



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JUL 21 2026

MEMORANDUM
No. 327, s. 2026

**CALL FOR NOMINATIONS TO THE LEARNING INITIATIVES FOR
NURTURING GUIDANCE ASSOCIATES AND COUNSELORS PROGRAM
(LINGAP)**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to Regional Memorandum No. 546 dated July 16, 2026, titled "Call for Nominations to the Learning Initiatives for Nurturing Guidance Associates and Counselors Program (LINGAP)," this Office announces the call for application and nomination for qualified teaching and non-teaching personnel who wants to avail the LINGAP scholarship Program.

2. The **Learning Initiatives for Nurturing Guidance Associates and Counselors Program (LINGAP)** aims to develop a pool of competent guidance professionals who will contribute to improving basic education, advancing inclusive education, and promoting the mental health and well-being of learners and educational communities. LINGAP is a scholarship program open to DepEd teaching and non-teaching personnel holding permanent/plantilla positions who are either incoming or ongoing graduate students. Applicants must be currently enrolled in, or intend to enroll in, any of the following degree programs offered by CHED-recognized Philippine Higher Education Institutions (HEIs):

- (a) Master's in Guidance and Counseling; or
- (b) Master's in Psychology.

3. Qualified and interested applicant must meet the following requirements:

- Filipino citizen;
- Permanent teaching or non-teaching personnel employed on a full-time basis with at least two (2) years of service in DepEd;
- Obtained at least a Very Satisfactory performance rating for the last two rating periods;
- Admitted or enrolled in an eligible graduate degree program offered by a CHED-recognized Higher Education Institution (HEI);

327

NUM-2026-327



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
sdo.muntinlupa@gmail.com
deped-muntinlupa.com

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Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

- Physically and mentally fit to undertake and complete the scholarship program;
- Not more than fifty (50) years old within six (6) months from the date of application;
- Free from pending obligations from previous government scholarships or grants; and
- Willing to execute the required Return Service Agreement and written commitment to take the licensure examination relevant to the completed degree.

4. Applicants shall submit the following to the Schools Division Office through the SGOD-Human Resource Development Section:

- Accomplished Application Form;
- Photocopy of CSC Appointment with Service Record;
- Photocopy of IPCRF for the last two rating periods;
- Medical Certificate and Certification of Mental Fitness issued by licensed professionals;
- Clearance from previous grants/scholarships, if applicable;
- Proof of admission/enrollment to an approved HEI; and
- Other documents required under Annex D of the memorandum.

5. To ensure compliance with regional and national timeline, the following schedule of activities shall be observed:

Activity	Deadline
Submission of Applications	July 20-24, 2026
Division Screening and Evaluation	July 27, 2026
Submission of Endorsed Nominees to Regional Office	July 28, 2026

6. All qualified candidates must be verified and validated by the Division Personnel Development Committee.

7. Schools, through their respective School Personnel Development Committees, are directed to nominate one (1) qualified candidate for Division Evaluation. Complete documentation and requirements of the official nominees must be submitted on or before **July 24, 2026**.

8. All interested applicants shall submit complete documentary requirements in both hard and soft copies to the Human Resource Development Section (HRDS), SGOD. Incomplete applications shall not be processed.





Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

9. For inquiries, please contact Ms. Ivy M. Romano, Senior Education Program Specialist for the Human Resource Development, at sgod.hrd.muntinlupa@gmail.com.


VIOLETA M. GONZALES CESO VI
Schools Division Superintendent

Encl: As stated

Reference: As stated

To be indicated in the Perpetual Index
Under the following subjects

CURRICULUM

TEACHERS

PROGRAMS

AFS/ CALL FOR NOMINATIONS TO THE LEARNING INITIATIVES FOR NURTURING GUIDANCE ASSOCIATES AND COUNSELORS PROGRAM
(LINGAP)

327 July 20, 2026

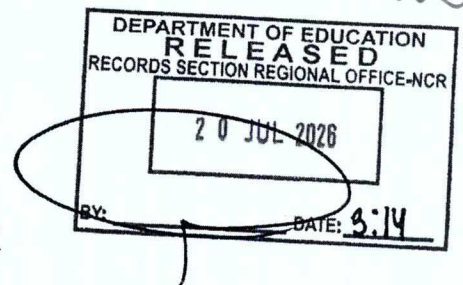
NUM-2026-327



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Republic of the Philippines
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NATIONAL CAPITAL REGION



July 16, 2026

REGIONAL MEMORANDUM

No. 546, s. 2026

RECEIVED BY:
W. 7/16/26 - 9:25 PM
MARLON A. SALONGA
SDO-MUNTINLUPA (RECORDS UNIT)

To: Schools Division Superintendents
School Heads
All Others Concerned

**CALL FOR NOMINATIONS TO THE LEARNING INITIATIVES FOR NURTURING
GUIDANCE ASSOCIATES AND COUNSELORS PROGRAM (LINGAP)**

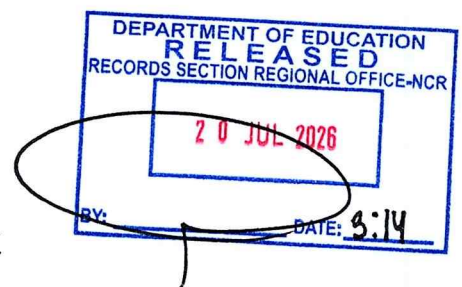
1. In reference to the attached Memorandum DM-OULS-2026-298, dated 7 July 2026, from Usec. Carmela C. Oracion, Undersecretary for Learning Systems, this Office informs the field of the above-mentioned subject.
2. LINGAP is a scholarship program open to **DepEd teaching and non-teaching personnel** holding permanent/plantilla positions who are either incoming or ongoing graduate students. Applicants must be currently enrolled in, or intend to enroll in, any of the following degree programs offered by CHED-recognized Philippine Higher Education Institutions (HEIs): **(a) Master's in Guidance and Counseling; or (b) Master's in Psychology.**
3. All Schools Division Offices (SDOs) are directed to endorse qualified nominees, ensuring equitable representation avoiding concentration in specific schools and adherence to the eligibility criteria. **SEPS-HRDS** shall submit **complete documentary requirements and endorsement of their nominees** to this Office on or before **July 24, 2026.**
4. The total number of slots for NCR (58) has been allocated proportionally in each respective SDO:

