BATCH 2 CALL FOR NOMINATIONS: UP SCHOLARSHIP PROGRAM
FOR MASTER’S DEGREE

To: Schools Division Superintendents

1. The Department of Education, through the National Educators Academy of
the Philippines (NEAP), in partnership with the University of the Philippines
Diliman (UP Diliman) –College of Education, is in the process of gathering
nominations for the Batch 2 of the UP Scholarship Program for Master’s Degree
in the following areas:

   a. Early Education
   b. Language Education
   c. Literacy Education
   d. Arts in Education
   e. Biology Education
   f. Chemistry Education
   g. Environmental Education
   h. Physics Education
   i. Mathematics Education
   j. Health Education
   k. Special Education
   l. Education Technology

2. For this purpose, all Schools Division Offices are requested to nominate one
eligible teaching personnel per program. Previous nominees from Batch 1 may re-
apply. All applicants must have the following qualifications and documentary
requirements:

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Documentary Requirements</th>
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<tr>
<td>a. Under DepEd Order No. 68 s. 2009, as a general eligibility to NEAP-UP</td>
<td>a. Updated Personal Data Sheet</td>
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<td>scholarship programs, public school teachers or school leaders must:</td>
<td>b. IPCRF for the last two (2) years</td>
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<td>i. be 50 years old and below;</td>
<td>c. Endorsements from the head of office</td>
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<td>ii. be holding a permanent item as a public school teacher;</td>
<td>a. endorsement from the Schools Division Office</td>
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<td>through the office of the SDS</td>
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<td>iii. have rendered at least five (5) years of service with the Department and has at least two (2) years of very satisfactory (VS) performance rating;</td>
<td>b. Nomination Letter from the Regional/ Bureau Director or his/her duly authorized representative (thru the Regional HRDD Chiefs)</td>
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<tr>
<td>iv. <strong>have not earned any Master's Degree nor enrolled in any graduate course;</strong></td>
<td>c. Statement of PRESENT Actual Duties and Responsibilities RELEVANT to the course signed by the immediate supervisor-1 original, 1 certified copy</td>
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<td>v. have no pending nomination for scholarship in another program/course or have already rendered the required service obligation for a scholarship previously enjoyed;</td>
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<td>vi. be in good health certified by a local government physician;</td>
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<td>vii. have no pending application for retirement at least six (6) months prior to date of the application for scholarship;</td>
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<td>viii. have no pending administrative, civil, or criminal case;</td>
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<td>ix. have not been found guilty of any violation involving moral turpitude, corruption, or fraud.</td>
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**b. Additional eligibility requirements as required by UP Diliman- College of Education; the admission into a Master's program require:**

| i. a bachelor's degree from a recognized institution of higher learning; | a. Accomplished application forms*; |
| ii. intellectual capacity and aptitude for advanced studies and research; | b. Original Transcript of Records with GWA* *(note: GWA must be at least 2.0)* |
| iii. language proficiency; | c. Three (3) recommendation letters from former professors and current or immediate past employer; |
| iv. taking and passing the Master's Admission Test in Education (MATE); and | d. Five (5) copies of 2x2 recently taken picture (not computer scanned nor photocopied); |
| v. satisfaction of additional University requirements such as a health | e. NSO-issued Birth Certificate (original and one photocopy); |
clearance and other special admission requirements that may be imposed by the head of the College/Unit, through channels

f. NSO-issued Marriage Contract for married female applicants;
g. Permit to study from employer;
h. Medical certificate issued by the University Health Service;
i. Self-addressed stamped envelope.

List of Important Links:
1. List of Requirements
https://educ.upd.edu.ph/graduate-2/  
2. Application Form
https://tinyurl.com/hs4exxed
3. Reference Report template from former professor and employer
https://tinyurl.com/tji3f4s4t
4. Payment Slip
https://tinyurl.com/2n7w2wr6

Note: All physical documents must be submitted in a long folder once requested by UP or NEAP

In addition to the qualifications listed above, the applicants must be willing to:
- prepare and undertake a Work Action Plan (WAP); and
- be part of the Scholarship Maximization Program.

3. All Division nominees must submit **scanned copies of the required documents** through this link tinyurl.com/UPNomB22021 on or before October 4, 2021. NEAP will check the completeness of the documentary requirements submitted and will forward them to UP Diliman-College of Education for further scrutiny. Those with incomplete documents will be excluded from screening and evaluation.

4. NEAP Scholarship Screening Committee may contact the applicants to validate the authenticity and integrity of the documents submitted and to gather additional information, if needed.

5. For queries or concerns, please contact the Human Resource Development Division (HRDD) through (072) 682-23-24.

6. For wide dissemination and immediate action.

TOLENTINO G. AQUINO
Director IV

Reference: Memo from USEC Atty. Nepomuceno A. Malaluan
Encl: None
To be indicated in the Perpetual Index
Under the following subjects:

**SCHOLARSHIPS**  **EDUCATION**