



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



28 September 2021

Regional Memorandum

CALL FOR SUBMISSION OF REQUIRED DOCUMENTS FOR UNIVERSITY OF THE PHILIPPINES - DILIMAN MASTER'S DEGREE PROGRAMS – BATCH 2

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 process of gathering nominations for scholarship for the 2nd Batch of Master's Degree Programs stipulated in this memorandum.
2. In this regard, this Office, through the National Educators Academy of the Philippines-Region IV-A (NEAP-R4A), encourages the Personnel Development Committee (PDC)/ Human Resource Development Committee (HRDC) of each of the Schools Division Offices to conduct a pre-screening of scholarship prospects to be nominated to NEAPR's PDC.
3. Those who will not be selected shall be included in the pool of scholarship prospects for possible chance to be nominated in the next calls. This will facilitate the retrieval of their credentials using a database following the prescribed format of table in Enclosure 1.
4. First level screening shall be done by NEAPR Personnel Development Committee (PDC) on the **4 October 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 morning of **06 October 2021**. The third level screening shall be performed by the UPD College of Education on a scheduled date to be communicated directly to the qualified nominees for scholarship. Additional documentary requirements will be asked from the successful nominees who will be able to hurdle the Master's Admission Test in Education (MATE).
5. All scanned copies of the required documents must be uploaded in the Google Drive link <https://bit.ly/NEAP-UPSCHO-R4A> before **October 3, 2021, 1:00**



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

Website: depedcalabarzon.ph

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

Facebook: DepEd R-4A Calabarzon

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.

6. Applicants are advised to check on their official emails for some notifications from NEAPR. They shall make themselves available for a video conference on **04 October 2021 8:00 AM through 11:00 AM.**
7. Enclosed herewith are the A.) Template for the List of Prospect Applicants for Scholarships validated prepared by the PDC in the SDO and B.) Qualifications and List of Documentary Requirements.
8. Immediate dissemination of this Memorandum is desired.


FRANCIS CESAR B. BRINGAS
Regional Director 

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

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

NOTE: (Accomplish this template through this Google Sheets at bit.ly/4AUPD2Masters)

SDO _____

NO.	MASTER'S COURSES	FULL NAME	POSITION	SCHOOL	YEARS IN SERVICE	AGE	HIGHEST EDUCATION
1.	EARLY EDUCATION						
2.	LANGUAGE EDUCATION						
3.	LITERACY EDUCATION						
4.	ARTS IN EDUCATION						
5.	BIOLOGY EDUCATION						
6.	CHEMISTRY EDUCATION						
7.	ENVIRONMENTAL EDUCATION						
8.	PHYSICS EDUCATION						
9.	MATHEMATICS EDUCATION						
10.	HEALTH EDUCATION						
11.	SPECIAL EDUCATION						
12.	EDUCATION TECHNOLOGY						

Prepared:

PDC Secretariat

Recommending Approval:

PDC Chair

Approved:

Schools Division Superintendent

Enclosure B.) Qualifications and List of Documentary Requirements

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

Qualification	Documentary Requirements
<p>a. Under DepEd Order No. 68 s. 2009, as a general eligibility to NEAP-UP scholarship programs, public school teachers or school leaders must:</p> <ul style="list-style-type: none"> 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; 	<ul style="list-style-type: none"> 1. Updated Personal Data Sheet* 2. IPCRF for the last two (2) years* 3. Endorsements from the head of office* <ul style="list-style-type: none"> a. endorsement from the Schools Division Office through 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
<p>b. Additional eligibility requirements as required by UP College of Education; the admission into a Master's program require:</p> <ul style="list-style-type: none"> i. a bachelor's degree from a recognized institution of higher learning; ii. intellectual capacity and aptitude for advanced studies and research; iii. language proficiency; iv. taking and passing the Master's Admission Test in Education (MATE); and 	<ul style="list-style-type: none"> 4. Pertinent documents required by UP Diliman – College of Education <ul style="list-style-type: none"> a. Accomplished application forms b. Original Transcript of Records with GWA (note: GWA must be at least 2.0) c. Three (3) recommendation letters from former professors and current or immediate past employer d. Five (5) copies of 2x2 recently taken picture (not computer scanned nor photocopied)

<p>v. satisfaction of additional University requirements such as a health clearance and other special admission requirements that may be imposed by the head of the College/Unit, through channels</p>	<p>e. NSO-issued Birth Certificate (original and one photocopy) f. NSO-Issued Marriage Contract for married female applicants g. Permit to study from employer h. Medical certificate issued by the University Health Service i. Self-addressed stamped envelope List of Important Links: 1. List of Requirements https://educ.upd.edu.ph/graduate-2/ 2. Application Form https://tinyurl.com/hs4exxed 3. Reference Report template from former professor and employer https://tinyurl.com/tj3f4s4t 4. Payment Slip https://tinyurl.com/2n7w2wr6 Note: All physical documents must be submitted in a long folder once requested by UP or NEAP</p>
<p>In addition to the qualifications listed above the applicants must be willing to:</p> <ul style="list-style-type: none"> ● prepare and undertake a Work Action Plan (WAP). ● be part of the Scholarship Maximization Program 	