



Republic of the Philippines  
Department of Education  
Region IV-A CALABARZON  
Province of Quezon  
**CITY SCHOOLS DIVISION**  
**CITY OF TAYABAS**



**MEMORANDUM**

**TO: CHIEFS, CID AND SGOD  
EDUCATION PROGRAM SUPERVISORS  
HEADS, PUBLIC AND PRIVATE ELEMENTARY AND  
SECONDARY SCHOOLS  
ALL OTHERS CONCERNED**

**FROM: DR. CATHERINE P. TALAVERA**  
OIC-Schools Division Superintendent

**SUBJECT: REVISED APPLICATION GUIDELINES OF THE ICTSI  
INTERNATIONAL SCHOLARSHIP PROGRAM**

**DATE: September 06, 2017**

This is to inform the field on *DepEd Memorandum entitled Revised Application Guidelines of the ICTSI International Scholarship Program.*

Attached herewith is the memorandum for your perusal.

Widest dissemination of this memorandum is highly desired.

OASDS/ REVISED APPLICATION GUIDELINES OF THE ICTSI INTERNATIONAL SCHOLARSHIP PROGRA  
UM-013/9-6/2017

*We are an emerging division where excellence is a habit and allegiance for quality is a pledge.*

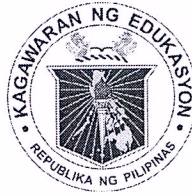
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Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

**MEMORANDUM**  
01 August 2017

FOR: **All Regional Directors**  
**ARMM Secretary**

SUBJECT: **REVISED APPLICATION GUIDELINES OF THE ICTSI**  
**INTERNATIONAL SCHOLARSHIP PROGRAM**

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This pertains to the memo dated 09 June 2017 entitled "*Call for Applications in the ICTSI International Scholarship Program*".

The International Container Terminal Services Inc. (ICTSI) Foundation is the corporate social responsibility arm of the ICTSI, a global port operator based at the Port of Manila that implements projects in the field of Education, Community Welfare Assistance, and Sports Development Assistance in the host communities where their ports are located.

The ICTSI Foundation has released revised application guidelines for the scholarship program. The scholarship is now open to ALL interested and qualified applicants from ALL regions, kindly observe the new application procedures.

**A. Eligibility of Applicants**

Interested applicants must meet the following criteria:

1. A graduating Senior High School student in SY 2017-2018 from Philippine public schools
2. Belongs to the Top 5 of the graduating class
3. With leadership potential
4. Proficient in English written and oral communication

**B. Documentary Requirements**

The ff. documentary requirements must be submitted to the applicant's respective SDO.

1. Accomplished Application Form
2. Birth Certificate
3. Form 137
4. Certified copy of grades in the 1<sup>st</sup> semester

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**Office of the Undersecretary for Administration**

(Administrative Services, Information and Communications Technology, Disaster Risk Reduction and Management, Schools Health, Youth Formation, Baguio Teachers' Camp, Education Facilities/ School Buildings)

Department of Education, Central Office, Meralco Avenue, Pasig City

Room 519, Mabini Building; Mobile: +639260320762; Landline: +6326337203, +6326376207

Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo

5. Certification from the school indicating
  - a. Good Moral Character
  - b. Trainings and Extra-curricular activities attended
6. Certification of Indigency (Barangay/Department of Social Welfare Development) or Income Tax Exemption (affidavit duly certified by the BIR that the annual net income of both parents do not exceed Php 143,000.00)
7. Handwritten response to the following questions (at most 300 words, short bond paper)
  - a. Why should you be chosen for this scholarship?
  - b. What are your traits which you think will enable you to successfully pursue your 4-year college course in a foreign country?
  - c. What is your preference among these subjects: English, Literature, Social Science, Math, Natural Science? Elaborate why.
8. Home vicinity map form

**Note:** The applicant must submit a Certified True Copy of the following documents in one long brown envelope but the original copy must be presented upon submission of application to the division youth formation coordinator.

### **C. Application Procedures**

1. Interested student-applicants shall send their accomplished application forms with required supporting documents to the Principal's office.
2. The Principal's office shall review the accuracy and completeness of submitted application documents.
3. The Principal's office shall forward the hard copies and scanned copies (in .pdf) of submitted scholarship application forms to the Division Office.
4. The Division Office shall email the submitted scholarship application documents and requirements to [intlscholarship@ictsi.com](mailto:intlscholarship@ictsi.com). (Subject: Division/ School /Last Name of Student)
5. ICTSI Foundation shall conduct 4 phases of screening and evaluation of scholarship applications.