SDO	Slots
Caloocan City	5
Las Piñas City	3
Makati City	3
Malabon City	3
Mandaluyong City	3
Manila	5
Marikina City	3
Muntinlupa City	3
Navotas City	3

SDO	Slots
Parañaque City	4
Pasay City	4
Pasig City	4
Quezon City	5
San Juan City	3
Taguig City & Pateros	4
Valenzuela City	3
Total	58



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



July 16, 2026

REGIONAL MEMORANDUM

No. 546, s. 2026

To: Schools Division Superintendents
School Heads
All Others Concerned

**CALL FOR NOMINATIONS TO THE LEARNING INITIATIVES FOR NURTURING
GUIDANCE ASSOCIATES AND COUNSELORS PROGRAM (LINGAP)**

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SDO	Slots
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San Juan City	3
Taguig City & Pateros	4
Valenzuela City	3
Total	58



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

5. For further information and any concerns, please contact Richard D. Vidal, Education Program Specialist II, Regional Scholarship Focal Person, Human Resource Development Division through email richard.vidal@deped.gov.ph.
6. Immediate dissemination of this Memorandum is desired.


JOCELYN DR ANDAYA

Regional Director, NCR
concurrent Officer-In-Charge, Office of the
Assistant Secretary for Operations

Encl. as stated

rdv/hrdd



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

MEMORANDUM
DM-OULS-2026- 298

FOR : **Regional Directors**
Schools Division Superintendents
All Others Concerned

FROM : *Carmela Oracion*
CARMELA C. ORACION
Undersecretary for Learning Systems *gc*

SUBJECT : **CALL FOR NOMINATIONS TO THE LEARNING INITIATIVES FOR**
NURTURING GUIDANCE ASSOCIATES AND COUNSELORS
PROGRAM (LINGAP)

DATE : 7 July 2026

1. Pursuant to Republic Act No. 7722, otherwise known as the Higher Education Act of 1994, and in reference to Republic Act No. 12080, or the Basic Education Mental Health and Well-Being Promotion Act, and Republic Act No. 11650, or the Instituting a Policy on Inclusion and Services for Learners with Disabilities in Support of Inclusive Education Act, the Commission on Higher Education (CHED), in partnership with the Department of Education (DepEd) through the National Educators Academy of the Philippines (NEAP), hereby announces the Call for Nominations to the **Learning Initiative for Nurturing Guidance Associates and Counselors Program (LINGAP)**.
 2. This initiative reflects CHED and DepEd's commitment to strengthening the capacity of the education sector by providing educational support to qualified teaching and non-teaching personnel who aspire to pursue graduate degree programs in Guidance and Counseling or Psychology. The program is aimed at developing a pool of competent guidance professionals who will contribute to improving basic education, advancing inclusive education, and promoting the mental health and well-being of learners and educational communities.
-

3. LINGAP is a scholarship program open to **DepEd teaching and non-teaching personnel** holding permanent/plantilla positions who are either incoming or ongoing graduate students. Applicants must be currently enrolled in, or intend to enroll in, any of the following degree programs offered by CHED-recognized Philippine Higher Education Institutions (HEIs): **(a) Master's in Guidance and Counseling; or (b) Master's in Psychology.**

- a. The applicant must undertake and complete their degree program in an eligible graduate program offered by an HEI identified by CHED.
- b. For incoming graduate students, LINGAP shall provide financial support up to three (3) academic years for the completion of the degree.
- c. For applicants currently enrolled in an ongoing master's degree program, the allowable period for coverage shall be adjusted proportionately based on the remaining coursework units required to complete the degree. In no case shall the remaining duration of study applied for scholarship exceed the allowed years of scholarship provided which is three (3) academic years for the completion of the degree.
- d. For applicants who are already in the thesis or dissertation writing stage, the allowable period for coverage shall be strictly limited to one (1) academic year.

4. Selected applicants shall be granted with the scholarship and are entitled to the following privileges upon approval of DepEd, subject to applicable provisions of the Joint Memorandum Circular (JMC).

4.1. The stipend shall be released on a per academic term basis, subject to compliance with the documentary requirements and to other government accounting and auditing rules.

4.2. The thesis allowance shall be released in two tranches based on the following schedules:

4.2.1. First tranche (80%) shall be released upon submission of certificate of approval for thesis proposal duly signed by the Dean and/or Department Chairperson.

4.2.2. Second tranche (20%) shall be released upon submission of the electronic copy of the approved thesis and approval sheet duly signed by the Dean, or equivalent.

Tuition and Other Fees	Actual tuition and other fees
Stipend	Php 30,000.00 x number of months per term
Thesis allowance	Php 150,000.00

4.3 In cases where scholars are approved while the term has commenced, the scholarship shall only cover the following:

- 4.3.1. Costs of tuition and other fees;

4.3.2. Stipend on the month of approval provided that it is approved within 20 days of the month of approval. In the event that the approval is made in less than seven (7) days from the end of the month, the stipend shall commence the next month.

4.3.3. Thesis Allowance

5. In this connection, all Regional Offices are hereby requested to endorse qualified nominees, ensuring equitable representation from the Schools Division Offices and adherence to the eligibility criteria.
6. Attached to this Memorandum are the following documents for advance reference and compliance, with the DepEd and CHED Joint Memorandum Circular (JMC) to be issued in a separate Advisory:

Annex A	List of Delivering HEIs under LINGAP
Annex B	Slot Allocation per DepEd Regional Office
Annex C	Eligibility Criteria
Annex D	Documentary Requirements for the LINGAP Application
Annex E	Application and Nomination Procedures
Annex F	Selection Criteria
Annex G	Requirements for Successful Applicants
Annex H	Application Templates

7. The results of successful applicants to the LINGAP scholarship program are final. As such, no appeal or request for reconsideration shall be entertained. Applicants who did not initially qualify for the LINGAP may re-apply and will be subject to a new application process.
8. To facilitate the streamlined implementation of LINGAP and provide further details, an online orientation for LINGAP Regional Focal Persons shall be conducted on 13 July 2026 (Monday), at 9am., via <https://tinyurl.com/LINGAP-MEETING>.
9. Should you have any concerns or clarifications, please contact the NEAP through email neap.pdd@deped.gov.ph/scholarships@deped.gov.ph and or landline (02) 8715-99199.
10. For immediate dissemination and appropriate action.



