

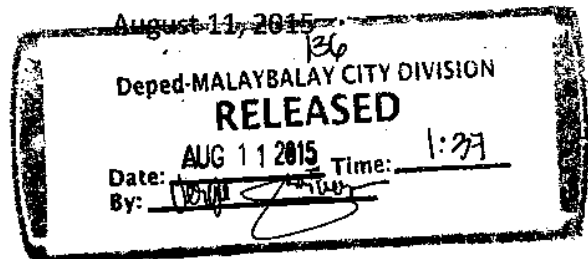


DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Purok 6, Casisang, Malaybalay City



Telefax: (0880 or 088) 221-4597 email: depedmlblycity@yahoo.com

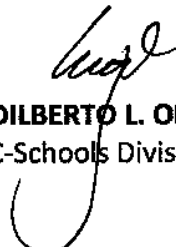
DIVISION MEMORANDAM
NO. 290 s. 2015



**DISSEMINATION OF REGIONAL MEMORANDUM DATED AUGUST 03, 2015 RE: 2ND BATCH ON
SCREENING OF APPLICANTS TO THE NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES
(NEAP) FACILITATORS POOL**

TO: Chief Education Supervisors, Governance and Curriculum
Education Program Supervisors
Senior Education Program Specialists
Education Program Specialists
Public Schools District Supervisors
Public Elementary and Secondary School Heads
This Division

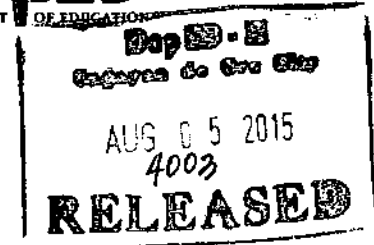
1. For the information and guidance of all concerned, enclosed is regional Memorandum re: "**2ND Batch on Screening of Applicants to the National Educators Academy of the Philippines (NEAP)**" dated August 03, 2015, the content of which is self-explanatory.
2. In line with this, all interested and qualified applicants must submit the accomplish form in a hard copy. Attention: FERDINAND V. MORTERA -Senior Education Program Specialist-(HRD) on or before August 12, 2015.
3. Immediate dissemination of this memorandum is highly desired.


EDILBERTO L. OPLENARIA, CESO VI
OIC-Schools Division Superintendent



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
Gregorio A. Pelaez, Sr. Memorial Sports Center
Velez Street, Cagayan de Oro City

DepED
DEPARTMENT OF EDUCATION



MEMORANDUM

To : **The Schools Division Superintendents**
This Region

From : *W/O 080415*
ATTY. SHIRLEY O. CHATTO
OIC, Office of the Regional Director

Date : August 3, 2015

Subject : **2ND Batch on Screening of Applicants to the National Educators of the Philippines (NEAP) Facilitators' Pool**

The National Educators' Academy of the Philippines (NEAP) through this Office shall conduct a Training Course for School Heads which will commence on September this year that covers the seven (7) domains of the Principal under the National Competency Based Standards for School Heads (NCBSSH).

To complete the facilitators' pool for the Principal Training Program, this Office shall hold the 2nd Batch on screening of applicants on August 14, 2015 at the Conference Room, DepED Regional Office 10, Masterson Avenue, Upper Balulang, Cagayan de Oro City.

The following may apply:

- Permanent personnel, preferably but not limited to District/Division/Regional Supervisors;
- Physically fit and preferably 55 years old and below;
- Must have been trained as trainers/facilitators;
- Must have a performance rating of at least VS for the last two years; and
- Must be computer literate.

Applicants should submit to the Regional Screening Committee the following documents on or before August 12, 2015, Attn: RAYMUND S. ANTOLO, Chief, Human Resource Development Division (HRDD), this Office.

- Application form (Annex 1)
- Character Reference (Annex 2)
- Medical Certificate from accredited government physician/hospital indicating physical fitness to train and travel
- Performance rating for the past two years
- Letter of recommendation from immediate supervisor
- Letter of commitment signifying willingness to train anywhere in the country
- Certificate of no pending criminal and/or administrative case from the Division
- Certificate of participation/completion/ attendance to Training of Trainers programs attended
- 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.

It is advised that the application should be thoroughly screened in the Division Office and shall be endorsed officially by the Schools Division Superintendent.

Enclosed are forms needed for application.

Immediate dissemination of this Memorandum is desired.



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, Merakco Ave., Pasig City

CHARACTER REFERENCE

CONFIDENTIAL

One copy to be filled-out by 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
-----------------	----------

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