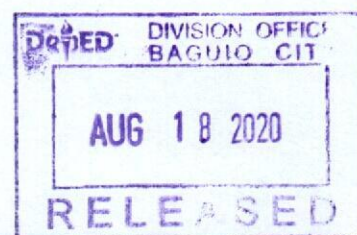




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
SCHOOLS DIVISION OF BAGUIO CITY



14 Aug 2020

DIVISION MEMORANDUM

No. 313, s. 2020

**Gawad Lingap: Scholarship Program for Public Learners**  
**Call for Applicants for School Year 2020-2021**

To : **All Public Schools District Supervisors**  
**Public Elementary and Secondary School Heads**  
**SPG/SSG Advisers**  
**Others Concerned**

1. Relative to Division Memorandum No. 220, S. 2020- Tracking of Learners in Need of Financial Support and with the endeavor of the Division Office to aide financial constraints of public learners in their schooling with continuous partnership to external stakeholders for scholarship programs, this Office announces the call for public learner-applicants who are really in need of financial assistance to support their schooling through *Gawad Lingap*.
2. For more information, please refer to the following Enclosures:
  - a. Enclosure No. 1 – Qualifications, Guidelines of Scholars
  - b. Enclosure No. 2 – Documentary Requirements and Procedures
  - c. Enclosure No. 3 – Scholarship Committee for the Youth
  - d. Enclosure No. 4 – Process Flow
3. Submission of school pre-screened applications to SGOD – Youth Formation Unit will be **on or before 18 September 2020**.
4. Immediate and wide dissemination of this Memorandum is desired.

**MARIE CAROLYN B. VERANO, CESO V**  
Schools Division Superintendent

SGOD/YFC/acb



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Enclosure No. 1 to Division Memorandum No. 313, s. 2020

**QUALIFICATIONS AND GUIDELINES OF SCHOLARS**

**I. Qualifications of Applicants:**

1. Must be enrolled for School Year 2020-2021 in any public school within the Schools Division of Baguio City.
2. Must belong to indigent group of families
3. Applicants must not have an existing scholarship grant from any agency, company and/or individual
4. Applicants must not have intention to enroll in schools outside Baguio City.
5. Joint monthly income of parents must not exceed 150,000.00 annually.

**II. Maintaining the Scholarship Grant:**

1. Qualified scholars must not incur 20% absences of the total number of school days for School Year 2020-2021
2. Qualified scholars must have an average passing remarks of 75 in every grading period
3. Qualified scholars are encouraged to be actively involved in all curricular and co-curricular activities of DepEd and the City Government of Baguio
4. Qualified scholars who wish to transfer schools to other division will be automatically removed from the roll.

MARIE CAROLYN B. VERAÑO, CESO V

Schools Division Superintendent





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**SCHOOLS DIVISION OF BAGUIO CITY**

Enclosure No. 2 to Division Memorandum No. 313, s. 2020

**DOCUMENTARY REQUIREMENTS AND PROCEDURES**

**I. Documentary Requirements**

1. Letter of intent to apply for the scholarship program
2. Certification from the Barangay that the applicant belongs to indigent group of families
3. Accomplished application form
4. Endorsement letter from the school head
5. Essay on the applicant's family background (applicants may use vernacular language)

**II. Procedures**

**A. Screening**

- Step 1. Letter of intent and application will be pre-evaluated by the School before endorsing to the Division Scholarship Screening Committee
- Step 2. Assessment/evaluation of documents submitted will be done for short listing
- Step 3. Posting short list of possible scholars
- Step 4. Applicants will be scheduled for interview together with their parents or guardian for elementary learners
- Step 5. Deliberation of the Division Scholarship Program Screening Committee
- Step 6. Announcement of qualified scholars

**B. Awarding**

All qualified scholars will be notified through their school principals and are mandated to attend orientation on the scholarship grant and signing of contract.

**C. School Year Monitoring**

Scholars will be monitored by the Youth Formation Coordinators and grantees will be instructed to submit monthly attendance report through the SSG Adviser.

**III. Program Monitoring and Evaluation**

At the end of the school year, scholars will undergo an evaluation to test the impact of the project to the grantees. Selected scholars will also undergo focus group discussion (FGD) to assess the scholarship program in relation to their daily schooling by the Youth Formation Coordinators and Division Guidance Designates.