#### **A. First Phase**

Coverage: evaluation of scholarship application documents submitted by the DepEd Division offices to ICTSI Foundation

**Result: 1<sup>st</sup> shortlist of applicants**

#### **B. Second Phase**

Coverage: preliminary online interviews through Skype of the 1<sup>st</sup> shortlist of applicants

**Result: 2<sup>nd</sup> shortlist of applicants**

#### **C. Third Phase**

Coverage: face-to-face interview of 2<sup>nd</sup> shortlist of applicants at the concerned Division office

**Result: Top 8 applicants**



**D. Fourth/Final Phase**

Coverage: face-to-face interview of top 8 applicants in Manila by a representative from Northeastern University, Boston, USA. ICTSI Foundation shall handle the transportation, meals and accommodations of the top 8 applicants

**Result: Top 1 applicant**

**D. Schedule of Activities:**

ACTIVITY	DATE
Deadline of application forms by email	August 28, 2017
Preliminary interviews via Skype	September 1-15, 2017
Face-to-face interviews and validation	September 16-30, 2017
Announcement of the Top 8 Finalists	October 5, 2017
Final Interview in Manila	October 13, 2017
Announcement of the selected scholar	November 2017
Enrolment in NEU's common enrolment system	December 2017
Start of Classes in NEU, Boston, Massachusetts	August 2018

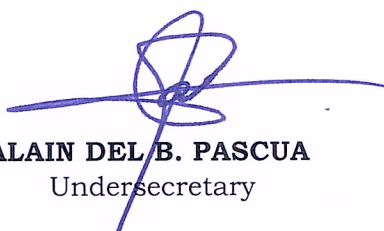
**E. Selection Criteria**

INDICATOR	WEIGHT
Academics	30
Character (exhibits resilience, fortitude, integrity, excellence)	25
Leadership	20
Awards	15
Essay	10
Total	100

The division Youth Formation Coordinator (YFC) must submit his information details online through <http://tinyurl.com/ictsicoordinator> on or before **August 18, 2017 (Friday)**. A representative from the ICTSI Foundation will coordinate with the YFC for the next steps.

For queries, please direct it to Ms. Jen Pascua of the Youth Formation Division at (02) 637-9814.

For immediate dissemination.

  
**ALAIN DEL B. PASCUA**  
Undersecretary



## ICTSI International Scholarship Program Northeastern University APPLICATION FORM

### Instructions

1. Complete all entries in BLOCK (CAPITAL) LETTERS
2. Place an (X) in appropriate blanks provided

Recent  
ID Picture

DIVISION NAME: \_\_\_\_\_

### PERSONAL INFORMATION

Full Name: \_\_\_\_\_

*Last Name*

*First Name*

*Middle Name*

Address: \_\_\_\_\_

Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Email Address: \_\_\_\_\_ Mobile No.: \_\_\_\_\_ Home No.: \_\_\_\_\_

### SCHOOLING INFORMATION

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

School Address: \_\_\_\_\_

School's telephone number/email address: \_\_\_\_\_

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

Name of Class Adviser: \_\_\_\_\_

Class Adviser's Mobile No and Email Address: \_\_\_\_\_

Are you pursuing College education here in the Philippines after graduation? ( ) Yes ( ) No

If YES, Where (what university and course): \_\_\_\_\_

If NO, Why: \_\_\_\_\_

Have you been the subject of any disciplinary action in school? ( ) Yes ( ) No

Have you been accused or convicted of any offense/crime? ( ) Yes ( ) No

If you answered yes to either, please explain here: \_\_\_\_\_

## FAMILY DETAILS

### Parent / Guardian 1

( ) Father ( ) Mother ( ) Other: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Education level: \_\_\_\_\_

Are one or both parents deceased? ( ) Father ( ) Mother ( ) Both

Total Parents Monthly Gross Income: \_\_\_\_\_ (attach ITR if any)

### Parent / Guardian 2

### Information on Brothers and Sisters:

Name	Age	Marriage Status (Single/Married/etc.)	Highest Level of Education	Occupation	Gross Monthly Income

## RESIDENTIAL STATUS

Is your home: ( ) Owned by family ( ) Owned by relatives ( ) Renting ( ) Paying-to-own  
( ) Other (pls specify): \_\_\_\_\_

If renting or paying-to-own, how much are you paying monthly? P\_\_\_\_\_

Type of residence/house: ( ) nipa hut ( ) made of light materials ( ) made of strong materials (cemented)

Who do you live with in your home (tick all that apply)?

