




DEPARTMENT OF EDUCATION
CURRICULUM AND INSTRUCTION




NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

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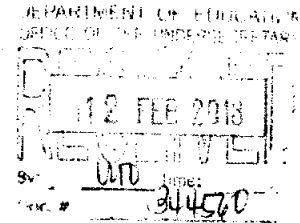
Memorandum

FOR: 
LORNA DIG-DINO, PhD
Undersecretary, Curriculum and Instruction

FROM: 
JOHN ARNOLD S. SIENA
Director IV

SUBJECT: AUTHORITY TO CHANGE DATE OF ACTIVITY

DATE: 6 February 2018



This is to request authority to change the date of conduct of the *Development of Assessors Pool* from Dec. 11-22, 2017 to March 19-30, 2018. All administrative arrangements remain.

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Republic of the Philippines

Department of Education

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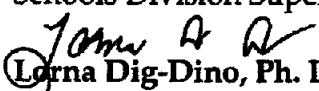


Undersecretary for Curriculum and Instruction

Memorandum

DM-CI-2017-00468

To : Bureau Directors
Regional Directors
Schools Division Superintendents

From : 
Lorna Dig-Dino, Ph. D.
Undersecretary for Curriculum and Instruction

Subject: Screening, Recruitment and Selection of Assessors for the Assessors' Pool Development

Date: 27 November 2017

1. The National Educators' Academy of the Philippines (NEAP) announces the screening, recruitment and selection of participants to the Assessors' Pool Development, date and venue will be announced by the respective regional search entities;
2. The activity aims to identify participants to the National Assessors Pool Development capacity building which will prepare them for the certification program. Initially, Assessors are tasked to certify the Learning Facilitators of NEAP programs. They will be later on tasked to evaluate the QATAME associates, Learning and Development compliance, facilities operations and non-DepEd learning service providers;
3. Participants shall be the select non-school based personnel, SG-16 or above, from the Schools Division and Regional Offices/Central Office. Each region shall identify 30 qualified nominees and will identify those who will participate in the first and second batches of capacity building. Each region will have no more than 15 participants per batch. The capacity building activity for the assessors is scheduled on 11-22 December 2017;
4. Enclosure No. 1 contains the list of entry requirements and Modified PDS Form for Assessors which the applicants should submit to the evaluating office. For the regions, applications should be submitted to the Schools Division Office or the Quality Assurance Division for those from the regional office and the Quality Assurance Division, National Educators' Academy of the Philippines for applicants from the Central Office.
5. The Quality Management Teams of the Schools Division Offices are tasked to do the pre-selection and evaluation of documentary requirements. The top 5 qualifiers shall be endorsed by the Schools Division Superintendent to the Regional Office-Quality Assurance Division. Applicants shall undergo a Regional Recruitment and Selection process;



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Undersecretary for Curriculum and Instruction

6. The Regional Quality Management Team shall conduct the recruitment and selection of applicants from the divisions and regions. In the absence of the RQMT, the Regional Recruitment and Selection Team, composed of QAD and HRDD representatives shall identify the 30 participants to the national capacity building activity. List of qualifiers shall be endorsed to the QAD NEAP-CO on or before December 7, 2017;
7. Applicants from the Central Office shall be evaluated by a screening, recruitment and selection committee in NEAP which will also identify participants to the capacity building after documentary evaluation and interview.
8. For immediate and wide dissemination.

Entry Level Requirements

1. Letter of Intent
Attachments:
 - a. Modified PDS Form for Assessors
 - b. Indorsement from the SDS

2. OPCR/IPCRF Rating (for the last 2 rating periods)

MODIFIED PERSONAL DATA SHEET

Print legibly. Mark appropriate boxes with "✓"

I. PERSONAL INFORMATION

SURNAME			
FIRST NAME			
MIDDLE NAME			
DATE OF BIRTH (mm/dd/yyyy)			
PLACE OF BIRTH	RESIDENTIAL ADDRESS		
SEX <input type="checkbox"/> Male <input type="checkbox"/> Female			
CIVIL STATUS <input type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Annulled <input type="checkbox"/> Others, specify _____	ZIP CODE		
	TELEPHONE NO.		
	PERMANENT ADDRESS		
CITIZENSHIP			
HEIGHT (m)	ZIP CODE		
WEIGHT (kg)	DIALECT/S SPOKEN		
BLOOD TYPE	TELEPHONE NO.		
GSIS ID NO.	E-MAIL ADDRESS (if any)		
PAG-IBIG ID NO.	CELLPHONE NO. (if any)		
PHILHEALTH NO.	AGENCY EMPLOYEE NO.		
SSS NO.	TIN		

II. FAMILY BACKGROUND

SPOUSE'S SURNAME		NAME OF CHILD (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME			
MIDDLE NAME			
OCCUPATION			
EMPLOYER/BUS. NAME			
BUSINESS ADDRESS			
TELEPHONE NO.			

III. EDUCATIONAL BACKGROUND

LEVEL	NAME OF SCHOOL (Write in full)	DEGREE COURSE (Write in full)	YEAR GRADUATED (if graduated)	HIGHEST LEVEL/ UNITS EARNED (if not graduated)	INCLUSIVE DATES OF ATTENDANCE		SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
					From	To	

IV. WORK EXPERIENCE (for the last three years)

INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full)	STATUS OF APPOINTMENT	GOVT SERVICE (Yes / No)
From	To				

V. RELEVANT TRAINING PROGRAMS (For the last three years)

TITLE OF SEMINAR/CONFERENCE/WORKSHOP/SHORT COURSES (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		CONDUCTED/ SPONSORED BY (Write in full)
	From	To	

CERTIFICATION OF PHYSICAL FITNESS	REMARKS	Name and Signature of Attending Government Physician/DepED Medical Officer

Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?

YES NO

If YES, give details: _____

COMMUNITY TAX CERTIFICATE NO.			
ISSUED AT	SIGNATURE (Sign inside the box)		
ISSUED ON (mm/dd/yyyy)	DATE ACCOMPLISHED		RIGHT THUMBMARK

<ul style="list-style-type: none">• Interacts positively with people																			
4. OBSERVANT																			
<ul style="list-style-type: none">• Practices mindfulness of surroundings and persons• Notices non-verbal communications																			
5. OBJECTIVE																			
<ul style="list-style-type: none">• Pays attention to details• Attends to social behavior and environment• Shows unbiased perspectives																			
6. SELF-MANAGING/SELF-RELIANT																			
<ul style="list-style-type: none">• Sets doable goals• Capitalizes own capabilities and resources• Accepts accountability and responsibility																			
7. PERCEPTIVE																			
<ul style="list-style-type: none">• Views things clearly																			

Interviewer's signature over printed name