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Enclosure No. 3 to Division Memorandum No. 313, s. 2020

**Scholarship Committee for the Youth**

Objective:

1. Formulated policies and guidelines for the initial screening/award of scholarships.
2. Established procedures and methods in the selection of recipients.

Consultants: Marie Carolyn B. Verano, CESO V  
 Schools Division Superintendent

Soraya T. Faculo, PhD  
 Assistant Schools Division Superintendent

Vladimir D. Cayabas  
 Chairman  
 Committee on Education, Culture, Creativity, and Historical Research

Chairperson: Arthur Tiongán, SGOD - CES  
 Vice-Chairperson: Jerry C. Ymson, SGOD - EPS

Members:

1. Reynalyn T. Padsoyan - SEPS for PR
2. Elaine B. Cabuag - SEPS for SOCMOBN
3. Nieves D. Ebanio - Administrative Officer V
4. Jimmy S. Santos - Project Development Officer II
5. Arian C. Bangse-il - Project Development Officer I
6. Samuel F. Bab-anga - Project Development Officer I
7. Santiago L. Bugtong - PSDS Secondary
8. Leticia C. Hidalgo - PSDS Elementary

Secretariat: Fevie B. Cosi - P&R Assistant

**Term of References:**

Team Composition	Tasks
Consultant	-gives general direction in the scholarship program in coordination with LGU upon review of the guidelines
Chairperson	-leads the operation of the scholarship system from planning to execution
Vice-Chairperson	-assists the Chairperson in the overall implementation of the program -recommends drafts for approval
Members	-draft guidelines and rubrics for recommending approval -draft Division Memorandum on matters of youth scholarships (specifically SOCO [Search for Outstanding Club Officer] scholarship and sponsorship program funded under SEF) -screen and interview applicants -provide final list of screened applicants
Secretariat	-documents the minutes of meeting and provides copies to committees -follow-up tasks given

