



DEPARTMENT OF EDUCATION  
Region X- Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**




Telefax: (0880 or 088) 413-0094 email: [depedmblycity@gmail.com](mailto:depedmblycity@gmail.com)

**DIVISION MEMORANDUM**

No. 149 s. 2016

**TO:** Chief/ Education Program Supervisors and staff, SGOD and CID  
Public Schools District Supervisor  
Senior/ Education Program Specialists  
Public Elementary and Secondary School Heads  
This Division

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

**DATE:** March 23, 2016

**SUBJECT: DIVISION SCREENING OF NEAP TRAINER-FACILITATORS FOR THE GRADE 11 TEACHERS ' TRAINING**

1. For the information and guidance of all concerned, this office hereby disseminates the herein Unnumbered Regional Memorandum, dated March 18, 2016, re: "**SCREENING OF NEAP TRAINER-FACILITATORS FOR THE GRADE 11 TEACHERS' TRAINING**" the content of which is self-explanatory.
2. All interested applicants must submit their application form, documents, certificate of no pending administrative case, character reference and endorsement from the Schools Division Office to **Ferdinand V. Mortera**, Senior Education Program Specialists –HRD on **Monday, March 28, 2016** and must report at the Division office at the same day for the said selection process.
3. Immediate and wide dissemination of this memorandum is highly desired.

**Encl:**  
As stated

Copy furnished:  
Records Unit  
To be posted in the website.

RECEIVED  
03-23-2016  
5:10 PM  
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Telephone No.: (0888) 880-7071, 880-7072, 880-2087; Telefax No.: (08822) 72-26-51, (088) 856-3932

## MEMORANDUM

TO : Schools Division Superintendents  
 This Region

FROM : *for* *Masau*  
**ALLAN G. FARNAZO**  
 Regional Director

DATE : March 18, 2016

SUBJECT : **DIVISION SCREENING OF NEAP TRAINER-FACILITATORS  
 FOR THE GRADE 11 TEACHERS' TRAINING**

1. In reference to Memorandum No. OM-GO-2016-NEAP-004 dated March 16, 2016, herein attached, this Office through the Human Resource Development Division (HRDD) will conduct the third round of screening and selection of NEAP Facilitators who will be tapped as facilitators in the Training of Grade 11 Teachers. However, due to time constraints, SGOD Chiefs together with Senior Education Program Specialists (SEPS) of Human Resource Development Section (HRDS) shall screen the needed NEAP Facilitators on March 23, 2016 following the number of needed trainer-facilitators per division (basis of which is the existing twenty (20) identified NEAP Trainer-Facilitators): These existing NEAP Facilitators shall assist in the process of division screening.

	DIVISION	No of Facilitators Needed	Existing NEAP Facilitators
1	Bukidnon	2	7
2	Cagayan de Oro City	6	2
3	Camiguin	3	
4	El Salvador City	2	1
5	Gingoog City	3	2
6	Iligan City	5	2
7	Lanao del Norte	5	1
8	Malaybalay City	1	2
9	Misamis Occidental	5	1
10	Misamis Oriental	6	2
11	Oroquieta City	3	
12	Ozamiz City	3	
13	Tangub City	3	
14	Valencia City	3	
	<b>TOTAL</b>	<b>50</b>	<b>20</b>

2. Applicants will undergo three (3) different phases of the screening process. Please refer to item 2 (a), (b), (c) and (d) of the attached Memorandum for the criteria and documentary requirements.
3. Applicants are advised to submit their pertinent documents in triplicate copies on March 22, 2016 Attn: Division HRDS SEPS. PSDS, School Heads, EPS & SEPS are encouraged to apply as NEAP Faci.
7. Please refer to the attached Memorandum for other pertinent details.
8. For further information you may contact Ms. Marnie M. Ricardo, EPS II, HRDD at mobile number 0905-810-8428 or via the email address mentioned above. List of NEAP Facis screened by the Division shall be emailed to [hrdd.neaprx@gmail.com](mailto:hrdd.neaprx@gmail.com) on or before March 28, 2016.
9. The tool in evaluating the facilitators in the screening process is hereby attached for reference and guidance.
10. Widest and immediate dissemination of this Memorandum is desired.

