



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

Secretariat : **JEROL C. DE LIRA**
Administrative Assistant III, NEAP
NIKA A. DIAZ
Administrative Aide VI, HRDD

3. The ROSC shall perform the following duties and responsibilities:
- Conduct review and judiciously screens the endorsed scholarship application/nomination from SDOs and RO Functional Divisions based on the standard criteria set forth by DepEd NCR and the sponsoring agencies (if any);
 - Conduct behavioral-event interview to assess the applicant's psychosocial abilities in the required competencies for the scholarship program to be filled; and
 - Release the comparative assessment of the nominees for the scholarship grants for recommendation and subsequent endorsement by the Regional Director to the Central Office, and, or to the sponsoring agencies where applicable.
4. For further information and any concerns, please contact Richard D. Vidal, Education Program Specialist II, Regional Scholarship Focal Person, HRDD-NEAP through email richard.vidal@deped.gov.ph.
5. Immediate dissemination of this Memorandum is desired.

JOCELYN DR ANDAYA
Director IV

rdv/hrdd



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

**TERMS OF REFERENCE / DUTIES AND RESPONSIBILITIES
OF THE REGIONAL OFFICE SCHOLARSHIP COMMITTEE**

The following are the composition of the Regional Office Scholarship Committee and their respective Terms of Reference.

A. CHAIRPERSON

JOCELYN DR ANDAYA
Director IV

- **Role:** The Chairperson leads the committee, ensuring that the scholarship program is effectively implemented in accordance with existing guidelines and policies. He/She oversee all operations, maintain communication with key stakeholders, and ensure that decisions are executed efficiently.
- **Responsibilities:**
 - Preside over committee meetings and set meeting agendas.
 - Ensure adherence to scholarship guidelines and policies.
 - Communicate with DepEd and partner institutions regarding scholarship updates.
 - Approve final decisions on scholarship recipients.
 - Monitor the overall performance of the scholarship program.
 - Facilitate the review and evaluation of the scholarship initiatives.
 - Ensure timely dissemination of information to all stakeholders.

B. VICE CHAIRPERSON

CRISTITO A. ECO
Assistant Regional Director

- **Role:** The Vice Chairperson assists the Chairperson in overseeing the scholarship program. He/She act as a proxy for the Chairperson in their absence and support key operational duties.
- **Responsibilities:**
 - Assist the Chairperson in leading the committee.
 - Serve as Acting Chairperson when the Chairperson is unavailable.
 - Help review and approve scholarship applications and decisions.
 - Ensure that key deadlines and deliverables are met.
 - Provide guidance and oversight to the focal person and members.
 - Contribute to the development of program policies and criteria.
 - Ensure smooth coordination between internal and external stakeholders.



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

C. FOCAL PERSON

HAJJI R. PALMERO
Chief, HRDD-NEAP R

- **Role:** The Focal Person serves as the main point of contact for the scholarship program, managing day-to-day operations, handling inquiries, and coordinating between the committee and scholarship applicants.
- **Responsibilities:**
 - Manage all communication between the committee and scholarship applicants.
 - Oversee the submission and processing of scholarship applications.
 - Maintain accurate records of scholarship applications and selections.
 - Provide updates on the progress of the scholarship program to the committee.
 - Coordinate with partner institutions on scholar-related issues.
 - Facilitate meetings and logistics for scholarship activities.
 - Assist in monitoring scholar performance and program effectiveness.

D. MEMBERS

ATTY. ANALIZA G. ESPERANZA
Attorney IV, Legal Unit / 1st & 2nd Level Representative

CHARITO A. VILLANUEVA
Education Program Supervisor, CLMD

ELSA P. MARIANO
Administrative Office V, Personnel Section

ARREN V. ADUAN
Education Program Supervisor, HRDD

LEAH AILAH C. VICENCIO
Senior Education Program Specialist, NEAP

RICHARD D. VIDAL
Education Program Specialist II

- **Role:** The Members of the committee provide support in decision-making, application review, and program implementation. They contribute their expertise to ensure the program's success.



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

▪ **Responsibilities:**

- Participate in reviewing scholarship applications.
- Assist in the development and implementation of scholarship guidelines.
- Provide input on policy decisions regarding the scholarship program.
- Help monitor and evaluate the progress of selected scholars.
- Assist in organizing orientation and training programs for scholars.

E. SECRETARIAT

JEROL C. DE LIRA

Administrative Assistant III, NEAP

NIKA A. DIAZ

Administrative Aide VI, HRDD

- **Role:** The Secretariat supports the Regional Office Scholarship Committee by managing administrative tasks, documentation, communication, and coordination to ensure smooth execution of all scholarship processes and activities.

▪ **Responsibilities:**

- Organize and maintain records of all scholarship-related documents and communications.
- Coordinate meeting schedules and prepare agendas for the Scholarship Committee.
- Distribute announcements, guidelines, and decisions to relevant parties.
- Handle correspondence between the committee and applicants or partner institutions.
- Assist in the preparation of reports, minutes of meetings, and scholarship agreements.
- Track and monitor timelines for all scholarship processes and ensure deadlines are met.
- Support the Committee in implementing scholarship guidelines and policies.
- Ensure proper filing and confidentiality of sensitive applicant and scholarship information.

rdv/hrdd