



Republic of the Philippines
Department of Education

REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

20 October 2025

DIVISION MEMORANDUM

No. 742 s. 2025

**SUBMISSION OF REQUIREMENTS FOR TRAINERS' METHODOLOGY
SCHOLARSHIP APPLICATION**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. Pursuant to **Republic Act No. 8525 of 1998**, also known as the **"Adopt -A-School Program Providing Incentives Therefor"**, this Office announces the submission of application for the Trainers' Methodology Scholarship. Scholarship Requirements submission is on or before **November 29, 2025, 4:00 p.m. at the Records Office.**
2. This activity aims to support personal and professional development of teachers and non-teaching personnel of DepEd Tayabas City.
3. Interested applicants may message Ms. Joan Kathleen Talabong of the School Governance and Operation Division for the slot inquiries. **Submission is on first come, first serve basis.**
4. Documentary requirements are listed below:
 - a. Certified True Copy of Diploma (Highest diploma or whatever is applicable)
 - b. Transcript of Records
 - c. PSA Birth Certificate
 - d. Picture
 - e. Copy of National Certificate
5. Immediate dissemination and compliance with this Memorandum are desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: None

Reference: RA 8525 of 1998

To be indicated in the Perpetual Index
under the following subjects:

ADOPT- A-SCHOOL PROGRAM
TRAINERS METHODOLOGY
PROFESSIONAL DEVELOPMENT

SGOD- submission of requirements for trainers' methodology scholarship application
SGOPOL16-003715/October 20, 2025