (UP Diliman) – College of Education is in the process of gathering nominations for scholarship. In this regard, this Office, through the National Educators Academy of the Philippines-Region IV-A (NEAP-R4A), requests your Office to facilitate the submission of complete documents of the pre-qualified nominees enclosed herewith.
2. First level screening shall be done by NEAPR Personnel Development Committee (PDC) on the **12 August 2021, 8:30 to 11:30AM**. Second level screening will be done by NEAPCO after the 12 screened nominees are forwarded to NEAPCO in the afternoon of **12 August 2021**. The third level screening shall be performed by the UPD College of Education on **13 August 2021**. Additional documentary requirements will be asked from the successful nominees who will be able to hurdle the Master's Admission Test in Education (MATE).
3. All scanned copies of the required documents must be uploaded in the Google Drive link <https://bit.ly/NEAP-UPSCHO-R4A> before **August 11, 2021, 1:00 PM**. Please upload the files in your respective folders by course applied for. Applicants must create a sub-folder in the said drive following this format **Surname_First Name_Middle Initial (ex. Delacruz_Juan_A)** where all the submitted and properly labeled requirements are uploaded.
4. Applicants are advised to check on their official emails for some notifications from NEAPR. They shall make themselves available for a video conference on **12 August 2021 8:00 AM through 11:00 AM**.



"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"

Trunkline: 02-8682-5773/8684-4914/8647-7487

Website: depedcalabarzon.ph

Document Inquiry : <https://r4a-teadoc.com/inquire>

Facebook: DepEd R-4A Calabarzon

5. Enclosed herewith are the A.) List of Prospect Applicants for Scholarships validated by HRD Specialists and B.) Qualifications and List of Documentary Requirements.
6. Immediate dissemination of this Memorandum is desired.


FRANCIS CESAR B. BRINGAS
Regional Director 

cc: hrdd/neapr/criz/alvin/mark/otep

Enclosure A.) List of Prospect Applicants for Scholarships validated by HRD Specialists

MASTER'S COURSES	FULL NAME	POSITION	EDUCATION	SDO	SCHOOL
EARLY CHILDHOOD EDUCATION	EUPRATAN, TESSA DIAROTA	TEACHER I	EARLY CHILDHOOD EDUCATION	IMUS CITY	107982 BUKANDALA ES
EARLY CHILDHOOD EDUCATION	REYES, MARIA PAMELA M.	TEACHER I	BEED EARLY CHILDHOOD EDUCATION	BATANGAS PROV.	107208 CORAL NA MUNTI ELEMENTARY SCHOOL
LANGUAGE EDUCATION	ALZATE, ANA LIZA C.	TEACHER I	BACHELOR IN SECONDARY EDUCATION MAJOR IN ENGLISH	LIPA CITY	301493 LIPA CITY NATIONAL HIGH SCHOOL
LANGUAGE EDUCATION	KIMBERLY PATOLA LIWANAG	TEACHER I	BSED-ENGLISH	ANTIPOLO CITY	500391 APIA IS
LITERACY EDUCATION	DEMANDANTE, SARAH MAY, R.	TEACHER I	BACHELOR OF SECONDARY EDUCATION MAJOR IN ENGLISH	QUEZON PROV.	308022 RUFINA P. TRINIDAD MEM. NHS
LITERACY EDUCATION	DIMAALA, LORNA C.	TEACHER I	BACHELOR OF SECONDARY EDUCATION MAJOR IN ENGLISH	BATANGAS CITY	308203 STA. RITA NHS
ARTS IN EDUCATION	ORNA, JEFFREY, M.	TEACHER I	BACHELOR IN SECONDARY EDUCATION - MAPEH	BATANGAS PROV.	301071 BALAS BUCO STA. MARIA NATIONAL HIGH SCHOOL
ARTS IN EDUCATION	FIEDACAN, EL, F.	TEACHER I	BACHELOR IN SECONDARY EDUCATION - MAPEH	RIZAL PROV.	308116 CASIMIRO A. YNARES, SR. MNHS
BIOLOGY EDUCATION	ROSE LAARNIE S. GARCIA	TEACHER II	BSE BIOLOGY	TANAUAN CITY	301119 MALAKING PULO NATIONAL HIGH SCHOOL
BIOLOGY EDUCATION	DE GUZMAN, JANA KAYLA, D.	TEACHER I	BACHELOR OF SECONDARY EDUCATION MAJOR IN BIOLOGY science	LUCENA CITY	308503 Gulang-gulang National High School
CHEMISTRY EDUCATION	RODRIGUEZ, WILHELMINA E.	TEACHER I	BSE CHEMISTRY	BATANGAS PROV.	301143 SAN PEDRO NATIONAL HIGH SCHOOL
CHEMISTRY EDUCATION	Blaco, Angelo B.	TEACHER I	BSE CHEMISTRY	CAVITE PROV.	301189 EMILIANO T. TIRONA MEMORIAL NHS