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Department of Education
 NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Annex A

LIST OF DELIVERING HEIS UNDER LINGAP

Region	Name of DHEI	Program Offering
CAR	University of the Cordilleras	Master of Science in Guidance and Counseling; Master of Science in Psychology
I	Saint Louis College - La Union	Master of Arts in Guidance and Counseling
	Pangasinan State University	MASTER OF ARTS IN COUNSELING
	University of Northern Philippines	Master of Arts in Guidance and Counseling
II	Saint Mary's University	Master of Arts in Education major in Guidance and Counseling
III	Pampanga State University	Master of Arts in Guidance and Counseling (Professional and Academic Track)
	La Consolacion University Philippines	Master of Arts in Education major in Guidance and Counseling; Master of Science in Psychology
	Wesleyan University-Philippines	Master of Arts in Guidance and Counseling; Master of Education in Guidance and Counseling
IV	University of Batangas	Master of Arts in Psychology; Master of Arts in Counseling; Master of Psychology with Specialization in Clinical/Counseling Psychology
V	Ateneo de Naga University	Master of Arts in Education major in Guidance and Counseling; Master of Arts in Psychology major in Counseling Psychology
	Bicol University	Master of Arts in Guidance and Counseling
	University of Nueva Caceres	Master of Arts in Education major in Guidance and Counseling
VI	University of San Agustin	Master of Arts in Guidance and Counseling (Academic and Professional tract)
	Colegio de la Purisima Concepcion	Master of Arts in Education major in Guidance and Counseling;



Republika ng Pilipinas

Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

VII	Siliman University	Master of Arts in Education major in Guidance and Counseling;
	Cebu Institute of Technology University	Master of Arts in Psychology - Clinical Psychology
IX	Ateneo de Zamboanga	Master of Arts in Psychology; Master in Psychology; Master in Guidance and Counseling
X	Capitol University	Master of Arts in Guidance and Counseling
	Misamis University	Master of Arts in Education major in Guidance and Counseling;
	Mindanao State University - IIT Campus	Master of Arts in Counseling Program
	Bukidnon State University	Master of Arts in Guidance and Counseling
XI	University of the Immaculate Conception	Master of Arts in Counseling; Master in Counseling
	Ateneo de Davao University	Master of Arts in Guidance and Counseling; Master in Guidance and Counseling; Master of Science in Psychology; Master in Psychology
NIR	University of Negros Occidental - Recoletos	Master of Arts in Guidance and Counseling; Master of Arts in Psychology
NCR	Miriam College	Master of Arts in Psychology major in Developmental Psychology; Master of Education in Guidance and Counseling
	Centro Escolar University	Master of Science in Guidance and Counseling; Master of Science in Psychology
	Assumption College	Master of Guidance and Counseling; Master of Arts in Psychology
	Far Eastern University	Master of Arts in Psychology (specialization: Clinical); Master of Arts in Psychology (Specialization: Industrial); Master in School Guidance and Counseling (Professional Track)
	Asian Theological Seminary	Master of Arts in Pastoral Counseling



Republika ng Pilipinas
Department of Education
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

	Adamson University	Master of Arts in Psychology with specialization in Counseling Psychology
	Philippine Women's University	Masters of Arts in Guidance and Counseling; Master of Arts in Psychology
	Our Lady of Fatima University - Valenzuela	Master of Arts in Education major in Guidance and Counseling Master of Arts in Psychology major in Counseling Psychology; Master of Arts in Psychology major in Industrial Psychology
	Our Lady of Fatima University - Quezon City	Master of Arts in Psychology major in Counseling Psychology; Master of Arts in Psychology major in Industrial Psychology
CARAGA	Father Saturnino Urios University	Master of Arts in Guidance and Counseling

****Note: Scholars can study at any approved DHEIs.***



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Department of Education
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Annex B

SLOT ALLOCATION PER DEPED REGIONAL OFFICE

Region	# of SDOs	Slots
I	14	52
II	9	37
III	21	73
IV-A CALABARZON	25	85
IV-B MIMAROPA	7	31
V	13	49
VI	8	34
NIR	21	73
VII	12	46
VIII	13	49
IX	9	37
X	14	52
XI	11	43
XII	8	34
CARAGA	12	46
CAR	8	34
NCR	16	58
Total	221	833



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Department of Education
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Annex C

ELIGIBILITY CRITERIA

A nominated applicant shall be deemed eligible provided that all of the following conditions are met:

1. Must be a Filipino citizen;
2. Teaching or non-teaching personnel employed on a full-time basis and who rendered **at least 2 years of service** in DepEd. The minimum service period is imposed to ensure that scholarship support is extended to personnel with demonstrated commitment to public education and who are in a position to render meaningful return service upon completion of the program;
3. Must have obtained at least a **Very Satisfactory** performance rating for the last two (2) rating periods preceding the date of application.
 - 3.1 Must be admitted and enrolled in graduate degree programs identified in the Scope and Coverage of these Guidelines within the term of application;
 - 3.2 Must provide evidence of being physically fit to undertake and complete the scholarship program, as attested by a medical certificate issued by a licensed physician; and mentally fit to undertake and complete the scholarship program, as issued by a licensed psychiatrist or psychologist;
 - 3.3. Must execute a Return Service Agreement with DepEd, represented by the appropriate Regional Director concerned;
 - 3.4. Must be no more than 50 years old within the next six (6) months from the date of application, to ensure sufficient time to render and complete the return service obligation and imparting their acquired knowledge to the education sector;
 - 3.5. Must be cleared of any pending obligations from all previously government-awarded grants or scholarships, as attested by a Clearance or equivalent, including those in which the applicant was engaged as team members in research grants, or grants of similar nature; and
 - 3.6. Must be attested by the Sending SDO that the endorsement to the scholarship is part of the manpower development of the Division Office or its equivalent.



