



Republika ng Pilipinas

Department of Education


OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

OM-OUHROD-2024-0469

FOR : **GINA O. GONONG**
Undersecretary for Curriculum and Teaching

FROM :  **WILFREDO E. CABRAL**
Regional Director
Officer-in-Charge, Office of the Undersecretary for Human Resource and Organizational Development

SUBJECT : **TRANSFER OF SCHOLARSHIP PROGRAM MANAGEMENT**

DATE : 15 March 2024

Relative to the request for transfer of scholarship program management (e.g. SPFL, SNED, Multigrade, etc.) from the Office of the Undersecretary for Curriculum and Teaching (OUCT) to the National Educators Academy of the Philippines (NEAP), we would like to ask OUCT to provide NEAP with the following documents:

1. Memorandum of Agreement (MOA) between DepEd and partner institution;
2. Contracts of Scholars (if ongoing);
3. Data on the implementation in previous years including list of participants (preferably in the last 5 years);
4. Program Designs; and
5. Accomplishment Reports and other relevant documents for endorsement.

These will serve as baseline data that will guide future implementation of the scholarship programs once they are completely transferred to NEAP, in accordance with pertinent MOAs.

Kindly accomplish the template for the *Participants' Data Sheet* that can be accessed through the link <https://tinyurl.com/yre8uprw>, and submit the same and all other requested documents through email scholarships@deped.gov.ph **on or before 15 April 2024**.

Should you have further questions and concerns, please coordinate with the NEAP Scholarship Secretariat through the same email address provided or landline (02) 8715-9919.

[NEAPScholarshipSecretariat/Pereyra