



Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
City of Mandaluyong

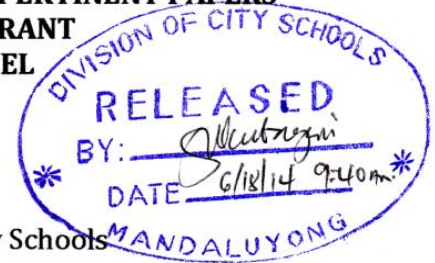
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June 17, 2014

**EXTENDED DEADLINE OF SUBMISSION OF INDORSEMENT AND PERTINENT PAPERS
FOR THE DIVISION SUBSIDIZED SCHOLARSHIP GRANT
TO TEACHING AND NON-TEACHING PERSONNEL
FOR SCHOOL YEAR 2014-2015**

MEMORANDUM TO: Assistant Schools Division Superintendent
Education and District Supervisors
Principals, Public Elementary and Secondary Schools
Administrative Officer V
Division Section Chiefs
President, Mandaluyong Federation of Public School Teachers Association, Inc. (MFPSTA)
President, Mandaluyong Association of Non-Teaching Personnel (MANTEP)
Nationally Paid Non-Teaching Personnel



Due to insufficient number of applicants for the Division Subsidized Scholarship Grant to Teaching and Non-Teaching Personnel for School Year 2014-2015, the field is hereby informed to an extension of deadline of submission of indorsement and pertinent papers which will be on **June 27, 2014**.

Please be reminded that the applicant/s should submit **complete documents** (Attachment 1) on or before the deadline which must be duly indorsed by the Principal. **Each small school (RLES, ATRES, DBYES & FPJES) is to send two (2) teacher nominees and each big school is to send three (3) teacher nominees noting the criteria for selection of participants (Attachment 2).** While, nationally-paid NTP holding permanent appointment assigned in the school and in the Division Office who would like to continue their studies in Master of Arts or Bacallaureate Course related to their work may submit their letter of intent with necessary documents.

By reason of time constraints, tuition fee subsidy payment for First Semester will be announced as soon the Division Scholarship Committee (DSC) has finished the screening/paper evaluation and interview of the applicants and the funds are available for release.

Prompt and wide dissemination of this **Memorandum** is desired.


EVANGELINE P. LADINES, CESO VI
Schools Division Superintendent

Attachment 1

A. PARTICIPANT REQUIREMENT

General Requirements:

1. Not more than 50 years of age
2. Has no pending administrative and/or criminal case
3. Never availed any scholarship program sponsored by DepEd or other attached agencies
4. Must have obtained at least very satisfactory performance for the last three (3) years
5. Master's Degree Program Nominees should have a general weighted average of not lower than 2.5 (or its equivalent) in their undergraduate level. Those with master's degree are not encouraged to apply.
6. Good condition of health (proven by a medical certificate - Form 86)

Qualification Requirements:

1. Candidates/Nominees must have rendered at least three (3) years of service
2. Must hold a permanent appointment
3. Must not have a pending application for scholarship under another program

B. DOCUMENTARY REQUIREMENTS (1 Copy Only) – All photocopy documents should be certified true copy by the School Head

1. A letter of intent addressed to the Schools Division Superintendent duly indorsed by the School Principal
2. Updated Personal Data Sheet
3. Medical Certificate (Form 86)
4. Service Record
5. Photocopy of Performance Rating for the last three years (Teaching: 1st & 2nd sem 2011-2012, 1st & 2nd sem 2012-2013 and 1st & 2nd sem 2013-2014; Non-Teaching: 1st & 2nd sem 2011, 1st & 2nd sem 2012 and 1st & 2nd sem 2013)
6. For Teachers: Outstanding Accomplishments (e.g. Action Research, Academic Projects, Other Co-Curricular Activities Managed, Publication/Articles in Division/Regional/National Levels, Innovations) – Documents should be actual documentary report/paper certified by the school head or Responsible Party/Agency; For NTP: Special Assignments to be certified by their immediate superior
7. Photocopy of Transcript of Records (Baccalaureate and Masteral Degree, if any)
8. Proposed Re-entry Action Plan
9. Certification of the Principal that the nominee has no pending scholarship nomination to other program
10. Certification of the Principal that the nominee has never availed any scholarship program sponsored by DepEd or other attached agencies
11. Certification from the Principal that the nominee has no pending administrative case and/or criminal case
12. For teachers, Certification from the Principal of the subject being taught by the nominee

C. OTHER DOCUMENTARY REQUIREMENTS TO BE SUBMITTED IF ACCEPTED

1. School Registration Card
2. Tuition Fee Official Receipt
3. Scholarship Contract

Attachment 2

B. CRITERIA FOR THE SELECTION OF SCHOLARS

For Teachers:

CRITERIA	POINTS
Performance	35
Experience	5
Outstanding Accomplishments (Meritorious Accomplishments)	20
Intelligence Test	20
Re-Entry Action Plan	10
Psycho-social Attributes	5
Interview	5
TOTAL	100

For Non-Teaching Personnel:

CRITERIA	POINTS
Performance	35
Experience	5
Special Assignments	20
Intelligence Test	20
Re-Entry Action Plan	10
Psycho-social Attributes	5
Interview	5
TOTAL	100