MASTER'S COURSES	FULL NAME	POSITION	EDUCATION	SDO	SCHOOL
ENVIRONMENTAL EDUCATION	SALES, VICTORIA V.	TEACHER I	BACHELOR OF SCIENCE IN ELEMENTARY EDUCATION/ GENERAL SCIENCE	LAGUNA PROV.	108405 APLAYA ES
ENVIRONMENTAL EDUCATION	ESMILLA, MA. CZARINA ARIANNE O.	TEACHER I	BACHELOR OF SCIENCE IN ELEMENTARY EDUCATION/ GENERAL SCIENCE	CALAMBA CITY	108414 SAN ANTONIO ES
PHYSICS EDUCATION	BALINGIT, MYLEEN B.	TEACHER I	BSE PHYSICS	ANITIPOLO CITY	301448 MAMBUGAN NHS
PHYSICS EDUCATION	CAISIP, JIECEL D	TEACHER I	BSE PHYSICS	BACOOOR CITY	307803 BACOOOR NHS - GAWARAN ANNEX
MATHEMATICS EDUCATION	LAT, ERWIN KENT S.	TEACHER I	BACHELOR IN SECONDARY EDUCATION - MATHEMATICS	QUEZON PROV.	301387 ILAYANG ILOG-A NHS (FORMERLY SAN FRANCISCO B NHS ILAYANG ILOG A EXT.)
MATHEMATICS EDUCATION	AREJA, GEMMABEL C	TEACHER I	BACHELOR IN SCIENCE IN SECONDARY EDUCATION/MATHEMATICS	STA. ROSA CITY	301239 DON JOSE NATIONAL HIGH SCHOOL
HEALTH EDUCATION	GUANLAO, MICHELLE R.	TEACHER I	BEED/HEALTH EDUCATION MAJOR	RIZAL PROV.	109531 SITIO SIMONA ES
HEALTH EDUCATION	BEREÄ'A, MARILETH S.	TEACHER III	BEED MAPEH	TAYABAS CITY	109243 TAYABAS EAST CS I
SPECIAL EDUCATION	LEDESMA, JAE FAITH T.	SPECIAL EDUCATION TEACHER	BACHELOR OF ELEMENTARY EDUCATION MAJOR IN SPECIAL EDUCATION	BINAN CITY	108213 BINAN CES (DONA AURORA ES)
SPECIAL EDUCATION	PIMENTEL, KRISTIN R.	SPECIAL EDUCATION TEACHER	BACHELOR IN SPECIAL EDUCATION	SAN PABLO CITY	500151 PAARALANG PAG-IBIG AT PAG-ASA
EDUCATION TECHNOLOGY	DURO, MICHAEL, MILLANO	TEACHER I	BACHELOR TECHNICAL TEACHER EDUCATION	DASMARINAS CITY	107904 LANGKAAN ES
EDUCATION TECHNOLOGY	DINGLASAN, RHODA JEAN C	TEACHER I	BACHELOR OF TECHNOLOGY EDUCATION	GEN. TRIAS CITY	107951 MANGGAHAN ELEMENTARY SCHOOL

Enclosure B.) Qualifications and List of Documentary Requirements

Please comply with the following qualifications and list of documentary requirements.