Incl.: As stated  
HRDD/RSA/mQ.03.18.16

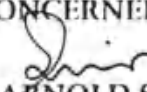


DEPARTMENT OF EDUCATION  
GOVERNANCE AND OPERATIONS  
NATIONAL EDUCATORS ACADEMY  
OF THE PHILIPPINES



MEMORANDUM  
OM-GO-2016-NEAP-004

TO: REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
CHIEF, REGIONAL HRDD  
ALL CONCERNED

FROM:  JOHN ARNOLD S. SIENA  
*Director IV, National Educators Academy of the Philippines*

SUBJECT: SCREENING OF NEAP TRAINER-FACILITATORS FOR  
THE GRADE 11 TEACHER TRAINING

DATE: March 16, 2016

1. The National Educators Academy of the Philippines (NEAP) announces the screening and selection of facilitators, who will be tapped as facilitators in the Training of Grade 11 Teachers. The Regions through the Human Resource Development Division (HRDD) are requested to conduct the screening and selection of facilitators.
2. All applicants must pass through the different phases of the screening process:
  - a. **The applicants will be evaluated based on the following requirements:**
    - i. Applicants must be at least Head Teachers, Principals, Education Program Specialists, Senior Education Program Specialists, Public School District Supervisors and Education Program Supervisors;
    - ii. Have been involved in previous trainings as participants/trainers/facilitators/writers for the K to 12 Basic Education Program;
    - iii. Possess excellent communication and facilitation skills;
    - iv. Computer/Information and Communication Technology proficient;
    - v. Must be physically fit; and
    - vi. Not more than 50 years old.
  - b. **Phase I - Paper Screening**
    - i. Applicants submit their application form, documents, Certificate of No Pending Administrative Case, character reference and endorsement from the Schools Division Office to the Regional Office.
    - ii. Only certificates for trainings attended/facilitated and conducted starting January 2012 should be submitted.
    - iii. The regions must evaluate the documents.





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OF THE PHILIPPINES



MEMORANDUM  
OM-GO-2016-NEAP-004

Only applicants who meet the qualifications enumerated above may proceed to Phases II and III.

- c. **Phase II – Session Guide Writing (30%)**
    - i. Applicants must be given 2 hours to write a session guide including presentation materials to be delivered in 20 minutes. The Screening Committee shall assign a topic related to the K to 12 Program. The session guide must reflect adult learning methodologies and sources must be properly acknowledged in the materials.
  - d. **Phase III – Facilitation Skills Demonstration (70%)**
    - i. Each applicant must be given 20 minutes to deliver their submitted session guide.
    - ii. The rubrics for screening will be provided to the Regional HRDD.
  - e. The regions are allowed to customize the topics to be delivered in Phases II & III depending on the content expected from the facilitators.
3. The Chief of the Human Resource Development Division shall organize and head the Regional Screening Committee.
- The Regional Office may develop/adopt its own system and mechanism to efficiently conduct the screening of facilitators provided the criteria for selection are adhered to.
4. List of facilitators per Region must be submitted to [deped.neap@gmail.com](mailto:deped.neap@gmail.com) on or before March 28, 2016. The number of facilitators should be based on the pre-determined regional requirements for the Grade 11 Mass Training of Teachers.
  5. Expenses relative to the conduct of this activity shall be charged against regional HRTD/local funds.
  6. For further inquiries and clarifications, kindly contact NEAP Central Office in the following numbers: 02-6337237, 6339455, 635476 c/o Ms. Nida Caramat, SEPS, or through email at [deped.neap@gmail.com](mailto:deped.neap@gmail.com).
  7. Immediate dissemination of and appropriate action for this Memorandum is desired.

*NEAP/JAS/ncc*



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 filed-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
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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)