



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

17 December 2024

Regional Memorandum
No. 895 s. 2024

CALL FOR NOMINATIONS: STIPENDIUM HUNGARICUM
SCHOLARSHIP PROGRAMME FOR ACADEMIC YEAR
2025-2026

To Schools Division Superintendents

- 1. With reference to DM-OUHROD-2024-3532 from DepEd Central Office, this Office, through the Human Resource Development Division, announces the Call for Nominations for the Stipendium Hungaricum Scholarship Programme for Academic Year 2025-2026, implemented by the Commission on Higher Education, as the official partner of the Ministry of Foreign Affairs and Trade of Hungary.
2. The program aims to promote the internationalization of Hungarian higher education and attract top students from all around the world who can establish personal and professional ties to Hungary as well as apply their learnings to improve relevant programs and services in their home countries.
3. The following are the relevant information regarding the scholarship program:

Table with 2 columns: Modality (Face-to-face) and Programs Offered (For Master's Degree Programs and For PhD Programs).



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



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	List of course offerings and other pertinent information may be accessed through the link <a href="https://stipendiumhungaricum.hu/apply/">https://stipendiumhungaricum.hu/apply/</a> .
<b>Program Privileges/ Entitlements</b>	<ul style="list-style-type: none"> <li>· Free tuition</li> <li>· Monthly stipend</li> <li>· Accommodation assistance</li> <li>· Health insurance</li> </ul> <p>Note: Airfare is not covered by the program. All additional expenses shall be shouldered by the scholar or his/her agency.</p>
<b>Reminders</b>	<ul style="list-style-type: none"> <li>· Baccalaureate degree holders are not allowed to apply to another baccalaureate degree course.</li> <li>· Applicants should apply to a degree higher than that which they have previously earned.</li> <li>· Director level (Salary Grade 25 and above) applicants are not required to undergo panel interviews; however, their documents will still be reviewed and evaluated by the NEAP Scholarship Secretariat and the CHED Scholarship Screening Committee.</li> </ul>

4. These are the following criteria/qualifications set for Masteral, PhD, and Postgraduate Specialist Training Course Applicants:
  - Government employee with permanent appointment
  - Must have rendered at least two (2) years of service in the nominating institution
  - Must have a higher education degree related to the field of study or demonstrated sufficient ability and experience in the field of study
  - Must not have any pending administrative or criminal case
  - Must not have any other pending scholarship application
  - Must have rendered the service obligation required under Executive Order No. 367 for previous scholarship/s enjoyed
  
5. Each Schools Division Office is encouraged to nominate **one (1) qualified applicant for each field of study** and submit the following documentary requirements to [hrd.calabarzon@deped.gov.ph](mailto:hrd.calabarzon@deped.gov.ph) on or before **December 27, 2024**, for evaluation of the Regional Office Scholarship Secretariat:
  - Nomination Letter addressed to the CHED Chairperson, Attention: Director of the International Affairs Service, signed by the Head of Office or duly authorized official, indicating the following among others

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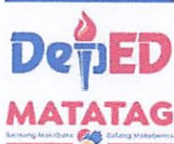
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- Assurance of utilizing the scholar's services for a period of not less than two (2) years for every year of scholarship or a fraction thereof not less than six (6) months
  - Statement that the scholar shall receive his/her salary and other financial privileges while on scholarship
  - Letter of Recommendation/Support from a professor of the host Hungarian university/institution (for PhD applicants only)
  - Certified Copy of Service Record
  - Certified Copy of Statement of Actual Duties and Responsibilities
  - Photocopy of Transcript of Academic Records (baccalaureate and graduate, if applicable)
  - Certification of No Pending Administrative and/or Criminal Case
  - Certification that the nominee has no pending scholarship nomination for another program and has no pending service obligation from a previous scholarship (Please see Annex B for the Scholarship Clearance.)
  - Updated Resume with list of in-service training and seminars attended (complete names of event organizers and training topics/subjects; training certificates need not be submitted)
  - Letter of Application addressed to Atty. Lily Freida M. Milla, CESO III (OIC, Office of the Deputy Executive Director and Director, International Affairs Service)
  - Note: Incomplete documents will not be processed. (Please also see Annex A for the Checklist of General Eligibility Requirements.)
6. Please note that applications may be disqualified due to various reasons, such as but not limited to, incomplete submission of documentary requirements, lack of official endorsement/s, etc.
7. For inquiries and concerns, please contact the Regional Office Scholarship Secretariat through email [hrd.calabarzon@deped.gov.ph](mailto:hrd.calabarzon@deped.gov.ph).
8. Immediate dissemination of the Memorandum is hereby enjoined.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director

