

# Republic of the Philippines Department of Education

Region VII, Central Visayas

### **DIVISION OF CEBU PROVINCE**

Sudlon, Lahug, Cebu City



June 4, 2015

DIVISION MEMORANDUM No. 303, s. 2015

## SCREENING OF APPLICANTS TO THE NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES (NEAP) FACILITATORS' POOL

To: Assistant Superintendent

**Division Supervisors/Coordinators** 

**District Supervisors/OICs** 

**Elementary and Secondary School Heads** 

1. Attached is Regional Memorandum No. 308, s. 2015, entitled, "Screening of Applicants to the National Educators Academy of the Philippines (NEAP) Facilitators' Pool."

2. Dissemination of the contents of this Memorandum is desired.

ARMEN DE MONISIT, Ed.D.
Schools Division Superintendent

Disbursing Section: Admin/Legal: (032) 255-6405 (032) 414-7457 (032) 254-2632

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#### REPUBLIKA NG PILIPINAS REPUBLIC OF THE PHILIPPINES KAGAWARAN NG EDUKASYON

# DEPARTMENT OF EDUCATION REHIYON VII, GITNANG VISAYAS REGION VII, CENTRAL VISAYAS

Sudlon, Lahug, Cebu City



JUN 0 2 2015

REGIONAL MEMORANDUM No. 308 s. 2015

SCREENING OF APPLICANTS TO THE NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES (NEAP) FACILITATORS' POOL

To

Schools Division Superintendents/OICs

**Regional Chiefs** 

- 1. Enclosed is a Memorandum from Usec. Rizalino D. Rivera, Undersecretary for Regional Operations dated May 7, 2015 re Screening of Applicants to the National Educators Academy of the Philippines (NEAP) Facilitators' Pool.
- For particulars, refer to the attached communication.
- 3. Interested personnel are instructed to submit the required documents to the Records Section, Ground Fir., DepED RO7, Sudion, Lahug, Cebu City on or before June 8, 2015.
- 4. Qualified applicants in Phase I will be notified by the Regional Screening Committee, and will proceed to Phase II of the selection process. Schedule and venue of Phase II will be announced later.
- 5. The selection will be done by the Regional Screening Committee composed of the following:

Chairman: Dr. Emiliano B. Elnar, Jr. Members: Dr. Marcial P. Degamo

Dr. Flodeliza C. Sambrano Dr. Luz C. Jandayan Dr. Milagros C. Gabia

6. For your proper guidance and wide dissemination.

Juliet A. Juliet Juliet A. JERUTA Director III Officer-In-Charge

JAJ/EBE,J/mgb

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7325; 255-4542 Field Technical Assistance Division (FTAD),
Tel. Nos.: (032) 414-7324 Carrientum Learning Management Division (CLMD), Tel Nos.: (032) 414-7323
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Hannan Resource Development Division (HRDD), Tel. No.: (032) 255-5239
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-7366; 414-7322; 414-4367

Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

" EFA 2015: Karapatan ng Labat, Fananagutan ng Lahat "

### DEPARTMENT OF EDUCATION



# OFFICE OF THE UNDERSECRETARY FOR REGIONAL OPERATIONS

#### **MEMORANDUM**

TO: Regional Directors

**Schools Division Superintendents** 

SUBJECT: Screening of Applicants to the National Educators Academy of the

Philippines (NEAP) Facilitators' Pool

**DATE:** 7 May 2015

- NEAP is announcing the start of the application for the NEAP Facilitators' Pool. The
  facilitators will be tapped to deliver training programs at various levels and assist NEAP
  in developing training programs for DepEd personnel.
- 2. The following may apply:
  - Permanent personnel, preferably but not limited to District/Division/Regional Supervisors;
  - b. Physically fit and preferably 55 years old and below;
  - Must have been trained as trainers/facilitators;
  - d. Must have a performance rating of at least VS for the last two years; and
  - e. Must be computer literate.
- 3. Applicants should submit to the Regional Screening Committee the following documents on or before 29 May 2015:
  - a. Application Form (Annex 1)
  - b. Character Reference (Annex 2)
  - Medical certificate from accredited government physician/hospital indicating physical fitness to train and travel
  - d. Performance rating for the past two years
  - e. Letter of recommendation from immediate supervisor (Annex 3)
  - f. Letter of commitment signifying willingness to train anywhere in the country (Annex 4)
  - g. Certificate of no pending criminal and/or administrative case from the Division
  - h. Certificate of participation/completion/attendance to Training of Trainers programs attended
  - i. Certificate of recognition/commendation/merit/etc. given as facilitator, trainer, resource speaker, etc or a certification from immediate supervisor that the individual acted as facilitator/resource speaker if there are no certificates from clients. These certificates should support the list provided in the application form.