Republika ng Pilipinas
Department of Education
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

3.7. Must execute a written agreement to take the Licensure Examination for Guidance Counselors or Psychologists, as applicable, upon completion of the program.

4. Additional requirement for applicants currently enrolled in ongoing master's degree programs:

4.1 Must be in good academic standing and not on extension of study at the time of application.

5. Ineligibility

5.1 Applicants with existing government-funded grants/scholarships, whether in partial or full, including those with an approved or received Notice of Award and/or executed scholarship/ grant contract at the time of application;

5.2 Applicants without clearance from previous awarded grants/scholarships, including those who served as team members on a funded grant;

5.3. Applicants who have been found guilty of administrative or criminal charges, or those with pending administrative or criminal cases;

5.4 Applicants enrolled in more than one graduate program at the time of application;

5.5 Applicants who have been terminated from a government scholarship due to non-completion, breach of contract and other analogous reasons;

5.6 Applicants who are unable to fulfill all of the eligibility requirements provided in these Guidelines, including, but not limited to, non-compliance or incomplete submission of documentary requirements.





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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Annex D

DOCUMENTARY REQUIREMENTS FOR THE LINGAP APPLICATION

Stage	List of Documentary Requirements
Preliminary Process: Nomination from different schools to SDO	1. Application Form* 2. Photocopy of CSC Appointment, with attached Service Record • If the Service Record is not yet available, proof of request for its issuance shall be accepted. 3. Photocopy of Individual Performance Commitment and Review Form (IPCR) for the last two (2) rating periods preceding the date of application; 4. Original copy of Certificate of physical fitness and medical certificate or clinical certificate of mental fitness to undertake and complete the program, as certified by a licensed physician and by a licensed psychiatrist or psychologist.* 5. Photocopy of Certificate of clearance from previous grants, certificate copies of trainings attended, published works or research presented, <i>if applicable</i>
Nomination process from SDO to DepEd RO	In addition to the nomination package endorsed by the schools to SDO: 1. Sending SDO Endorsement Form* 2. Approved Scholarship on Official Time signed by the School Head and endorsed by SDO* 3. Certified True Copy of Proof of Admission to the Delivering HEI 4. Return Service Agreement and Draft Workplace Application Plan*

**Using prescribed template*



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Department of Education
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Annex E

APPLICATION AND NOMINATION PROCEDURES AND TIMELINE

Step	Responsible Office	Process	Output	Timeline
1. Allocation of Slots	Regional Office (RO)	Determine and allocate the number of slots for each Schools Division Office (SDO) based on equitable distribution, identified needs, and available allocation.	Regional allocation of slots issued to SDOs	July 14-16, 2026
2. Call for Applications	Schools Division Office (SDO)	Disseminate the call for applications and receive documentary requirements from eligible applicants.	List of applicants with complete documentary requirements	July 17-27, 2026
3. Screening and Evaluation	Schools Division Office (SDO)	Screen and evaluate applicants based on the prescribed eligibility requirements and selection criteria. Certify the completeness and eligibility of recommended nominees.	Certified list of qualified nominees with supporting documents	July 28-31, 2026



Republika ng Pilipinas

Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

4. Validation and Approval	Regional Office (RO)	Receive, review and evaluate applications through SDO nomination. Applications shall be shortlisted based on completeness, accuracy, and compliance with the eligibility criteria as prescribed in the policy.	Regional endorsed list of nominees	August 4-6, 2026
5. Consolidation and Submission	Regional Office (RO)	Consolidate and submit the approved applications to the DepEd Central Office, which shall be responsible for the consolidation and subsequent transmission of the same to the CHED CO. The endorsement shall be accompanied by a formal certification attesting that all endorsed applicants have been duly evaluated and found compliant with the	Consolidated regional endorsement submitted to DepEd CO	August 7-11, 2026



Republika ng Pilipinas

Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

		program's eligibility criteria.		
6. Final Endorsement	CHED Central Office (CHED CO)	Endorse the approved applications to the DepEd Central Office, which shall be responsible for the consolidation and subsequent transmission of the same to the CHED CO. The endorsement shall be accompanied by a formal certification attesting that all endorsed applicants have been duly evaluated and found compliant with the program's eligibility criteria.	Official list of accepted nominees/awardees	August 12-14, 2026



Republika ng Pilipinas
Department of Education
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Annex F

SELECTION CRITERIA

Applicants who have already earned units in the applied degree program shall be given priority in the evaluation.

The following criteria shall be used by DepEd RO in the ranking of nominees:

Criteria	Points	Validation Documents
A. Documentary Evaluation		
A.1. Relevance of the Program to the office/unit's mandate	20	A. Personal Data Sheet (PDS) and Work Experience Sheet (WES) B. IPCRF C. Other documents, as necessary
A.2. Relevance to career development and length of study plan	20	A. IDP in the IPCRF B. Application Form C. Proof of Earned Units in the Degree Program (if applicable)
A.3. Performance	10	IPCRF in the last two (2) rating periods
A.4. Length of Service in DepEd	10	Service Period
A.5. Outstanding Accomplishment Award/s	10	Any of the following:



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Department of Education
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

		A. Certificate of Award B. Official memo/letter granting the award
B. Potential (Relevance and Feasibility of Workplace Application Plan)		
B.1. Context & Depth	10	Draft Workplace Application Plan
B.2. Intervention, Innovation, and Strategy	5	
Relevance of the Proposed Intervention, Innovation, and Strategy	5	
Feasibility of the Workplace Application Plan	10	

As determined and approved by DepEd and CHED, additional requirements for applicants to qualify for scholarship may be imposed to ensure meritocratic selection process.



