



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

OCT 14 2026

OFFICE MEMORANDUM
HRDD-2026- 014

**MONITORING AND UPDATING OF THE REGIONAL OFFICE
SCHOLARSHIP TRACKER**

To: Assistant Regional Director
Regional Functional Division Chiefs
Unit Heads
All Others Concerned

1. To facilitate the systematic **Monitoring and Consolidation of Scholarship Programs and Beneficiaries** within the Regional Office, all functional divisions and units are directed to accomplish and regularly update the prescribed **Regional Office Scholarship Tracker**.
2. Each functional division or unit shall designate one (1) Scholarship Focal Person-Encoder responsible for encoding, updating, and validating the scholarship records of personnel under their respective offices.
3. The tracker shall include the scholarship program, beneficiary information, scholarship status, and documentary requirements. All entries must be complete, accurate, and updated.
4. Initial encoding shall cover all available scholarship records. Thereafter, designated encoders shall update the same tracking link whenever new scholarship records or changes arise.
5. Encoding shall be made through the following tracking link: <https://tinyurl.com/96n75h7m>. The Human Resource Development Division (HRDD) shall monitor and consolidate the submitted data for regional reporting and planning.
6. For further queries, contact Katherine Y. Sedillo, Chief Education Supervisor, at +639156195574 or Joe Marie C. Dolino, OIC-EPS, at +639391825379 of the Human Resource Development.



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7. Immediate dissemination of and compliance with this Memorandum are directed.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl: As stated
Reference: NONE
To be indicated in the Perpetual Index
under the following subjects:

SCHOLARSHIP PROGRAMS

MONITORING AND REPORTING

PROFESSIONAL DEVELOPMENT

JMCD/HRDD-OM-MONITORING AND UPDATING OF THE REGIONAL OFFICE SCHOLARSHIP TRACKER
16/October 14, 2026



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