



Republic of the Philippines  
Department of Education



APR 14 2008

DepED MEMORANDUM  
No. 195 s. 2008

DEPED INTEGRATED SHORT-TERM SCHOLARSHIP PROGRAM (DISP)

To: Regional Directors  
Schools Division/City Superintendents  
Heads, Public Elementary Schools

1. In support of the thrust of the Department of Education to upgrade its human resource capabilities, this Department shall strengthen the implementation of the DepED Integrated Short-Term Scholarship Program (DISP). The DISP is a teacher scholarship program designed for elementary and secondary school teachers to upgrade and improve their teaching skills and competencies in an academic face-to-face environment. The scholarship program shall provide special financial assistance to highly qualified teachers who will undergo academic studies in an institution of higher learning contracted by the DepED for a period of 22 contract days.
2. The management of the DISP shall be reconstituted under the Office of the Assistant Secretary for Programs and Projects. A scholarship task force shall be organized at the Central Office for the DISP to be spearheaded by the Bureau of Elementary Education and the Bureau of Secondary Education. Courses to be offered and partner teacher education institutions shall be identified by the said scholarship task force upon determining the training needs of the teachers in consultation with the field offices. Selection of the teacher-scholars under the DISP shall follow the guidelines and procedures detailed in the enclosure.
3. Scholars of DISP are entitled to their salaries, course tuition fees and a subsidy of Five Thousand Pesos (P5,000.00) for living allowance for the duration of the scholarship. DepED shall provide for the travel expenses and per diem for 2 days (1 day before and 1 day after) going to and from Manila only at the most economical mode of transportation which will be paid on the last week of the course duration. Allowable modes of transportation are detailed in the guidelines.
4. Incidental expenses including the subsidy allowance, transportation expenses and coordination activities related to the implementation of the DISP shall be charged against the DepED Human Resource Training and Development (HRTD) Funds subject to availability of funds and the usual accounting and auditing rules and regulations.
5. Immediate implementation and dissemination of this Memorandum is desired.

*U. C. Bacani*  
**RAMON C. BACANI**  
Undersecretary  
Officer-in-Charge

Encl: As stated

Reference: DepED Memorandum: No. 126, s. 2007

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index  
under the following subjects:

PROGRAMS

SCHOLARSHIPS

TEACHERS

Sally – DepED integrated short-term scholarship prog. (DISP)  
April 10, 2008

### Guidelines for the Selection of DISP Scholars

The DISP observes the following mechanics in the implementation of the program:

1. The Bureau of Elementary Education and the Bureau of Secondary Education determine the training needs of teachers from their sectors in consultation with the regions and divisions.
2. Upon determining the priority needs, teacher education institutions (or other higher education institutions as the case maybe) will be contracted to provide the services for the department.
3. Should the teacher education institutions respond to the call of the department through submission of their proposals, the DepED will draft Memorandum of Agreement (MOAs) with the teacher education institutions to accommodate DISP scholars for a period of 22 contract days in their campus.
4. The department, through a task force on scholarship, begins the process of selection and allocation of DISP scholarships nationwide. The following process is observed:
  - a. For each course that can accommodate 40 slots, the committee shall distribute the slots based on a priority determined by the committee as recommended by the Bureaus of Elementary and Secondary Education.
  - b. The Regional Integrated Scholarship Committee (RISC) in each region conducts final screening and submits the names of the scholars to the national committee c/o the Office of the Assistant Secretary for Programs and Projects.
  - c. The following pertinent papers are to be submitted by the nominees to their Regional Integrated Scholarship Committees:
    - ✓ CSC Form 212 (personal data sheet) with a 2" x 2" recent photo duly certified by the administrative officer.
    - ✓ Certified photocopy of the transcript of records
    - ✓ Form 86 (health certificate) from an accredited government hospital
    - ✓ Service record
    - ✓ Certification from the principal/ immediate supervisor that the nominee is actually teaching the subject he/ she is recommended for.
    - ✓ Endorsement from the superintendent
    - ✓ Duly accomplished scholarship contract between the scholar and the schools division superintendent
  - d. Selected scholars will be informed by their regions which will submit the scholars' documents to the Office of the Assistant Secretary for Programs and Projects.

5. Scholars of DISP are entitled to their salaries, course tuition fees and a subsidy of Five Thousand Pesos (P5,000) for living allowance for the duration of the scholarship. DepED shall provide for the travel expenses and per diem going to and from Manila **only** at the most economical mode of transportation which will be paid on the last week of the course duration.
6. Scholars of DISP will be required a return service of two years as well as develop and implement relevant re-entry programs in their schools.
7. The following are the criteria for selection of nominees for short-term courses:
  - ✓ A bachelor's degree holder related to the area of scholarship with a grade point average of not lower than 2/ B/ 85.
  - ✓ Has been a teacher for at least three years under permanent status with a performance rating of very satisfactory (VS) or better. Knowledge and skills in developing learning/ teaching modules is preferred.
  - ✓ Is actually teaching the subject nominated to and belongs to the school where there is high percentage of non-readers and low achievement
  - ✓ Not more than 45 years old
  - ✓ Has no pending administrative case and/ or criminal record
  - ✓ Has been certified by a government physician to be physically and mentally fit
  - ✓ Has not availed of any scholarship/ training program for at least two years
  - ✓ Possess leadership potential, facilitation skills, positive attitude to mentor or coach other teachers in their schools/ divisions as necessary.
  - ✓ Can communicate adequately in English
  - ✓ Can develop and implement relevant re-entry projects

#### Scholarship Task Force for DISP

A scholarship task force shall be organized at the central office to be spearheaded by the Bureau of Elementary Education and the Bureau of Secondary Education. The task force shall have the following composition:

Chair: Assistant Secretary for Programs and Projects  
 Co-Chairs: Director IV-Bureau of Elementary Education  
 Director IV- Bureau of Secondary Education

#### Scholarship Committee:

##### Specific Tasks:

- ✓ Determine training needs of both elementary and secondary teachers
- ✓ Coordinate with teacher education institutions regarding the needs of DepED teachers
- ✓ Prepare Memorandum of Agreement with the cooperating teacher education institutions
- ✓ Monitor and evaluate the implementation of the scholarship
- ✓ Disseminate scholarship invitations/ announcements to regions and divisions

Members:

Designated program specialists from the Bureaus  
(elementary and secondary)

Secretariat:

Specific Tasks:

- ✓ Act as coordinating group in support of the functions of the scholarship committee
- ✓ Prepare authorities and other enabling documents for the conduct of the specific activities of DISP
- ✓ Facilitate processing of stipends and TEVs of scholars and tuition fees to be paid to TEIs
- ✓ Conduct orientation of scholars for information on academic and administrative matters related to DISP
- ✓ Serve as data base for DISP scholarship

Members:

Office of the Assistant Secretary for Programs and Projects