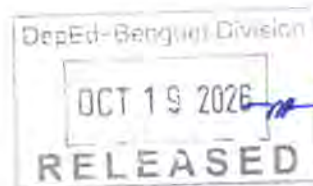




Republic of the Philippines  
**Department of Education**  
**Cordillera Administrative Region**  
**Schools Division of Benguet**



15 October 2026

**DIVISION MEMORANDUM**

No. 444, s. 2026

**CALL FOR NOMINATIONS TO THE LEARNING INITIATIVES FOR NURTURING GUIDANCE ASSOCIATES AND COUNSELORS PROGRAM (LINGAP) BATCH 2**

TO: OIC - Asst. Schools Division Superintendent  
Public Schools District Supervisors/In-Charge  
All School Heads  
All Others Concerned

1. Relative to Regional Memorandum No. 541 and 836, s. 2026 titled, *Call for Nominations to the Learning Initiatives for Nurturing Guidance Associates and Counselors Program (LINGAP)*, this Office hereby announces an additional call for qualified teaching and nonteaching personnel for **Batch 2** of the scholarship program.
2. LINGAP supports permanent teaching and nonteaching personnel who are incoming or continuing graduate students in any of the following programs offered by University of the Cordilleras:
  - a. Master's degree in Guidance and Counselling; or
  - b. Master's degree in Psychology
3. Incoming graduate students may receive support for up to three academic years. For continuing students, the period of coverage shall be based on the remaining coursework but shall not exceed three academic years. Coverage for applicants already at the thesis or dissertation stage shall be limited to one academic year.
4. Qualified scholars may receive the following benefits, subject to compliance with the program requirements and applicable accounting and auditing rules:

| <b>Tuition and Other Fees</b> | <b>Actual Tuition and other fees</b>   |
|-------------------------------|----------------------------------------|
| Stipend                       | Php 30,000 x number of months per term |
| Thesis allowance              | Php 150,000                            |
5. Applicants shall meet the eligibility requirements and submit the complete documentary requirements prescribed (see Annex C).

6. Attached to this Memorandum are the following documents for reference and compliance:

- Annex A. Eligibility Criteria**
- Annex B. Documentary Requirements for the LINGAP Application**
- Annex C. Selection Criteria**
- Annex D. Requirements for Successful Applicants**
- Annex E. Application Templates**

7. Applications shall be evaluated based on completeness, accuracy, eligibility, and the applicable selection criteria.

8. Endorsed nominee/s will be informed by the Division Scholarship Focal and they will be required to submit the required information and documents through the DepEd-CAR Pool of Potential Scholars on or before **October 25, 2026**, through: <https://forms.cloud.microsoft/r/7q0xH9iap0> . Please take note that SDO-endorsed applicants still have to undergo another round of evaluation at the regional level.

9. For queries and clarifications, please contact the SGOD - Human Resource Development Section through Ms. Nerissa I. Barbosa at 0920-3446730.

10. Immediate dissemination and strict compliance with this Memorandum are desired.

sgd

**CARMEL F. MERIS**

OIC – Schools Division Superintendent

SGOD/LBA/hrds-nib

## **ANNEX A.**

### **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.
  - 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.

## ANNEX B.

### DOCUMENTARY REQUIREMENTS FOR THE LINGAP APPLICATION

| Stage                                                            | List of Documentary Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Preliminary Process:<br>Nomination from different schools to SDO | <ol style="list-style-type: none"><li>1. Application Form*</li><li>2. Photocopy of CSC Appointment, with attached Service Record<ul style="list-style-type: none"><li>• If the Service Record is not yet available, proof of request for its issuance shall be accepted.</li></ul></li><li>3. Photocopy of Individual Performance Commitment and Review Form (IPCR) for the last two (2) rating periods preceding the date of application;</li><li>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.*</li><li>5. Photocopy of Certificate of clearance from previous grants, certificate copies of trainings attended, published works or research presented, if applicable</li></ol> |
| Nomination process from SDO to DepEd RO                          | <p>In addition to the nomination package endorsed by the schools to SDO:</p> <ol style="list-style-type: none"><li>1. Sending SDO Endorsement Form*</li><li>2. Approved Scholarship on Official Time signed by the School Head and endorsed by SDO*</li><li>3. Certified True Copy of Proof of Admission to the Delivering HEI</li><li>4. Return Service Agreement and Draft Workplace Application Plan*</li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

\*Using prescribed template

## ANNEX C.

### 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                                                                                         |
|-------------------------------------------------------------------------------|--------|--------------------------------------------------------------------------------------------------------------|
| <b>A. Documentary Evaluation</b>                                              |        |                                                                                                              |
| A.1. Relevance of the Program to the office/unit's mandate                    | 20     | A. Personal Data Sheet (PDS) and Work Experience Sheet (WES)<br>B. IPCRF<br>C. Other documents, as necessary |
| A.2. Relevance to career development and length of study plan                 | 20     | A. IDP in the IPCRF<br>B. Application Form<br>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:                                                                                        |
|                                                                               |        | A. Certificate of Award<br>B. Official memo/letter granting the award                                        |
| <b>B. Potential (Relevance and Feasibility of Workplace Application Plan)</b> |        |                                                                                                              |
| 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.

## **ANNEX D.**

### **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
  - 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 thereof 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.

## **ANNEX E.**

### **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. Conforme for transmittal of approved scholars from DepEd to CHED