



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

June 21, 2021

DIVISION MEMORANDUM

No. 206 , s. 2021

POOL OF SCHOLARS IN DEPED REGION VI

To: **OIC, Assistant Schools Division Superintendent**
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Senior/Education Program Specialists
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. In consonance with DepEd's Sulong Edukalidad which focuses on the reskilling and upskilling of teachers and school leaders, the Division will conduct a selection process for the Pool of Scholars that will serve as database of the region in endorsing qualified recipients to local and international scholarship grants and programs for teachers, school heads and supervisors.

2. The Pool of Scholars program shall be open to all teachers and school heads in the elementary, secondary, integrated schools, stand alone integrated schools, education program specialists, district and division supervisors in all learning areas such as English, Mathematics, Science, Filipino, MAPEH, Araling Panlipunan, TLE, EsP, ALS, SPED and IPed who have met the qualifications and passed the assessment process set herein. There are 10 scholars per learning area allocated to SDO Aklan for both elementary and secondary levels. A total of 110 scholars for Elementary Level and 110 scholars for Secondary Level respectively.

3. The **Schools Division Scholarship Committee** is composed of the following:

Chairperson:	OIC, ASDS Jerson B. Labos EdD
Members:	CES Dobie P. Parohinog PhD (CID)
	CES Michael T. Rapiz (SGOD)
	EPS Kyzil D. Lipar PhD - English and SPED
	EPS Edselyn T. Biray PhD - Mathematics
	EPS Mary Cherry Lynn M. Dalipe EdD - Science
	EPS Marth S. Tropa - Filipino
	EPS Rebecca I. Ibarreta - MAPEH
	EPS Ruby Agnes B. Estrada PhD - Araling Panlipunan
	EPS Marivic I. Tolentino - TLE
	EPS Ma Corazon R. Panaligan - EsP
	EPS Ariel Z. Zubiaga - ALS
	SP I Daniel E. Prado - IPed





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Secretariat: EPS Johann C. Cawaling - SGOD
PSDS John Razie Z. Isagan – Balete & Libacao
SEPS June R. Patricio - SM&E
SEPS Leila L. Pamati-an - HRDS
EPSt II Roland F. Democrito - HRDS
EPSt II John C. Marciales - SM&E
ITO I Floradel P. Jamero - DITO

4. The District Offices shall create a **District Scholarship Committee** composed of the following:

Chairperson: Public Schools District Supervisors
Members: Three (3) School Heads (Elementary)
Three (3) School Heads (Secondary)
Secretariat: District ITO Coordinator
Staff (2)

5. **Terms of Reference.** The following will be the specific roles and functions of the **District Scholarship Committee**:

- a. Accepts applicants to the program;
- b. Screens the applicants to the program and evaluates the applicants' documents;
- c. Submit the list of qualified applicants with 60 points and above to the Division Scholarship Screening Committee c/o Secretariat on or before **July 20, 2021**.

Schools Division Scholarship Committee:

- a. Accepts the list submitted from the District Offices and the applicants' portfolio/documentary requirements;
- b. Validates the portfolio/documentary requirements;
- c. Shall conduct the Final Interview among the applicants. Final Interview shall be conducted by the assigned Supervisor/Coordinator in the respective learning area;
- d. The Supervisor/Coordinator shall submit the qualified list of applicants to the Secretariat on or before **July 25, 2021** to be endorsed to the Regional Office Scholarship Committee.

6. **Eligibility Requirements.** All applicants must comply with the following criteria to qualify for the program:

- a. Has been in the service for at least 5 years with at least very satisfactory performance for the last three (3) years);
- b. Has shown strong leadership potential in the school and in the community;





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- c. Has initiated innovations in the area being recommended;
- d. Has no pending administrative case and a person of good moral character;
- e. Is certified to be in good health by a local government physician and is fit to undergo serious trainings/ studies away from his/her family for a week or more to one year;
- f. Has the capability to disseminate and train other teachers/school heads/supervisors on the area studied upon returning from training;
- g. After completion of the scholarship grant, the scholar shall serve DepEd for 2 years for every year of study or fraction thereof not less than 6 months; 1 year for a fraction of a year less than 6 months but not less than 2 months of study, and 6 months for a fraction of a year less than 2 months as stipulated in the Executive Order No. 367 dated August 21, 1989;
- h. Is computer literate as needed; and
- i. Endorsement from the head of school and/or unit.