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Department of Education
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Annex G

REQUIREMENTS FOR SUCCESSFUL APPLICANTS

1. Successful applicants must formally communicate their acceptance of the scholarship and confirm their enrollment in the approved graduate program through written acknowledgement addressed to the CHED CO on or before the prescribed deadline.
2. CHED CO shall allow the submission of unaltered and electronically signed, generated and/or validated documents except the Application Form, Workplace Application Plan and Scholarship Contract and other documents requiring wet signatures, in accordance with applicable government accounting rules and issuances of the Commission on Audit (COA).
3. All LINGAP Scholars must obtain a Travel Clearance from DepEd and must submit a notarized Affidavit of Undertaking for both personal and official foreign travel. Failure to comply will result in automatic suspension.
4. During the suspension period, no scholarship benefits or financial assistance shall be released to the scholar until the suspension is lifted by the Graduate Scholarships Committee (GSC) upon full compliance with the prescribed requirements and clearance from the Program Management.
5. All LINGAP Scholars shall commit to complete their degree program within their approved study plan.
6. A LINGAP scholar must take a full academic load in line with the institutional policy and program study of the Delivering HEI (DHEI).
7. A LINGAP scholar may only take less than the minimum required units of academic load under any of the following conditions:
 - a. The remaining academic load in the curriculum prior to the thesis stage is under six (6) units;
 - b. The remaining term for thesis stage is under six (6) units as indicated in the program curriculum design or institutional policy; and



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Department of Education
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

- c. The term is designated to be enrolled under residency for the Comprehensive Exam, other similar exams, or during the Thesis Stage.
 - d. Scholars already enrolled in a graduate program before the commencement of the scholarship
8. Scholars are expected to complete their degree program, according to the approved study plan of the program.
9. The approved study plan is the study plan submitted by the DHEI to CHED upon admission to the program. Any changes to this study plan cannot be used as a basis for determination of financial privileges.
10. Scholars must undertake a return service obligation of two (2) years per year of scholarship received, or a fraction thereof¹ upon completion of the scholarship program.
11. Scholars, SDO, and DHEIs must maintain up-to-date profiles and provide all information required by DepEd and CHED in support of the smooth implementation of the scholarship.



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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Annex H

APPLICATION TEMPLATES

- I. Application Form
- II. Certification of Physical and Mental Health
- III. Return Service Agreement and Re-entry Action Plan:
- IV. SDO Endorsement Form:
- V. Conformance for transmittal of approved scholars from DepEd to CHED



LEARNING INITIATIVES FOR NURTURING GUIDANCE ASSOCIATES AND COUNSELORS PROGRAM (LINGAP)

APPLICATION FORM

Application Number

Instructions: (1) Please write in PRINT. (2) Use a check mark (✓) to answer the appropriate box corresponding to your answer.

PERSONAL INFORMATION

Information in this portion shall be cross-referenced against other documents in the application package. Please ensure the consistency of information provided.

Last Name	First Name	Middle Name	Extension Name
Birthdate (mm/dd/yyyy)	Age (yy/mm)	Email Address	
Permanent Address			
Current Address			
Mobile Number	Phone Number	Citizenship	
Civil Status ☐ Single ☐ Married ☐ Others _____	☐ Widowed ☐ Separated	Sex ☐ Male ☐ Female	Birthplace
Demographic Information ☐ I am a single parent ☐ I am PWD ☐ I am a member of an indigenous community ☐ Not Applicable			
Highest Educational Attainment ☐ Bachelor's Degree ☐ Master's Degree ☐ Doctorate Degree			

FAMILY BACKGROUND

Spouse Name (If married)	Spouse Occupation (If married)	Spouse Business Address
Mother's Maiden Name	Father's Full Name	

EMERGENCY CONTACT INFORMATION

Relationship ☐ Spouse ☐ Parent ☐ Sibling ☐ Others	Phone Number
Full Name	Email Address
Home Address	

EDUCATION BACKGROUND

Information in this portion shall be cross-referenced against other documents in the application package. Please ensure the consistency of information provided.

Degree Level	Name of School	Degree/Course	Highest Level/ Units Earned (if not graduated)	Year Graduated	Academic Honor Received
Bachelor's Degree					

Master's Degree					
Doctorate Degree					

EMPLOYMENT DETAILS (at the time of employment)

Information in this portion shall be cross-referenced against other documents in the application package. Please ensure the consistency of information provided.

Sending Schools Division Office (SDO) (Do not abbreviate)			Number of Years in DepEd	
School	Province	City / Municipality	Congressional District	
Department of Work Assignment (Primary, JHS, SHS)			Position/ Designation	
Type of Personnel	☐ Teaching Personnel ☐ Non-Teaching Personnel			
Brief Description of Role / Work				

RESEARCH PUBLICATION

Information in this portion shall be cross-referenced against other documents in the application package. Please ensure the consistency of information provided.

Publication Title		Publication Type	Date Published
Authorship	☐ Solo ☐ Lead ☐ Co-Author	Name of Journal, Association or Corporation	
Short Description of Work			
Publication Title/Project		Publication Type	Date Published
Authorship	☐ Solo ☐ Lead ☐ Co-Author	Name of Journal, Association or Corporation	
Short Description of Work			

ACADEMIC PAPER PRESENTATIONS

Title of Paper		Name of Conference		
Conference Venue		Type of Conference	☐ International ☐ National ☐ Regional ☐ Institutional	Date of Presentation
Short Description of Work:				