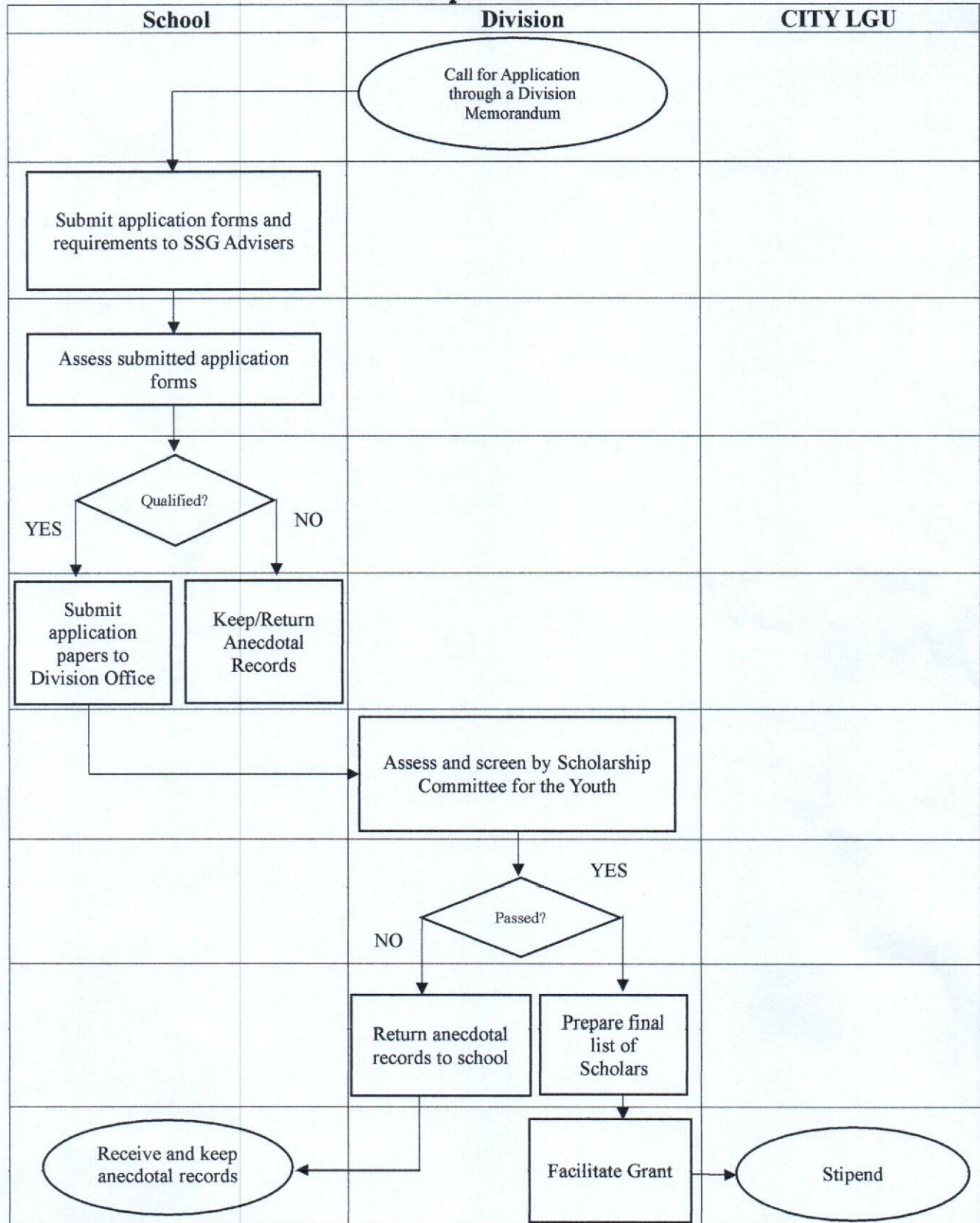




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**SCHOOLS DIVISION OF BAGUIO CITY**

Enclosure No. 4 to Division Memorandum No. 313, s. 2020

**Scholarship Process Flow**



# APPLICATION FORM

1.5 x1.5  
ID PICTURE

## I. APPLICANT'S INFORMATION

Name

Surname \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Name of School: \_\_\_\_\_

Learner's Reference Number: \_\_\_\_\_ General Average: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Address in Baguio City: \_\_\_\_\_

Residing at:

Boarding House  Parents' House  Relative's House  Others (specify) \_\_\_\_\_

Existing Scholarship/s if any: \_\_\_\_\_

## II. FAMILY BACKGROUND:

Status of Parents:

Living Together  Separated  Single Parent  Father Deceased  Mother Deceased

	FATHER	MOTHER
Name		
Age		
Permanent Home Address		
Mobile Number		
Occupation/Position		
Company		
Business Address		
Average Monthly Income		
Annual Add'l Income (allowances, per diem, bonuses)		
Number of years in service		
Work Status (Contract of Service, Permanent)		
Educational attainment		
Reasons for being unemployed		

**BROTHER AND SISTERS (Please attach additional sheet if necessary)**

Total number of Sibling/s: \_\_\_\_ Number of Working Sibling/s: \_\_\_\_ Number of Studying Sibling/s: \_\_\_\_

Relation	SIBLING 1	SIBLING 2	SIBLING 3
Name			
Age			
Civil Status			
Permanent Home Address			
Mobile Number			
Occupation/Year or Grade level			
Employer			
Business Address/School Enrolled			
Average Monthly Income			
Annual Add'l Income (allowances, per diem, bonuses)			
Number of years in service			
Work Status (Contract of Service, Permanent)			
Educational attainment			
Living with the family? (Yes/No)			
School Fees per year (if student)			

Do you have other relative/s who help out in your finances?  YES  NO

If yes, Name/s: \_\_\_\_\_

What is their relation to you? \_\_\_\_\_

How much money do they send monthly on the average? \_\_\_\_\_

I hereby certify that the above information is true and correct. Any misrepresentation of facts will render this form invalid, and will immediately disqualify my application. I also allow DepEd- Baguio City and Baguio Pines Lions Club to use the said information for legitimate purpose for the sponsorship and allow the processing of such information by authorized personnel.

\_\_\_\_\_  
Student's signature above printed name

\_\_\_\_\_  
Date submitted

**Other requirements:**

\_\_\_\_ Latest Income Tax Return of BOTH Parents or Affidavit of Non-filing Income Tax Return

\_\_\_\_ Certification from the Barangay that the family belong to indigent group of families

**ESSAY ON THE APPLICANT'S FAMILY BACKGROUND:**

Why do you deserve this Sponsorship Program? You may use vernacular language. Use the back portion of this page if you need additional space.

A large, empty rectangular box with a thin black border, occupying the majority of the page below the text. It is intended for the applicant to write their essay on their family background.