



Republic of the Philippines  
**Department of Education**  
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

April 7, 2026

**DIVISION MEMORANDUM**

No. 036, s. 2026

**ESTABLISHMENT OF POOL OF POTENTIAL SCHOLARS IN THE DEPARTMENT OF EDUCATION - SCHOOLS DIVISION OF MARINDUQUE**

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
Public Elementary, Secondary, and Integrated School Heads  
All Others Concerned

1. In view of the Department of Education's (DepED) commitment to support the professional development of all its personnel as a key foundation for the advancement of basic education quality and in support of the established scholarship selection standards outlined in Memorandum DM-OULS-2026-018 titled "Guidelines on Ensuring Effective Management of NEAP Scholarship Processes," this Division, through the Division Human Resource Development Committee – Division Scholarship Committee, announces the **Establishment of Pool of Potential Scholars in the Department of Education – Schools Division of Marinduque**, to serve as an immediate reference for the nomination and selection of scholars under various circumstances and may be used by all governance levels, as needed to ensure quality nominations in local and international scholarship programs.

2. Relative to this, **all teaching, related-teaching, and non-teaching personnel who intend to participate in future scholarship program offerings shall submit the following documentary requirements through [bit.ly/DivScholarsMdq2025](https://bit.ly/DivScholarsMdq2025) on or before April 24, 2026:**

- a. Letter of Intent addressed to the Schools Division Superintendent, Attn: SGOD-Human Resource Development Section;
- b. Photocopy of approved IPCRF/OPCRF (Parts I-IV) for the last three rating periods;
- c. Updated and notarized Personal Data Sheet (PDS);
- d. Updated Work Experience Sheet (WES);
- e. Photocopy of a valid Philippine passport (if available); and
- f. Proof of English proficiency (if available).

3. Once established, the Pool shall be used as a reference for calls for nomination to both local and international scholarship programs, which are disseminated a week or less prior to the deadline. The endorsement of such nominations shall still be subject to the evaluation of the Division Scholarship Committee and endorsement of the Schools Division Superintendent.



Address: T. Roque St., Malusak, Boac, Marinduque  
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611  
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Website: <https://depedmarinduque.com>

4. A separate Memorandum shall be issued containing identified pool members of potential scholars in the Division.

5. Immediate dissemination of and compliance with the contents of this Memorandum are desired.

  
**LYNN G. MENDOZA, EdD**  
OIC, Schools Division Superintendent  


Encls: None  
References: Memorandum DM-OULS-2026-018  
Memorandum HRDD-2026-050

To be indicated in the Perpetual Index  
under the following subjects:

EMPLOYEES  
TEACHERS  
SCHOLARSHIPS

*SGOD-HRDS/KDA*

*Establishment-of-Pool-of-Potential-Scholars-in-the-Department-of-Education-SDO-Marinduque/ April 7, 2026*



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