Qualification	Documentary Requirements
a. Under DepEd Order No. 68 s. 2009, as a general eligibility to NEAP-UP scholarship programs, public school teachers or school leaders must: i. be 50 years old and below ii. be holding a permanent item as a public school teacher; iii. have rendered at least five (5) years of service with the Department and has at least two (2) years of very satisfactory (VS) performance rating; iv. have not earned any Master's Degree nor enrolled in any graduate course v. have no pending nomination for scholarship in another program/course or have already rendered the required service obligation for a scholarship previously enjoyed vi. be in good health certified by a local government physician; vii. have no pending application for retirement at least six (6) mos prior to the date of the application for scholarship; viii. have no pending administrative, civil, or criminal case; ix. have not been found guilty of any violation involving moral turpitude, corruption, or fraud;	1. Updated Personal Data Sheet* 2. IPCRF for the last two (2) years* 3. Endorsements from the head of office* a. endorsement from the Schools Division Office thru the Office of the SDS b. Nomination Letter from the Regional/Bureau Director or his/her duly authorized representative (thru the Regional HRDD Chiefs) c. Statement of PRESENT Actual Duties and Responsibilities signed by the immediate supervisor – 1 original, 1 certified copy



UNIVERSITY OF THE PHILIPPINES DILIMAN
COLLEGE OF EDUCATION

OFFICE OF THE COLLEGE SECRETARY

Please attach 2"x2"
picture here.

APPLICATION FORM FOR ADMISSION TO GRADUATE STUDY
(Please type or print the information needed on the space provided)

O.R. No. _____

Date _____

1. Mr./Miss/Mrs. _____
(Last Name) (First Name) (Middle Name)

2. For married female applicants, indicate your maiden name if it has changed since you earned your bachelor's degree.

3. Date of Birth _____ Place of Birth _____

4. Permanent Home Address _____

E-mail address _____

Cell Phone _____ Landline: _____

Present Address _____

Landline: _____

Business Address _____

Landline: _____

5. Citizenship _____ 6. Sex _____ 7. Civil Status _____

8. List down in chronological order the schools you attended beyond the secondary level. (Use a separate sheet, if necessary)

INSTITUTION	ADDRESS	DEGREE/MAJOR FIELD	DATES FROM TO	DATE OF GRADUATION

9. Give a record of your work experiences starting from the most recent. (Use a separate sheet, if necessary).

DATES FROM TO	POSITION	EMPLOYER	ADDRESS

10. Check program applied for:

☐ M.A. Education

☐ Ph.D. Education

11. Specify two major fields you wish to pursue in the order of your preference.

Choice 1 _____

Choice 2 _____

12. When do you intend to begin your studies ☐ Midyear ☐ 1st Sem. ☐ 2nd Sem. AY _____

13. Check one: ☐ Full-time student ☐ Part-time student

14. List published and unpublished materials/evidences of creative or professional achievement.

Published _____

Unpublished _____

15. List of professional and community services _____

16. List of academic honors, awards and certificates, if any

17. List the name and address of a former professor, a program/research adviser, and a former or current employer who can serve as your references. (Please see reference report on the last page.)

Name: _____

Address: _____

_____ Landline: _____

Name: _____

Address: _____

_____ Landline: _____

Name: _____

Address: _____

_____ Landline: _____

18. Write a 500-word essay about the research topic you intend to pursue for your thesis. Print out your essay doubled-spaced on A4 size paper using Arial 11 with one inch margin on all sides. Have a footer specifying your name, the program you are applying for, and the page number. Sign above your name on all the pages of the documents.