



Republic of the Philippines
Department of Education
 REGION VIII
 SCHOOLS DIVISION OF NORTHERN SAMAR

February 16, 2026

DIVISION MEMORANDUM
 No. 103, s. 2026

**RECONSTITUTION OF THE SCHOOLS DIVISION PERSONNEL DEVELOPMENT
 COMMITTEE (SDPDC) AND CONSTITUTION OF THE SCHOOLS DIVISION
 SCHOLARSHIP COMMITTEE (SDSC)**

To: Assistant Schools Division Superintendent
 Functional Division Chiefs
 Public Schools District Supervisors/Principals In-Charge
 Public and Private Elementary and Secondary School Heads
 All Others Concerned

1. In reference to Regional Memorandum No. 145, s. 2026 titled "Reconstitution of the Schools Division Personnel Development Committee (SDPDC) and Constitution of the Schools Division Scholarship Committee (SDSC)", and pursuant to DM-OULS-2026-018 dated January 19, 2026, this Office hereby reconstitutes the Schools Division Personnel Development Committee (SDPDC) and constitutes the Schools Division Scholarship Committee (SDSC) of the Schools Division of Northern Samar.
2. This issuance is also anchored on the Learning and Development (L&D) Policy of the Schools Division of Northern Samar, particularly on governance, quality assurance, and scholarship management provisions (Policy 2.3 - Evaluated L&D), and in compliance with CSC Memorandum Circular No. 10, s. 1989, and other existing DepEd and NEAP policies.
3. The reconstitution and constitution of the said committees aim to standardize learning and development and scholarship management processes and to support the establishment and maintenance of the Pool of Potential Scholars in the Division.
4. The Schools Division Personnel Development Committee (SDPDC) shall be composed of the following:

Chairperson	REY F. BULAWAN, EdD Assistant Schools Division Superintendent
Vice Chairperson	NOE M. HERMOSILLA, PhD <i>Chief Education Supervisor - Schools Governance and Operations Division (SGOD)</i>
Members	SYLVIA D. VILLANUEVA, PhD <i>Chief Education Supervisor - Curriculum Implementation Division (CID)</i>



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	<p>FELIX J. LADENO, DALL <i>Education Program Supervisor – CID</i></p> <p>NELIDA M. LOBOS, PhD <i>Education Program Supervisor - SGOD</i></p> <p>PETER R. BOBILES <i>Senior Education Program Specialist - Human Resource Development Section (HRDS)</i></p> <p>DEAH A. GAMA, CPA <i>Division Accountant III</i></p> <p>EUNICE V. TARINGTING <i>Human Resource Management Officer IV</i></p> <p>ROBERTO T. ORIAS JR., DALL <i>Division Employees' Representative</i></p>
Secretariat	<p>HUMAN RESOURCE DEVELOPMENT SECTION (HRDS) <i>PEPITO E. SALDO JR.</i> <i>CINDY B. CELESPARA</i></p>

5. The SDPDC shall perform its functions as provided under existing DepEd, NEAP, and CSC policies, including the review, recommendation, and endorsement of learning and development plans, programs, and scholarship-related matters to the Schools Division Superintendent as indicated in the CSC-approved Learning and Development (L&D) Policy of the Schools Division.

6. Pursuant to Regional Memorandum No. 145, s. 2026, the Schools Division Scholarship Committee (SDSC) is hereby constituted as a subcommittee of the SDPDC, with the following composition:

Chairperson	<p>SYLVIA D. VILLANUEVA, PhD <i>Chief Education Supervisor - Curriculum Implementation Division (CID)</i></p>
Vice Chairperson	<p>ATTY. RISTY T. ADARAYAN <i>Legal Officer (or designated Legal Division Officer)</i></p>
Members	<p>SUBJECT AREA EDUCATION PROGRAM SUPERVISORS <i>(as applicable, concerned Subject Area EPS)</i></p> <p>MICHELLE D. CAGUIMBAL, JD <i>Administrative Officer V</i></p> <p>EUNICE V. TARINGTING <i>Administrative Officer IV – Personnel</i></p>
Secretariat	<p>Human Resource Development Section Administrative Officer IV - Records</p>

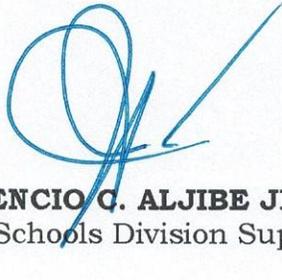
7. The SDSC shall be responsible for overseeing the scholarship application, screening, selection, endorsement, monitoring, and evaluation processes at the division level, and for maintaining and regularly updating the Division Pool of Potential Scholars, in accordance with NEAP guidelines.

8. Functions and Responsibilities:

a. The SDPDC and SDSC shall strictly perform their respective roles and responsibilities as stipulated in DM-OULS-2026-018, the Guidelines on Ensuring Effective Management of NEAP Scholarship Processes, and the Schools Division of Northern Samar L&D Policy, including but not limited to:

1. Ensuring transparent, equitable, and merit-based selection of nominees for learning and development and scholarship opportunities;
2. Aligning L&D and scholarship initiatives with Division priorities, competency needs, and performance objectives;
3. Establishing, validating, and maintaining the Pool of Potential Scholars;
4. Monitoring scholars' progress, workplace application plans (WAP), and service obligations; and
5. Submitting required reports to the Regional Office and NEAP through proper channels.

9. For guidance and dissemination.



GAUDENCIO C. ALJIBE JR., PhD, CESO V
Schools Division Superintendent

Enclosure: As stated

References: As stated To be indicated in the Perpetual Index under the following subjects:

Regional Memorandum No. 145, s. 2026
DM-OULS-2026-018, Guidelines on Ensuring Effective Management of NEAP
Scholarship Processes
Learning and Development Policy, Schools Division of Northern Samar (Policy 2.3 –
Evaluated L&D)

SGOD-HRDS-PRB

DepEd Northern Samar
RELEASED
By: _____
Date: 25 FEB 2026