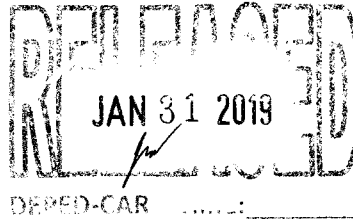




Republic of the Philippines  
DEPARTMENT OF EDUCATION  
CORDILLERA ADMINISTRATIVE REGION  
Wangal, La Trinidad, Benguet



January 23, 2019

REGIONAL MEMORANDUM  
No. 044.2019

**SCREENING OF APPLICANTS FOR THE NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES (NEAP)  
REGIONAL FACILITATORS' POOL**

**TO: Schools Division Superintendents  
All Division  
All Others Concerned**

1. Pursuant to NEAP Memorandum OM-GO-2016-NEAP-004, this Office through the Human Resource Development Division announces the **6<sup>th</sup> conduct of the screening of applicants for the National Educators Academy of the Philippines (NEAP) Regional Pool of facilitators** to be held at the NEAP R, Wangal, La Trinidad on February 20-22, 2019.
2. The said activity aims to select additional members of the NEAP Regional Facilitators' Pool for the upcoming learning and development programs/activities to be conducted by DepEd-CAR.
3. Applicants to the Regional Pool of NEAP Facilitators should possess the following qualifications:
  - a. Permanent personnel, preferably Head Teacher, Principal, EPS II, SEPS, PSDS, EPS
  - b. Physically fit and preferably 55 years old and below
  - c. Must have been trained as trainer/facilitator
  - d. Must have a performance rating of at least VS for the last two years; and
  - e. Must be a computer proficient.
5. Applicants shall submit to the Human Resource Development Division the following duly accomplished documents **not later than 5:00 PM on February 13, 2019; and for those who have already submitted their documents last November 17, 2017, they still need to submit letter of intent to update their application.**
  - 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 (2 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' program attended
  - i. Certificate of recognition/commendation/merit/etc. given as facilitator/ trainer/resource speaker, etc.

*Matrix of Activities*

Date	Time	Activities
February 20, 2019	7:30 – 8:00 AM	Registration of Participants
	8:01 – 8:30 AM	Opening Program
	8:31 – 10:30 AM	Orientation on the process of screening
	10:31 – 5:00 AM	Preparation of Session Guides & Slide Decks
February 21, 2019	8:00 – 5:00 PM	Simulation
February 22, 2019	8:00 – 5:00 PM	Simulation & interview
	5:01 – 6:00 PM	Clearing House & Closing Program

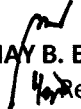
6. The participants of the activity are the following:

RD/ARD	1	Ifugao Division	6	Total Number of Participants
HRDD	4	Kalinga Division	6	
Abra Division	7	Tabuk City	6	
Apayao Division	7	Mt. Province	6	
Baguio City Division	6	Assessors	4	
Benguet Division	6			

7. The following NEAP Assessors are requested to assess the applicants during the screening:

- a. Jennifer Ande – Regional Office
- b. Edgar Madlaing – Regional Office
- c. Wilfred Bagsao – SDO Benguet
- d. Francis Peckley – SDO Benguet

8. All applicants are requested to bring their laptop and other materials/references needed for the screening.
9. Lodging, meals and snacks of participants shall be charged to HRTD funds while other incidental expenses shall be charged to local funds subject to the usual accounting and auditing rules and regulations. First meal will be breakfast of Day 1 while last meal will be dinner of Day 3.
10. Immediate dissemination this memorandum to all concerned is enjoined.

  
**MAY B. ECLAR, PhD., CESO V**  
 Regional Director

HRDD/JPA/rca

**Tracking Number:**  
 1548-9248-03



**NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES**  
 DepEd Complex, Meralco Avenue, 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 signed and placed in a mail envelope before submission to the Division 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 of 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 program?

---



---

\_\_\_\_\_  
 Signature over Printed Name

LETTER OF RECOMMENDATION TEMPLATE

Letter Head

Date

Mr./Ms. \_\_\_\_\_  
Chair, Regional Screening Committee  
DepEd-CAR, Wangal, La Trinidad, Benguet

**SIR/MADAM:**

I would like to recommend \_\_\_\_\_ to the National Educators Academy of the Philippines (NEAP) Facilitators' Pool. He/She has been with the (Office) \_\_\_\_\_ as (Position/designation) \_\_\_\_\_ for (length of time).

This office does not pose any objection to any of her assignments as a national facilitator if she qualify after the screening process.

Thank you very much.

Very truly yours,

\_\_\_\_\_  
Signature over printed name  
Position

LETTER OF COMMITMENT TEMPLATE

Letter Head

Date

**MAY B. ECLAR, PhD., CESO V**  
Regional Director  
DepEd-CAR  
Wangal, La Trinidad, Benguet

**Madam:**

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

Thank you very much.

Very truly yours,

\_\_\_\_\_  
Signature over printed name