PREVIOUS GRANTS RECEIVED FROM GOVERNMENT AGENCIES

Have you ever received a scholarship or served as a team member on a funded grant or training from any government agency?	☐ Yes ☐ No
Have you ever been approved as a grantee or part of the following CHED Grants / Project? (check all that apply)	
<u>K to 12 Transition Program Individual Scholarships and Grants:</u> ☐ Scholarships for Graduate Studies-Local (SGS-L) ☐ Scholarships for Graduate Studies-Abroad (SGS-A) ☐ International Continuing Professional Education (ICPE) ☐ Professional Advancement Grant ☐ Sectoral Engagement Grant ☐ Individual Research Grant ☐ CMO No. 51, s. 2016 Grant ☐ Action Research Grant <u>Local Graduate Scholarships Office Grants:</u> ☐ SIKAP ☐ HUSAY Grant	<u>K to 12 Transition Program Institutional Grants:</u> ☐ Continuing Professional Education Grant ☐ Revised and Expanded Continuing Professional Education (RECPE) Grant ☐ Institutional Development and Innovation Grants (IDIG) ☐ Discovery-Applied Research and Extension for Trans/Inter-disciplinary Opportunities (DARETO) Research Grants ☐ SALIKA Creative Grants ☐ SHS Unit Grants Other CHED Grants and Scholarships* ☐ Institutional Grants ☐ Faculty Development Grant ☐ International Continuing Professional Education (ICPE) Grant ☐ Others: _____
Have you ever been approved as a grantee or part of any DepED Grants / Project? List all that applies. 1. _____ 2. _____ 3. _____	

* Note: Please include grants given by DepEd where you were project team, facilitator, etc.

GRANT AND CLEARANCE INFORMATION (Please provide information on ALL awarded grants):				
AGENCY OF GRANT	NAME OF GRANT	YEAR OF GRANT	RETURN SERVICE DURATION (MM / YYYY - MM / YYYY or if Not applicable, please indicate "N/A")	CLEARED FROM THE GRANT?
				☐ Yes ☐ No
				☐ Yes ☐ No
				☐ Yes ☐ No

ELIGIBILITY DETAILS		
Are you presently admitted / enrolled in a graduate program at Philippine Higher Education Institution identified by CHED?		☐ Yes ☐ No
If admitted, indicate degree program and Higher Education Institution	HEI: _____	Degree Program: _____
If <u>enrolled in current term</u> , indicate degree program and Higher Education Institution	HEI: _____	Degree Program: _____
Total Number of Units taken	If enrolled in current term, Start Month of Term: _____ End Month of Term: _____	

ELIGIBILITY CRITERIA CERTIFICATION

Information in this portion shall be cross-referenced against other documents in the application package. Please ensure the consistency of information provided.

	Yes	No
I am a Filipino citizen.	☐	☐
I am a teaching or non-teaching personnel employed on a full time basis and who rendered at least 2 years of service in DepEd.	☐	☐
I have obtained at least a Very Satisfactory performance rating for the last two (2) rating periods preceding the date of application.	☐	☐
I am currently admitted and will enroll in a graduate degree program identified within the Scope and Coverage within the term of application.	☐	☐
I am physically fit to undertake and complete the scholarship program, as attested by a medical certificate issued by either a licensed government physician and mentally fit to undertake and complete the scholarship program, as certified a licensed government psychiatrist or psychologist.	☐	☐
I am willing to execute a Return Service Agreement with the SDO	☐	☐
I am no more than 50 years old within the next six (6) months from the date of application.	☐	☐
I am cleared of any pending obligations from all previously awarded grants or scholarships, as attested by a Clearance.	☐	☐
I am cleared of any pending obligations from all previously awarded grants, including those in which I was engaged as a team member in research grants, or grants of similar nature.	☐	☐
The SDO attests that this scholarship endorsement is part of its manpower development plan.	☐	☐
I am in good academic standing and not currently on an extension of study.	☐	☐

INELIGIBILITIES

Information in this portion shall be cross-referenced against other documents in the application package. Please ensure the consistency of information provided. All applicants are advised to read this section carefully. Applications which fall under the criteria for ineligibility based on the policy shall be disapproved.

	Yes	No
I have an existing government-funded grant or scholarship, including an approved/received Notice of Award or executed contract.	☐	☐
I do not have clearance from previously awarded grants or scholarships, including as a team member on a funded grant.	☐	☐
I have been found guilty of administrative or criminal charges, or have pending administrative/criminal cases.	☐	☐
I am enrolled in more than one graduate program at the time of application.	☐	☐
I transferred to another program due to failure to meet academic requirements or inability to complete the program.	☐	☐
I have been terminated from a government scholarship due to non-completion, breach of contract, or other similar reasons.	☐	☐
I do not fulfill any of the qualifications provided in the policy, including non-compliance or incomplete submission of documentary requirements.	☐	☐

CHECK POINT

PRIOR TO AFFIXING YOUR SIGNATURE, PLEASE REVIEW THE DOCUMENT AND ENSURE THAT:

1. All answers are clearly written and legible
2. The information provided is COMPLETE, with **no field unanswered**
3. All information provided in the ELIGIBILITY portion is correct. Applications which do not fulfill all eligibility criteria based on the policy shall be

disapproved.

4. All information provided in the INELIGIBILITIES portion is correct. Applications which fall under the criteria for ineligibility based on the policy shall be disapproved.
5. Review carefully the attestations in the certification below

OMNIBUS CERTIFICATION

This is to certify that by signing this document:

- All information I have provided in this form is complete, true and correct to the best of my knowledge;
- I understand that it is my full responsibility to disclose any and all potential issues regarding my eligibility for and/or compliance with terms and conditions of the grant;
- I fully understand and accept the legal consequences and take full accountability of giving incorrect, untruthful, non-disclosure and/or misleading information to DepED;
- I certify that the supporting documentary submissions are not altered or modified electronically or otherwise. The Department of Education reserves the right to hold processing of applications which may be suspected to have been altered or modified, subject to further validation;
- I understand that all submitted application documents including its supporting documents shall be considered as property of the Department and the Commission and shall no longer be returned to the applicant notwithstanding the result of the application;
- I hereby give my consent for the Department and the Commission to collect, record, retrieve, consolidate and use information I have voluntarily provided concerning my application under JMC No. __, s.2026, or the "Learning Initiatives for Nurturing Guidance Associates and Counselors Program (LINGAP)";
- I understand that the failure of DepEd to identify concerns regarding my eligibility for or compliance with terms and conditions of the scholarship is not deemed a relinquishment of waiver of any subsequent breach or default of such terms and conditions and criteria;
- I understand that the approval of the scholarship is contingent on the eligibility criteria, prioritization criteria and selection criteria as provided in JMC No. __, s.2026, and as provided in this application package, and thus makes the approval of such a scholarship **non-transferrable**; and
- I am cognizant, willing, and accepting of this commitment, and the various terms and conditions of this scholarship as stipulated in JMC No. __, s.2026 and all relevant issuances issued and to be issued, and shall comply with the same.