( ) Parents ( ) Brothers/Sisters ( ) Brothers and Sisters-in-law ( ) Nieces/Nephews ( ) Grandparents

### Financial Information:

Does your family have a bank account? (If yes, which Bank?) \_\_\_\_\_

Does the family have any existing loan? ( ) Yes ( ) No If yes, how much (total)? P\_\_\_\_\_

From what/whom? \_\_\_\_\_

What was/were the loan/s used for? \_\_\_\_\_

How much is your latest monthly electric bill?: P\_\_\_\_\_ How much is your latest water bill?: P\_\_\_\_\_

What household appliances do you have? \_\_\_\_\_

What electronic gadgets do you have in your household (PC, laptop, Cellphone) \_\_\_\_\_

## CO-CURRICULAR ACTIVITIES / LEADERSHIP POSITIONS / ORGANIZATIONAL MEMBERSHIPS

1. Organization \_\_\_\_\_ Position: \_\_\_\_\_

Details: \_\_\_\_\_

How much time did you commit?: Hours per week: \_\_\_\_\_

Mark with (X) the grade levels you participated: ☐ 7<sup>th</sup> ☐ 8<sup>th</sup> ☐ 9<sup>th</sup> ☐ 10<sup>th</sup> ☐ 11<sup>th</sup> ☐ 12<sup>th</sup>

2. Organization \_\_\_\_\_ Position: \_\_\_\_\_

Details: \_\_\_\_\_

How much time did you commit?: Hours per week: \_\_\_\_\_

Mark with (X) the grade levels you participated: ☐ 7<sup>th</sup> ☐ 8<sup>th</sup> ☐ 9<sup>th</sup> ☐ 10<sup>th</sup> ☐ 11<sup>th</sup> ☐ 12<sup>th</sup>

3. Organization \_\_\_\_\_ Position: \_\_\_\_\_

Details: \_\_\_\_\_

How much time did you commit?: Hours per week: \_\_\_\_\_

Mark with (X) the grade levels you participated: ☐ 7<sup>th</sup> ☐ 8<sup>th</sup> ☐ 9<sup>th</sup> ☐ 10<sup>th</sup> ☐ 11<sup>th</sup> ☐ 12<sup>th</sup>

4. Organization \_\_\_\_\_ Position: \_\_\_\_\_

Details: \_\_\_\_\_

How much time did you commit?: Hours per week: \_\_\_\_\_

Mark with (X) the grade levels you participated: ☐ 7<sup>th</sup> ☐ 8<sup>th</sup> ☐ 9<sup>th</sup> ☐ 10<sup>th</sup> ☐ 11<sup>th</sup> ☐ 12<sup>th</sup>

5. Organization \_\_\_\_\_ Position: \_\_\_\_\_

Details: \_\_\_\_\_

How much time did you commit?: Hours per week: \_\_\_\_\_

Mark with (X) the grade levels you participated: ☐ 7<sup>th</sup> ☐ 8<sup>th</sup> ☐ 9<sup>th</sup> ☐ 10<sup>th</sup> ☐ 11<sup>th</sup> ☐ 12<sup>th</sup>

6. Organization \_\_\_\_\_ Position: \_\_\_\_\_

Details: \_\_\_\_\_

How much time did you commit?: Hours per week: \_\_\_\_\_

Mark with (X) the grade levels you participated: ☐ 7<sup>th</sup> ☐ 8<sup>th</sup> ☐ 9<sup>th</sup> ☐ 10<sup>th</sup> ☐ 11<sup>th</sup> ☐ 12<sup>th</sup>

*If you have more activities to add, please include on extra pages*



## ACADEMIC AWARDS / HONORS RECEIVED

Description	School / Organization	Grade Level(s)

Add additional sheet if necessary

Course(s) you wish to enroll in at Northeastern University, if accepted:

Course	Reason why?

I hereby certify that **ALL** the answers given above are **TRUE and CORRECT** to the best of my knowledge, and the attached documents are **FAITHFUL REPRODUCTION** of the original copies. I further acknowledge that **ANY ACT OF DISHONESTY OR FALSIFICATION MAY BE A GROUND FOR MY DISQUALIFICATION** from this scholarship program.

Signature of applicant

Print name

Date

Attested by

Print name

Date

Signature of Parent/Legal Guardian

Print name

Date

**\*\*Please Attach Vicinity Map of your house from Secondary School last attended. You may use back page.**