



May 22, 2015

DIVISION MEMORANDUM
NO. 166 S. 2015

231
DepEd-MALAYBALAY CITY DIVISION
RELEASED
Date: MAY 25 2015 Time: 11:50
[Signature]

DISSEMINATION OF UNNUMBERED REGIONAL MEMORANDUM RE: "SCREENING OF APPLICANTS TO THE NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES (NEAP) FACILITATORS' POOL"

TO: Chief Education Supervisor—Governance
Chief Education Supervisor—Curriculum
Education Program Supervisor
Public Schools District Supervisor
Public and Private Elementary and Secondary School Heads
This Division

1. For the information and guidance of all concerned, attached is an unnumbered Regional Memorandum re: "Screening of Applicants to the National Educators Academy of the Philippines (NEAP) Facilitators' Pool" the content of which is self-explanatory.
2. Interested applicants to this screening shall submit the required documents on or before May 28, 2015 attention: **Ferdinand V. Mortera**, Senior Education Program Specialist- HRD.
3. Immediate dissemination of this Memorandum is highly enjoined.

[Signature]
EDILBERTO L. OPLENARIA, CESO VI
Public Schools Division Superintendent

Attached:
DepEd Memorandum dated May 07, 2015



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
Cagayan A. Feliciano, Jr. Memorial Sports Center
Veloso Street, Cagayan de Oro City



2720
RELEASED

MEMORANDUM

To : The Schools Division Superintendents
This Region

From : ^{for ORG} **ATTY. SHIRLEY D. CHATTO**
OIC, Office of the Regional Director

Date : May 19, 2015

Subject : Screening of Applicants to the National Educators Academy of the
Philippines (NEAP) Facilitators' Pool

Attached is Unnumbered Memorandum together with corresponding enclosures dated 7 May 2015 from **RIZALINO D. RIVERA**, Undersecretary for Regional Operations re Screening of Applicants to the National Educators Academy of the Philippines (NEAP).

Interested applicants shall submit the required documents articulated in the said Memorandum with formal endorsement from his/her heads (school heads and SDS). This shall be submitted to this Office ~~on or before~~ **May 20, 2015**, Attention to: **RAYMUND S. ANTOLO**, Chief, Human Resource Development Division (HRDD).

Immediate dissemination of this Memorandum is hereby desired.

DEPARTMENT OF EDUCATION

OFFICE OF THE UNDERSECRETARY
FOR REGIONAL OPERATIONS

Dep ED - X
Department of Education

MAY 11 2015
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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

1. 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:
 - a. Permanent personnel, preferably but not limited to District/Division/Regional Supervisors;
 - b. Physically fit and preferably 55 years old and below;
 - c. 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)
 - c. 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

4. Qualified regional applicants in Phase I will be informed by the Regional Screening committee and will proceed to Phase 2 of the screening process. Phase 2 is scheduled on:

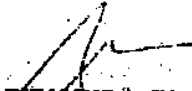
Date	Regions
June 9-12, 2015	VI, VII, VIII, IX, X, XI, XII, CARAGA and ARMM
June 15-18, 2015	I, II, III, IV-A, IV-B, V, NCR, CAR

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.


RIZALINO 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 Management and Facilitation Attended (Use additional sheets if necessary)		
Title	Inclusive Dates	Provider
List of Trainings/Topics Facilitated (Use additional sheets if necessary)		
Title	Inclusive Dates	Topics Presented

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

One copy to be filled-out by the the immediate supervisor and another by a co-worker or peer. Filled-out copies should be placed in a sealed mail envelop and signed before submission to the Regional Screening Committee

Name of Nominee	Position
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1. How long have you known the nominee (years/months)

2. In what connection, or under what circumstances, have you known him/her?

3. Please rate the nominee in terms of the dimensions which have been identified as critical to program performance. The checklist below is intended to facilitate your assessment. If you wish, you may also write a separate letter as an addition to this form.

Dimensions	No Basis for Judgment	Below Average	Above Average	Excellent/Outstanding
1. Integrity				
2. Work Ethics				
3. Interpersonal Skills				
4. Time Management				
5. Stress Management				

4. How will this person be able to contribute in providing better training programs?

(Signature Over Printed Name)

Letter of Recommendation template:

Official Logo

Date

Mr./Ms. _____
Chair, Regional Screening Committee
DepEd Region _____

Sir/Madam:

I would like to recommend Mr./Ms. _____ to the National Educators Academy 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 assignments as a national facilitator if s/he will qualify after the screening process.

Thank you very much.

Very truly yours,

Signature over printed 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**