



Republic of the Philippines  
**Department of Education**  
OFFICE OF THE SECRETARY

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**MEMORANDUM**

**TO** : Regional Directors  
Schools Division Superintendents  
All Others Concerned

**FROM** : *Nepomuceno A. Malaluan*  
**ATTY. NEPOMUCENO A. MALALUAN**  
Undersecretary/Chief of Staff *Nepomuceno A. Malaluan*

**SUBJECT** : **Batch 2 Call for Nomination: UP Scholarship Program for Masters Degree**

**DATE** : **24 September 2021**

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1. The Department of Education, through the National Educators Academy of the Philippines (NEAP), in partnership with the University of the Philippines Diliman (UP Diliman) –College of Education, is in the process of gathering nominations for the **Batch 2 of the UP Scholarship Program for Masters Degree** in the following areas:
  - a. Early Education
  - b. Language Education
  - c. Literacy Education
  - d. Arts in Education
  - e. Biology Education
  - f. Chemistry Education
  - g. Environmental Education
  - h. Physics Education
  - i. Mathematics Education
  - j. Health Education
  - k. Special Education
  - l. Education Technology
  
2. For this purpose, we would like to request the regional offices through the NEAP-R to nominate one (1) eligible teaching personnel per program. Previous nominees from Batch 1 may re-apply. All applicants must have following qualifications:

Qualifications	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"> <li>i. be 50 years old and below</li> <li>ii. be holding a permanent item as a public school teacher or school leader;</li> <li>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;</li> <li>iv. <b>has not earned any units in Master’s Degree nor enrolled in any graduate course;</b></li> <li>v. have no pending nomination for scholarship in another program/course or have already rendered the required service obligation for a scholarship previously enjoyed</li> <li>vi. be in good health certified by a local government physician;</li> <li>vii. have no pending application for retirement at least six (6) mos prior to the date of the application for scholarship;</li> <li>viii. have no pending administrative, civil, or criminal case;</li> <li>ix. have not been found guilty of any violation involving moral turpitude, corruption, or fraud;</li> </ul>	<ul style="list-style-type: none"> <li>1. Updated Personal Data Sheet (PDS)</li> <li>2. IPCRF for the last two (2) years</li> <li>3. Endorsements from the head of office <ul style="list-style-type: none"> <li>a. endorsement from the Schools Division Office through the Office of the SDS</li> <li>b. Nomination Letter from the Regional/Bureau Director or his/her duly authorized representative (thru the Regional HRDD Chiefs)</li> <li>c. Statement of PRESENT Actual Duties and Responsibilities RELEVANT to the course signed by the immediate supervisor - 1 original, 1 certified copy</li> </ul> </li> </ul>
<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"> <li>4. Pertinent documents required by UP Diliman - College of Education <ul style="list-style-type: none"> <li>a. Accomplished application forms</li> <li>b. Original Transcript of Records with GWA</li> </ul> </li> </ul>

<ul style="list-style-type: none"> <li>i. a bachelor’s degree from a recognized institution of higher learning;</li> <li>ii. intellectual capacity and aptitude for advanced studies and research;</li> <li>iii. language proficiency;</li> <li>iv. taking and passing the Master’s Admission Test in Education (MATE); and</li> <li>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</li> </ul>	<p style="text-align: right;"><i>(note: GWA must be at least 2.0)</i></p> <ul style="list-style-type: none"> <li>c. Three (3) recommendation letters from former professors and current or immediate past employer</li> <li>d. Five (5) copies of 2x2 recently taken picture (not computer scanned nor photocopied)</li> <li>e. NSO-issued Birth Certificate (original and one photocopy)</li> <li>f. NSO-Issued Marriage Contract for married female applicants</li> <li>g. Permit to study from employer</li> <li>h. Medical certificate issued by the University Health Service</li> <li>i. Self-addressed stamped envelope</li> </ul> <p>List of Important Links:</p> <ol style="list-style-type: none"> <li>1. List of Requirements <a href="https://educ.upd.edu.ph/graduate-2/">https://educ.upd.edu.ph/graduate-2/</a></li> <li>2. Application Form <a href="https://tinyurl.com/hs4exxed">https://tinyurl.com/hs4exxed</a></li> <li>3. Reference Report template from former professor and employer <a href="https://tinyurl.com/tj3f4s4t">https://tinyurl.com/tj3f4s4t</a></li> <li>4. Payment Slip <a href="https://tinyurl.com/2n7w2wr6">https://tinyurl.com/2n7w2wr6</a></li> </ol> <p><i>Note: All physical documents must be submitted in a long folder once requested by UP or NEAP</i></p>
<p>In addition to the qualifications listed above the applicants must be willing to:</p> <ul style="list-style-type: none"> <li>• prepare and undertake a Work Action Plan (WAP).</li> <li>• be part of the Scholarship Maximization Program</li> </ul>	

3. The NEAP-R focal person is requested to conduct initial screening of applicants’ documentary requirements. Once done, all **scanned copies of the required documents** must be uploaded in the **NEAP-UP Scholarship Batch 2** Google Drive on or before **October 06, 2021**. For confidentiality and data security reasons, the drive link will be sent directly to the NEAP-R focal person via email.
4. The files are expected to be in the respective folders created (by region and course applied for). The NEAP-R focal person 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.

5. NEAP will then check the completeness of documentary requirements submitted and will forward it to UP Diliman-College of Education for further scrutiny. Please take note that **those with incomplete documents will be excluded** from screening and evaluation.
6. NEAP Scholarship Screening Committee may contact the applicants to validate the authenticity and integrity of the documents submitted and to gather additional information, if needed. Upon completion of the screening process, an official memo will be released to inform the qualified applicants.
7. The NEAP-R focal persons are required to submit the final list of nominees thru email at [scholarships@deped.gov.ph](mailto:scholarships@deped.gov.ph) on or before **October 06, 2021**.
8. Immediate dissemination of and appropriate action on this memorandum are desired.