7. **Documentary Requirements**

- a. Duly accomplished application form (see attached)
- b. Personal data Sheet (PDS) duly notarized with 2x2 recent ID picture
- c. Service Record
- d. Performance rating for the last three (3) years
- e. Outstanding Accomplishments/Innovations
- f. Certificate of no pending case
- g. Certificate of good moral character from the immediate superior
- h. Certificate of grades/years and subjects taught for the last 3 years (for teacher applicants)
- i. Trainings/scholarships attended for the last three (3) years
- j. Form 86 (Medical Certificate from accredited government hospital or clinic)
- k. Duly authenticated transcript of Records
- l. Endorsement from the head of school and/or unit

8. **District Screening Process.** Applicants to the program shall undergo the following phases of assessment:

Phase I. Initial Screening of Documentary Evidences. Upon submission of the required documents by the applicants, the District Scholarship Committee will conduct evaluation as to its completeness and veracity using ROVISP 002 (see attached).

Phase II. Computer Skills Test. Applicants shall undergo computer skills test to evaluate his/her ability to manipulate the technology that is necessary in the future endeavors. This assessment shall be administered by the District ITO Officer.





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Phase III. Facilitation Skills Demonstration. The applicants shall be subjected to a demonstration of his/her skills in facilitation to evaluate the qualities needed of a learning facilitator. If face to face session is not possible, the DSC may opt to adapt other modalities provided that clear-cut guidelines on the conduct of this phase is communicated to the applicant.

9. **Phase IV. Division Validation and Final Interview.** The Supervisor/Coordinator in a specific learning area shall validate the portfolio/documentary requirements forwarded by the DSC to the SDSC. If face to face Interview is not possible, the Supervisor/Coordinator may opt to adapt other modalities provided that clear-cut guidelines on the conduct of this phase is communicated to the applicant. The topics are the following:

- a. Related professional experiences
- b. Instructional skills
- c. Knowledge of content/materials
- d. Planning skills
- e. Relationships with administration, staff, parents, and students
- f. Personal qualities

10. **Criteria in the Selection of Qualified Applicants.** The following will be the standard criteria in the selection of qualified applicants to the program:

Criteria	Percentage
Education	10%
Performance Rating	30%
Outstanding Accomplishments	15%
Computer Skills Test	10%
Demonstration of Facilitation Skills	15%
Interview	20%
TOTAL	100%

- a. Education — 10%. Education shall be rated in terms of the applicant's academic achievement in the baccalaureate degree. Thus, all subjects with corresponding units must be included in the computation. Rating of education shall be based on the following equivalent, with 1.0 as the highest and 3.0 as the lowest:

General Weighted Average (GWA)	Equivalent Points	General Weighted Average (GWA)	Equivalent Points
1.0-1.1	10	2.0-2.1	5
1.2-1.3	9	2.2-2.3	4
1.4-1.5	8	2.4-2.5	3
1.6-1.7	7	2.6-2.7	2
1.8-1.9	6	2.8-3.0	1





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When the percentage rating is used, the following table for equivalents shall be used with 1.0 as the highest and 3 as the lowest:

Percentage Rating	GWA	Percentage Rating	GWA
99.00-100	1.0	86.50-87.74	2.0
97.75-98.99	1.1	85.2-86.49	2.1
96.50-97.74	1.2	84.00-85.24	2.2
95.25-96.49	1.3	82.75-83.99	2.3
94.00-95.24	1.4	81.50-82.74	2.4
92.75-93.99	1.5	80.25-81.49	2.5
91.50-92.74	1.6	79.00-80.24	2.6
90.25-91.49	1.7	77.75-78.99	2.7
89.00-90.24	1.8	76.50-77.74	2.8
87.75-88.99	1.9	75.00-76.49	2.9-3.0

- b. Performance Rating — 30%. The performance rating of the applicant for the last three (3) years prior to the screening should be at least Very Satisfactory. The average of the numerical rating shall be given points as follows:

Numerical Rating	Points	Numerical Rating	Points
5.0	30	4.2	14
4.9	28	4.1	12
4.8	26	4.0	10
4.7	24	3.9	8
4.6	22	3.8	6
4.5	20	3.7	4
4.4	18	3.6	2
4.3	16	3.5	1