Signature above Printed Name
Applicant

Date Signed

SPECIMEN SIGNATURE	[SPECIMEN 1]	[SPECIMEN 2]	[INITIAL]
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SUBSCRIBED AND SWORN to before me, this __ day of __ 2026 at _____, Philippines.

<<NOTARY>>



LEARNING INITIATIVES FOR NURTURING GUIDANCE ASSOCIATES AND COUNSELORS PROGRAM (LINGAP)

CERTIFICATION OF PHYSICAL AND MENTAL FITNESS

This form shall be accomplished by the licensed physician and licensed mental health professional¹ who examined the Applicant. The Applicant must comply with all required examinations. Note that a certified true copy of the result/s by the attending physician and mental health professional may be attached for verification, if deemed necessary. Any erasures in the form shall invalidate all remarks indicated.

PATIENT'S NAME (Last Name, First Name, Middle Initial)		SEX (Male or Female)	BIRTHDATE (mm/dd/yyyy)
AGE	CONTACT NO.	ADDRESS	
<u>PART 1. EXAMINATION BY A LICENSED PHYSICIAN</u>			DATE OF CHECK-UP (mm/dd/yyyy)
1. The applicant is currently physically fit to pursue the activities related to the scholarship, which may include activities listed below or analogous: a. Frequent travel, possibly for long distances b. Accomplishment of heavy or difficult academic requirements			☐ Yes ☐ No ☐ Yes ☐ No
2. Does the applicant have any pre-existing or current medical conditions that may be aggravated by physically or emotionally demanding conditions? If yes, specify: _____			☐ Yes ☐ No
<u>PART 2. PHYSICAL FITNESS RECOMMENDATION</u> (Please check the result of the examination that applies to the applicant.)			
☐ Based on the overall result of the medical examinations, the nominee is PHYSICALLY FIT to undergo the demands of the graduate studies and to pursue and complete the scholarship.			
☐ Based on the overall results of the medical examinations, the nominee is NOT PHYSICALLY FIT to undergo the demands of the graduate studies and to pursue and complete the scholarship.			
<u>PART 3. EXAMINATION BY THE MENTAL HEALTH PROFESSIONAL</u>			DATE OF EVALUATION (mm/dd/yyyy)
3. The applicant has been evaluated to be mentally fit to pursue the activities related to the scholarship, which may include activities listed below or analogous: a. Frequent travel, possibly for long distances b. Accomplishment of heavy or difficult academic requirements			☐ Yes ☐ No ☐ Yes ☐ No
4. Does the applicant have any pre-existing or current mental health conditions that may be aggravated by physically or emotionally demanding conditions? If yes, specify: _____			☐ Yes ☐ No
<u>PART 4. MENTAL FITNESS RECOMMENDATION</u> (Please check the result of the examination that applies to the applicant.)			
☐ Based on the overall result of the medical examinations, the nominee is MENTALLY FIT to undergo the demands of the graduate studies and to pursue and complete the scholarship.			

¹ Licensed Psychiatrist OR Licensed Psychologist

☐ Based on the overall results of the medical examinations, the nominee is **NOT MENTALLY FIT** to undergo the demands of the graduate studies and to pursue and complete the scholarship.

This certification is issued in connection with Mr./Ms _____ and his/her application for the LINGAP under the JMC No. ____, s.2026.

APPLICANT	ATTENDING PHYSICIAN	MENTAL HEALTH PROFESSIONAL
By affixing my signature, I certify that I have been truthful in my disclosure regarding my health		
SIGNATURE OVER PRINTED NAME	SIGNATURE OVER PRINTED NAME / PRC LICENSE NUMBER	SIGNATURE OVER PRINTED NAME/ PRC LICENSE NUMBER

By submitting this medical certificate, I certify that I am physically prepared to undergo the demands of the graduate studies and to pursue and complete the scholarship.

Signature over Printed Name of Applicant



LEARNING INITIATIVES FOR NURTURING GUIDANCE ASSOCIATES AND COUNSELORS PROGRAM (LINGAP)

RETURN SERVICE AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Return Service Agreement is made and entered into this <<Month/Day/Year>> in <<City/Province>>, Philippines by and between:

The <<Name of Schools Division Office>> with principal office at <<Address>> represented herein by its School's Division Superintendent, <<Name of SDS>> and hereinafter referred to as "Sending SDO";

-and-

<<NAME OF APPLICANT>> of legal age, Filipino and residing at <<Permanent Address>> hereinafter called the "NOMINEE".

WITNESSETH

WHEREAS, the **Sending SDO**, in need of improving the qualifications of its personnel, is ready, able and willing to send its personnel for **Full-Time** study under the Learning Initiatives for Nurturing Guidance Associates and Counselors Program (LINGAP) in any of the Delivering Higher Education Institutions (DHEIs) designated by the Commission on Higher Education (CHED).

WHEREAS, in line with Joint Memorandum Circular No. ____ series of ____, and for and in consideration of the actual financial support for the duration of the scholarship which will be released to the NOMINEE contingent upon her/his acceptance of the LINGAP through the DHEI, the Sending SDO shall allow the NOMINEE to pursue studies on a full-time basis under the <<Degree Program>> at the <<DHEI>> for a duration of ____ Years or ____ Terms commencing on **Academic Year** ____ - ____ **Term** ____.

WHEREAS, upon the completion of the Degree Program, the NOMINEE shall immediately undertake return service on a <<Full-Time>> basis.

NOW, THEREFORE, for and in consideration of the foregoing premises and the mutual promises and covenants herein set forth, the NOMINEE and the SHEI as they do hereby agree as follows:

- I. **CONSTRUCTION.** This Agreement shall be read in accordance with existing and future policies, rules, and regulations of the CHED and DepEd relating to the LINGAP and government accounting and auditing rules, collectively referred to as "Policies".