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### Enclosure 1 – Prescribed Template for Comments/Inputs

<b>Policy</b>	Draft Learning and Development Policy
<b>Regional Office</b>	<b>Region IV-A CALABARZON</b>
<b>Regional Focal Person</b>	Name: Jisela N. Ulpina Email Address: <a href="mailto:hrd.calabarzon@deped.gov.ph">hrd.calabarzon@deped.gov.ph</a> Mobile No.: 09291990258
<b>Submit to:</b>	National Educators Academy of the Philippines (NEAP) <a href="mailto:neap.pdd@deped.gov.ph">neap.pdd@deped.gov.ph</a> <a href="mailto:neap.od@deped.gov.ph">neap.od@deped.gov.ph</a>
<b>Deadline</b>	13 September 2024

### COMMENTS/INPUTS

Part/Provision	Comments/Inputs
General	<ul style="list-style-type: none"><li>- Align the contents of the L&amp;D policy to the basic contents of a DepEd Order. Kindly provide the <b>scope and policy statement</b> to discuss the objective, coverage, concerned stakeholders, jurisdiction and/or exclusions.</li></ul>
Rationale	<ul style="list-style-type: none"><li>- Provide a context for the legal bases indicated. Specify how these policies / frameworks (CSC, DepEd, Ambisyon 2040) contribute to addressing the policy gaps in L&amp;D. Organize the legal bases in hierarchical order.</li></ul>
Definition of Terms	<ul style="list-style-type: none"><li>- Write a concise definition for <b>career progression</b>.</li><li>- Focus the definition of <b>learning and development</b> in the HR processes of induction, performance management, and promotion, as to the purpose of the policy.</li><li>- Separate the definition of <b>needs assessment</b> and <b>needs analysis</b> for these are two different concepts.</li><li>- The basis for <b>non-teaching personnel</b> could be from D.O. 7 s. 2023. Review whether the term should be <i>related teaching</i> or <i>teaching related</i>.</li><li>- Are we focusing only on the <b>professional standards</b> for school teachers and school leaders? How about the non-teaching personnel?</li></ul>



	<ul style="list-style-type: none"> <li>- Is there an existing <b>DepEd L&amp;D System Manual</b> as referenced in the definition of program designing?</li> <li>- What is the scope for the definition of <b>teaching personnel</b>? Does it include those in private institutions.</li> <li>- Provide the definition for <b>external stakeholders</b> as mentioned in the provision of L&amp;D process.</li> </ul>
Guiding Principles	<ul style="list-style-type: none"> <li>- Last sentence of <b>Guiding Principle B</b> can be deleted.</li> <li>- Integrate the Equal Opportunity Principle in <b>Guiding Principle D</b>.</li> <li>- <b>Guiding Principle E</b> does not cover the career progression of non-teaching personnel. Be consistent with the purpose of the L&amp;D policy.</li> </ul>
L&D Framework for DepEd Personnel	<ul style="list-style-type: none"> <li>- The core of the L&amp;D Framework must be the DepEd personnel.</li> <li>- Elaborate further the other components of the L&amp;D Framework.</li> </ul>
L&D Process	<ul style="list-style-type: none"> <li>• Please discuss the meaning of the colored arrows in <b>Figure 2</b>.</li> <li>• On <b>Figure 3</b>, where will be the quality assurance of developed LRPs of the region be lodged?</li> <li>• Will the PRC accreditation be included / considered in the process?</li> <li>• The policy must answer the question: <i>Who is to produce what?</i> Please, include in the following: <ol style="list-style-type: none"> <li>1. National: Central Office Human Resource Development Committee to produce Central Office Master Plan for Professional Development (COMPPD)</li> <li>2. Regional: RO HRDC to produce ROMPPD</li> <li>3. SDO: SDO HRDC to produce DOMPPD</li> <li>4. School: School HRDC to produce SPPD</li> </ol> </li> <li>• Establish in all governance levels the Personnel Development Committee (PDC) or the HRDC per <b>CSC MC 10, s. 1989 “Establishing a Personnel Development Committee in All Departments, Agencies, Instrumentalities, Branches and Subdivisions in Government, Including and CSC MC 43, s. 1993: Streamlining and Deregulating Human Resource Development Functions</b></li> </ul>