- c. Outstanding Accomplishments — 15%. Applicants shall also be evaluated on their outstanding accomplishments received and implemented in their respective station assignments as to the following:

- c.1 Awards / Citations Received — 5%
School Level — 1
Nomination in the division/Awardee in the district — 2
Nomination in the region / Awardee in the division — 3
Nomination in the department / Awardee in the region — 4
National Awardee — 5
- c.2. Innovations — 5%
Conceptualized w/ approved concept paper — 1
Started the implementation w/ MOVs — 2
Fully implemented in school w/ terminal report — 3





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Adopted in the district w/ certification from PSDS — 4
Adopted in the division w/ certification from SDS – 5

- c.3 Action Research conducted 5%
Conceptualized w/ approved research proposal — 1
Started the implementation of the study w/ MOVs — 2
Fully implemented w/ approved terminal report & MOVs — 3
Results are disseminated in a forum w/ MOVs — 4
Results are utilized in the school/district/division in implementing innovation project(s) w/ certification from SDS – 5

- d. Interview — 20%. Applicants shall be evaluated based on their responses to the questions on the various topics presented in item mentioned above.

Exemplary 5 points	Fully Acceptable 3 points	Not Fully Acceptable 1 point
Responses contained many, if not all, of the target behaviors. His/her response indicate well-developed skills and aptitude for the competency, which would most likely lead to success in his/her participation to the program. The responses are of superior quality necessary for the program.	Responses covered some of the target behaviors, but not quite at the level that would be ideal for the required competency. Still, the quality of the answers leads to the belief that he/she would be successful in the program with some additional exposure and/or training.	Responses contained very few of the target behaviors. Either the behaviors he/she discussed were not at all, or even close to the level indicated in the target behaviors, or the person did not give enough information to believe him/her that he/she has the competency needed for his/her success in the program.

- e. Computer Skills Test — 10%. Applicants shall be evaluated based on the proficiency in the skills they showed in the areas presented above — Phase 3 using the rubrics below:





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Proficient 5 points	Intermediate 3 points	Basic 1 point
The applicant in this level shows computer literacy and competency beyond the intermediate level applied in educational and work settings that makes him/her an independent user of technology	The applicant in this level shows computer literacy and competency beyond the basic level and needs further trainings for skills enhancement	The applicant shows basic foundational computer literacy skills on performing daily computer processing tasks, by managing and controlling the basic functions of all computers, to include the use of Windows operating system, including such tasks as locating and opening files, installing and running programs and shutting down the computer. He/she also understands how CPU units, monitors, input devices such as key boards and output devices such as printers work together and how each components connect physically with the others and be able to troubleshoot basic cord connection issues. He/she should also know how to navigate to websites, perform searches and download files should also know the basic operation and unique etiquette of email, instant messaging, chat and video chat.





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f. Demonstration of Facilitation Skills — 15%. Applicants shall be evaluated based on their proficiency to handle learning sessions using a session guide developed by him/her using the criteria below:

	Transforming 4 points	Developing 3 points	Emerging 2 points	Beginning 1 point
Selection of Instructional Objectives	Objectives reflect high level constructivist learning	Objectives represents valuable learning and are suitable for most of the adult learners	Objectives are moderately valuable or suited for the adult learners	Objectives represent trivial learning and are mostly unsuitable to adult learners
Instructional Materials, Resources and Technology	Materials and resources support all the instructional objectives and key concepts that engages adult learners for a maximum learning experience	Materials and resources support the majority of the instructional objectives and key concepts that engages adult learners in meaningful learning	Materials and resources support some of the instructional objectives and key concepts and limits engagement of adult learners	Materials and resources do not support the instructional objectives
Questioning and Discussion Skills	The facilitator formulates many high-level questions and assumes responsibility for the participation of all adult learners	The facilitator use questioning and discussion techniques that reflects high-level questions for participation of majority of adult learners	The facilitator use questioning and discussion techniques that is uneven, with some high-level questions and some are low-level questions	The facilitator makes poor use of questioning and discussion techniques with low-level questions and limited adult learners' participation