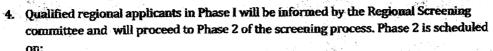
The Regional Screening Committee will be composed of the Chief of the Human Resource Development Division as Chair and 4 other members from the other regional functional divisions (Quality Assurance, Field Technical Assistance, Curriculum and Learning Management, Education Support Services, Policy, Planning and Research, Administrative and Finance) and will be identified by the Regional Director . Phase 1 of the screening process will be in the Regions.



### DEPARTMENT OF EDUCATION

# OFFICE OF THE UNDERSECRETARY FOR REGIONAL OPERATIONS

#### **MEMORANDUM**



Date	Regions
June 9-12, 2015	VI, VII, VIII, IX, X, XI, XII, CARAGA and ARMM
June 15-18, 2015	I, II, III, IV-A, IV-B, V, NCR, CAR

Venue for Phase 2 will be announced by the respective regions.

Qualified applicants from ARMM will join the region nearest ARMM or the region identified by the ARMM Regional Screening Committee.

Phase 2 screening committee will be composed of representatives from the Central Office plus the regional screening committee.

- 5. Qualified applicants in Phase 2 will receive a letter of acceptance from NEAP and will join the first batch of training of facilitators.
- 6. For immediate dissemination.

REZALINO D. RIVERA
Undersecretary



### NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES (NEAP)

DepEd Complex, Meralco Ave., Pasig City

### **NEAP FACILITATORS' POOL**

#### **APPLICATION FORM**

Last Name	First Name	Middle Name
Birth Date	Sex	
Position	Office	
List of Trainings on Training Manager		
Title	Inclusive Dates	Provider Acceptance
		• 2
Section 1 Control of the Control of		55 <u>4</u>
a principal de la companya de la co		
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List of Trainings/Topics Facilitated (U	lse additional sheets if necessor)	
Title	Inclusive Dates	Topics Presented
		1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1
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Please attach certified copies of certificates of attendance/participation/completion/appreciation/recognition to support.

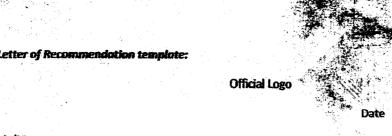


### NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES DepEd Complex, Meralco Ave., Pasig City

### **CHARACTER REFERENCE**

### CONFIDENTIAL

		<u> </u>	, , , , , , , , , , , , , , , , , , ,		
Name of Nominee		Position			
1. How long have you known the	nominee (years/m	onths)			
2. In what connection, or under w	vhat circumstances	, have you know	n him/her?		
. Please rate the nominee in t	terms of the dime	ensions which h	ive been identifi	ed as critical	
program performance. The check	list below is intend	led to facilitate			
may also write a separate letter as	s an addition to thi	s form.			
Dimension 7	No Basisifor Judgment	and the second	Above Average	Excellent/ Outstandin	
i. Integrity					
L. Work Ethics		m (i.e. + 1.77) og			
3. Interpersonal Skills					
I. Time Management					
5. Stress Management					
. How will this person be able to	contribute in prov	laing better train	ing programs?		
			*		



Ar/Ms		
hair, Regional Screening Committee		
epEd Region		
r/Madam:		
		en e
I would like to recommend Mr./Ms.	1 1 1 1	to the National Educators
cademy of the Philippines (NEAP) Facilitators Pool. S	/he has been with	the (Office) as a
Position/Designation) for (length of service).		
This office does not pose any objection to any	of his/her assignm	nents as a national facilitator if
he will qualify after the screening process.	, or may her decaptor	
Thank you very much.		
		Very truly yours,
		Signature over printed name
		SIZUALUTE OVEL DITITEO NAME
		Position



Letter of Commitment template:

Official Logo

Date

Ms. MA. LOURDES D. PANTOJA

Director III

National Educators Academy of the Philippines

DepEd Central Office

Pasig City

Madam:

This is to signify my commitment if I qualify as a member of the National Educators Academy of the Philippines (NEAP) Facilitators' Pool, to make myself available for training programs that would require my expertise and services.

Thank you very much.

Very truly yours,

Signature over printed name
Position