II. **ROLES AND RESPONSIBILITIES OF THE SENDING SDO.** The SDO shall:

- a. Allow the NOMINEE to pursue graduate studies in the said DHEI in support of its own institutional development plan, and in view of improving the quality of instruction and contributing to local, regional and national development;
- b. Commit and allow full and unqualified participation of the NOMINEE to ensure successful completion of the program;
- c. Monitor the academic the academic status and progress of its employees who are accepted as LINGAP Scholars;
- d. Support the implementation of the NOMINEE's Workplace Application Plan;
- e. Ensure that the NOMINEE is properly compensated for her/his return service, according to the policies of the institution;
- f. Be in charge of monitoring the return service and inform the Commission on the status of the return service every start of the term, for the duration of the return service obligation;
- g. Send CHED and DepEd a written notice affirming the completion of the obligation, so that CHED can issue a Certificate of Completion to the NOMINEE / SCHOLAR and relieve her/him of all obligations under the scholarship; and
- h. Be in charge of collecting full repayment of obligation from the NOMINEE if he/she fails to fulfill the terms of the scholarship and this Agreement and is so ordered by CHED and DepEd.

III. **ROLES AND RESPONSIBILITIES OF THE NOMINEE:** The NOMINEE shall:

- a. Return to the SHEI and render return service immediately upon completion of the program;
- b. Render return service in the Sending Schools Division Office. In cases where return service in the original SDO is not feasible, or where greater need is identified in another SDO as determined by the DepEd Regional Office, the NOMINEE may be directed to render the required return service in any SDO within the same Regional Office exercising jurisdiction over the original SDO;
- c. Ensure the proper implementation of his/her Workplace Application Plan;
- d. Render return service to the SHEI following at least a 2:1 ratio, as follows:
 - i. Two years of return service for every year of scholarship for scholars who are able to complete the degree within the original study plan;
- e. Fulfill full repayment of all privileges in case s/he fails to complete the return service period requirement, irrespective of the remaining duration; and
- f. Seek permission and obtain a Travel Clearance from the SHEI and DHEI of his/her travel. Register and upload her/his Travel Clearance, Notarized Affidavit and Return Ticket in the Scholarship Travel Form of CHED on or before the date of departure.

IV. **ATTACHMENTS:** The NOMINEE shall attach to this Agreement, the following documents:

- a. Workplace Application Plan
- b. One (1) unexpired government-issued ID of the NOMINEE

V. **NON-WAIVER.** Failure of **CHED** to insist upon strict performance of any terms, conditions, and covenants thereof shall not be deemed a relinquishment or waiver of any subsequent breach or default of such terms, conditions, and covenants.

IN WITNESS WHEREOF, the parties hereto, through their respective representatives, have hereunto set their hands this ____ day of _____ (Month/Year) in _____ (City/Province), Philippines.

Sending SDO

NOMINEE

<<Schools Division Superintendent or
Equivalent>>
<<Designation>>

<<Name of Nominee>>

SIGNED IN THE PRESENCE OF:

<<Name of Witness>>
<<Designation>>

<<Name of Witness>>
<<Designation>>

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES

<<CITY>> s.s

BEFORE ME, a Notary Public for and in _____(CITY), on _____
(Month/Day/Year), personally appeared the following, to wit:

Name	Valid ID/Passport Number	Date and Place Issued
<<Schools Division Superintendent or Equivalent>>		
<<Name of Nominee>>		

KNOWN TO ME to be the same persons who executed the foregoing Return Service Agreement consisting of this page and acknowledged to me that the same is their own free act and deed.

WITNESS MY HAND AND SEAL on this _____ day of _____ 20__.

Notary Public

Doc No. _____

Page No. _____

Book No. _____



<<LETTERHEAD OF THE SCHOOLS DIVISION OFFICE>>

ENDORSEMENT AND PERMIT TO STUDY

Application for the Learning Initiatives for Nurturing Guidance Associates and Counselors Program
(LINGAP)

This is to certify that <<Name of Applicant>> is a <<Full-time/Part-time>> <<Status of Employment>> Teaching Personnel of the <<SDO of DepEd Region __>>. He/She was hired on <<date started>> and <<taught/served> in the <<Department/Office>>. He/She has been with the <<Name of School>> for <<total years of service>> and is included in the School's Manpower Development Plan.

<<Name of Nominee>> with the current rank of <<Rank¹>> has been allowed to pursue and complete a graduate degree on **full-time study** for a period of <<number>> of years, as endorsed by the <<Human Resource Management Office or its equivalent>> (see attached endorsement).

This certificate is issued at the request of <<Name of Applicant>>, and issued this <<Date of Issuance>> to be used for the Learning Initiatives for Nurturing Guidance Associates and Counselors Program (LINGAP).

Prepared by:

<<Signature over Printed Name>>

Head of the Human Resource Management Office

<<Schools Division Office>>

<<Region __>>

<<Dry Seal, if applicable>>

Recommended by:

<<Signature over Printed Name>>

<<Schools Division Superintendent>>

<<Schools Division Office>>

<<Region __>>

<<Dry Seal, if applicable>>

Note: Attach the Manpower Development Plan or equivalent when submitting this form

¹ Teacher I, Teacher II, Master Teacher, etc.

<<Letterhead>>

CERTIFICATION

This is to certify that the **approved** Learning Initiatives for Nurturing Guidance Associates and Counselors Program (LINGAP) applicants under the Call for Applications are **compliant with the terms and conditions for the release and availment of the scholarship privileges** pursuant to the relevant provisions of JMC No. __, s. 2026.

No.	Name of Approved Applicant	Unique Identification No.	Region and SDO	Name of Delivering HEI	Date of Approval (as validated)
00	Juan De La Cruz	2026-xxxxx	NCR-SDO of Quezon City	Miriam College	June 29, 2026
1					
2					
3					
4					

Prepared by:

Recommending Approval:

Signature above Printed Name

Signature above Printed Name

Approved by:

Signature above Printed Name