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	Transforming 4 points	Developing 3 points	Emerging 2 points	Beginning 1 point
Learning Activities	Majority of the learning activities are highly relevant to adult learners and instructional objectives and key concepts	Most of the learning activities are suitable to adult learners and instructional objectives and key concepts	Only some of the learning activities are suitable to adult learners and instructional objectives and key concepts	Learning activities are not suitable to adult learners and instructional objectives and key concepts
Appropriate Use of Language	The facilitator's spoken and written language is correct and expressive, with well-chosen vocabulary that enriches the lesson and stimulates the interest of adult-learners	The facilitator's spoken and written language is clear and correct. Vocabulary is appropriate to adult-learners and stimulate their interest	The facilitator's spoken language is audible and written language is legible. Both are used correctly. There is a limited use of vocabulary words that facilitates the adult learners' understanding	The facilitator's spoken language is inaudible and written language is illegible. Both may contain grammar and syntax errors, and vocabulary may be inappropriate to facilitate learning
Congruence of Assessment to Instructional Objectives	The assessment is completely congruent with the instructional objectives and key concepts	The majority of the assessment is congruent with the instructional objectives and key concepts	Some of the assessment is congruent with the instructional objectives and key concepts	Content and methods of assessment lack congruence with instructional objectives and key concepts





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	Transforming 4 points	Developing 3 points	Emerging 2 points	Beginning 1 point
Session Guide	The plan includes all of the required elements of a learning session and includes sufficient detail of instructional strategies that are appropriate and supportive of adult learning	The plan includes majority of the required elements of a learning session and includes some detail of instructional strategies that are appropriate and supportive of adult learning	The plan includes some of the required elements of a learning session and includes minor details of instructional strategies that are appropriate and supportive of adult learning	The plan do not have the required elements of a learning session and details of strategies that are appropriate and supportive of adult learning

11. This office upholds the principle of equal opportunity for all regardless of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or any other characteristic protected by law.

12. The participants of this activity shall strictly adhere to the health protocols (Refer to D.O No. 14, s. 2020 – Guidelines on the Required Health Standards in Basic Education Offices and Schools).

13. Immediate and wide dissemination of this Memorandum is desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Reference: as stated
Allotment: 1-(R.O. s. 1994)
To be indicated in the Perpetual Index
under the following subjects:

POLICY PROGRAM TRAINING SCHOLARSHIP WORKSHOP

JBL/rfd



Poblacion, Numancia, 5604 Aklan
Tel. No. (036) 265-3744; 265-3737; 265-3738 (Trunkline)
Website: <http://www.depedaklan.org>
Email Address: aklan.1958@deped.gov.ph



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DISTRICT QUALIFIED APPLICANTS FOR THE
POOL OF SCHOLARS IN DEPED RO VI
(60 Points Above)

District:
Learning Area:
Level: Elementary/Secondary

Applicant	Education 10%	Performance Rating 30%	Outstanding Accomplishments 15%	Computer Skills Test 10%	Demonstration of Facilitation Skills 15%	Interview 20%	Initial Percentage

Prepared by:

Public Schools District Supervisor



Poblacion, Numancia, 5604 Aklan
Tel. No. (036) 265-3744; 265-3737; 265-3738 (Trunkline)
Website: <http://www.depedaklan.org>
Email Address: aklan.1958@deped.gov.ph



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ROVISP Form 001

POOL OF SCHOLARS APPLICATION FORM

PERSONAL INFORMATION

NAME: _____
Last Name Given Name Middle Name

HOME ADDRESS: _____
House No., Street, Barangay

City/Municipality Province

BIRTHDAY: _____ AGE: _____ SEX: _____ HEIGHT: _____ CITIZENSHIP: _____

CONTACT DETAILS: Phone: _____ E-mail (DepEd): _____
Facebook: _____

AREA OF SPECIALIZATION: (Please check that applies)

- ☐ English ☐ Music ☐ Indigenous People's Education
☐ Science ☐ Arts ☐ Alternative Learning
☐ Mathematics ☐ Physical Education ☐ Early Childhood Education
☐ Filipino ☐ Social Science ☐ Special Education

☐ Others (pls. specify) _____ (please specify the area of expertise)

EDUCATIONAL BACKGROUND:

Level	Name of School	Address	Year Graduated
Elementary			
Secondary			
College			
Graduate			
• Masters Degree			
• Doctorate			

RELATED TRAININGS AND WORKSHOPS ATTENDED:

