



October 16, 2019

DIVISION MEMORANDUM

No. 641, s. 2019

**SUBMISSION OF SCHOLARSHIP PROGRAM ATTENDED
 OF TEACHING AND NON-TEACHING PERSONNEL
 OF DEPED CEBU PROVINCE**

**TO : Assistant Schools Division Superintendent
 Division Supervisors / Coordinators
 District Supervisors/OICs/ Caretakers
 Elementary/Secondary School Heads
 Elementary/Secondary Teachers**

1. In line with the mandate from the NEAP-Central Office on the updating of all records and in support to the Office Performance Evaluation, this Office is requesting all Public Schools District Supervisors through their HRD Coordinators in Cebu Province Division to submit the list of scholarship Program (either short or long term course) attended by their Teaching and Non-teaching Personnel within three (3) years including the on-going scholarship grant availed of.

2. In view of the above, Public Schools District Supervisors concerned are required to submit a soft copy of the said list on or before October 21, 2019 following the sample template below, using the MS Excel Format through this email address, jhergy05@yahoo.com (Attention : Dr. Margarita A. Nierra).

District : <u>Lilo-an</u>								
Level : <u>Secondary</u>								
Scholarship Name	Attended Person	Position	Sponsored Agency	Exclusive dates	Duration	Level	District	School Assignment
Certificate Course in Competency-Based HR of the Professional Development Programs	Juan Dela Cruz	Teacher 3	DepEd National	April 2 – 30, 2018	1 month	National	Lilo-an	Lilo-an NHS

3. Immediate dissemination of, and compliance with this Memorandum is directed.


RHEA MAR A. ANGTUD, Ed.D.
 Schools Division Superintendent

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