	<ul style="list-style-type: none"> <li>• Government-Owned or Controlled Corporations.” and</li> <li>• Provide template for the Master Plan for Professional Development (MPPD).</li> <li>• Enumerate duties and responsibilities of the committee and the secretariat.</li> </ul>
Monitoring and Evaluation	<ul style="list-style-type: none"> <li>- Specify the <b>model</b> to be used in the Monitoring and Evaluation.</li> <li>- Identify the <b>timeline</b> and <b>concerned office</b> in-charge of the M&amp;E process.</li> </ul>
Data Sources as Outputs of Research	<ul style="list-style-type: none"> <li>- Consider including the data sources in the discussion of the LDNA.</li> </ul>
Effectivity and Transitory Provisions	<ul style="list-style-type: none"> <li>- Please consult the Policy Development Division of Central Office in crafting the transitory provision. The phases must be included in the L&amp;D framework / process.</li> </ul>





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### GENERAL ELIGIBILITY REQUIREMENTS/CHECKLIST

<b>Name:</b>	
<b>Scholarship Program:</b>	
<b>Sponsoring Agency/Organization:</b>	
<b>Region/SDO:</b>	
<b>Work Station:</b>	

Remarks (✓, X, others)	Eligibility	Documentary Requirements
	a. Must be a Filipino citizen.	Updated Personal Data Sheet
	b. Must have obtained a very satisfactory (VS) performance rating for two (2) consecutive years.  c. Must present his/her Individual Development Plan (IDP) that is validated by the head of the office.	Latest rated performance rating with approved IDP
	d. Must be holding a permanent item.	Updated Service Record
	f. Must have no master's degree (for those who will apply for a master's degree) and shall have no doctoral degree (for those who will apply for a doctoral degree).  g. Must have no current or pending enrollment in other institutions for graduate or postgraduate degree programs (for degree programs).	Updated Personal Data Sheet
	h. Must be willing to sign a Scholarship Contract and commit to its provisions.	(shall be complied after being officially nominated)



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	j. Must have no pending administrative, civil, or criminal case, and must have not been found guilty of any violation involving moral turpitude, corruption, or fraud.	Certificate of no pending administrative/legal charges
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## SCHOLARSHIP CLEARANCE

<b>I. NAME</b>		
<b>II. Position/Designation</b>		
<b>III. Permanent Station</b>		
<b>IV. Has availed any scholarship program</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	If yes, fill out sections V-X, as applicable.
<b>V. Scholarship Program</b>	<b>Program Type</b>	<b>Title of the Program</b>
	<input type="checkbox"/> <b>Degree</b> <input type="checkbox"/> <b>Non-Degree</b>	
<b>VI. Scholarship Duration</b>		
<b>VII. Status</b>	<input type="checkbox"/> <b>Completed the course</b> <b>(Submit a copy of Certificate of Completion)</b>	<input type="checkbox"/> <b>Withdrawn from the Course</b> <b>(State the reason below)</b>



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<b>VIII. Reason/s for Non-Completion</b> (must be supported by attachments)	<input type="checkbox"/> Resignation <input type="checkbox"/> Transfer <input type="checkbox"/> Retirement <input type="checkbox"/> Others <i>Explain further.</i>	
<b>IX. Service Obligation</b>	<b>No. of Months/Yrs Required</b>	<b>No. of Months/Yrs Completed</b>
<b>X. Reason for Non-Completion</b> (must be supported by attachments)	<input type="checkbox"/> Resignation <input type="checkbox"/> Transfer <input type="checkbox"/> Retirement <input type="checkbox"/> Others <i>Explain further.</i>	
<i>I hereby attest that the information in this form and the supporting documents attached hereto are true and correct</i>		
<hr/> Name and Signature of the Scholar	<hr/> Date and Time	
<i>This is to certify that the information in this form and the supporting documents attached hereto are true and correct</i>		
Name and Signature of the Recommending Authority (SDO - HRDD)	<hr/> Date and Time	





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<b>APPROVED</b>	
_____	_____
Name and Signature of the Recommending Authority (RO-HRDD)	Date and Time