Title of Training/Workshop	Place of Training	Date Attended	Area of Focus

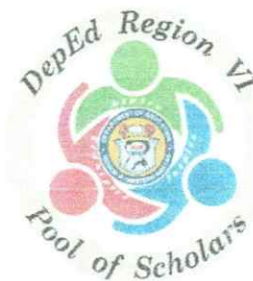
*Please attach additional sheet if space above is insufficient. (Include copies of Certificates)

REFERENCES:

Name	Position/Designation	Agency/ Department	Contact Number

Applicant's Signature: _____ Date: _____
(mm/dd/yyyy)

Data Privacy Notice:
* All information provided herein shall be dealt with utmost confidentiality and will be used solely for the database of the program. In no case that these will be used for other purposes without the prior consent of the person involved. (RA 10173 - Data Privacy Act of 2012)



Please attach most recent
2 x 2 colored photo with
white background here

Application Code:

(to be provided by the SDSC)
ROVISP - (SDO) - (LEVEL) - (SPECIALIZATION) -
(APPLICANT'S NO.)

Initial Evaluation Scores:

(to be filled by the SDSC)

a. EDUCATION

_____ X 10% = _____
(raw score)

b. PERFORMANCE RATING

_____ X 30% = _____
(raw score)

c. OUTSTANDING

ACCOMPLISHMENTS

a. Awards/citations received

_____ X 5% = _____
(raw score)

b. Innovations

_____ X 5% = _____
(raw score)

c. Action Research Conducted

_____ X 5% = _____
(raw score)

d. INTERVIEW

_____ X 20% = _____
(raw score)

e. COMPUTER SKILLS

_____ X 10% = _____
(raw score)

f. FACILITATION SKILLS

_____ X 15% = _____
(raw score)

Total SCORE: _____

SDSC Members' Name & Signature:

Chairman: _____

Member: _____

Member: _____

Member: _____

Member: _____

Member: _____



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ROVISP Form 002

POOL OF SCHOLARS APPLICATION DOCUMENTS
EVALUATION FORM

Date Received: _____

Name of Applicant: _____

School/Station: _____

Contact Number: _____

Required Documents for submission	Present	Absent	Remarks
1. Duly accomplished Application Form (ROVISP Form 001)			
2. Personal Data Sheet (PDS) duly notarized with recent 2x2 ID picture			
3. Service Record			
4. Performance rating for the last three (3) years			
5. Outstanding Accomplishments/innovations			
a. Awards/Citations Received			
b. Innovation Projects Implemented			
c. Action Research Conducted			
6. Certificate of no pending administrative case			
7. Certificate of good moral character from the immediate superior			
8. Certificate of grades/years and subjects taught for the last three (3) years (for teacher applicants only)			
9. Trainings/scholarships attended for the last three (3) years			
10. Form 86 (Medical Certificate from accredited government hospital or clinic)			
11. Duly authenticated Transcript of Records			
ENDORSEMENT FROM:			
12. School principal/division chief			
13. Schools Division Office through the Office of the Schools Division Superintendent			

Note: Please indicate N/A in the remarks column if not applicable to the applicant

Received by: _____

(Printed name and signature)

Date

Evaluated by: _____

(Printed name and signature)

Date

(Printed name and signature)

Date

(Printed name and signature)

Date

(Printed name and signature)

Date

Department of Education
HEALTH AND NUTRITION CENTERName: _____ Region: VI – Western Division: _____
Visayas

Date of Birth: _____ Place of Birth: _____ Civil Status: _____

School: _____ Occupation: _____ Sex: _____

Age: _____ Wt: _____ Height: _____ Temperature: _____

BP: _____ Pulse Rate _____ Respiratory Rate: _____

Date of Examination: _____

Past History:

PHYSICAL EXAMINATION

Skin: _____

ENT: _____

Chest: _____

• Heart: _____

• Lungs: _____

Abdomen: _____

Genito Urinary Tract: _____

Extremities: _____

Central Nervous System: _____

LABORATORY EXAMINATION

Chest X-ray: _____

Urinalysis: _____

Fecalalysis: _____

Other Lab Exams: _____

DIAGNOSIS: _____

TREATMENT: _____

REMARKS: _____

Employee's Signature
(over printed name)_____
Physician's Signature
(over printed name)