




Republic of the Philippines
DEPARTMENT OF EDUCATION
 Cordillera Administrative Region
 Wangal, La Trinidad, Benguet



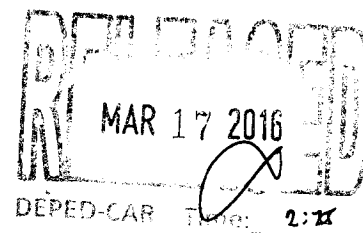
March 16, 2016

REGIONAL MEMORANDUM
 No. **073.2016**

To : All Schools Division Superintendents
 Regional Division Chiefs

From : 
ELLEN B. DONATO, Ed.D., CESO III
 Regional Director

Subject : **CONDUCT OF THE SCREENING FOR THE APPLICANTS TO THE NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES (NEAP) FACILITATORS' POOL**



- In pursuit of quality personnel development in DepEd-CAR, this Office announces the conduct of the Screening for Applicants to the National Educators Academy of the Philippines (NEAP) Facilitators' Pool.

Schedule of Activities

Date	Time	Activity
March 21, 2016	2:00 PM – 3:00 PM	Orientation of Applicants
	3:00 PM – 6:00 PM	Preparation of Session Guides
March 22, 2016	8:00 AM – 12:00 PM	Simulation Activity
	1:00 PM – 5:00 PM	Interview

- Regional Divisions may recommend **one (1) applicant** from their respective divisions while each Schools Division Office may recommend **at least five (5) applicants** who possess the following qualifications:
 - Permanent personnel, preferably Head Teacher, Principal, SEPS, EPS-II, PSDS, EPS;
 - Physically fit and preferably 55 years old and below;
 - Must have been trained as trainer/facilitator;
 - Must have a performance rating of at least VS for the last two years; and
 - Must be computer literate.
- Applicants should submit to the Human Resource Development Division the following documents not later than **12:00 noon of March 21, 2016**:
 - Application Form (*Annex 1*)
 - 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 (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 programs attended
 - i. Certificate of participation/completion/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.
4. All applicants are requested to bring their laptop.
 5. The Regional Screening Committee will be composed of the members of NEAP Facilitators; Francis Peckley-Benguet, Jennifer Ande – RO, Carmel Meris-RO, and Emilia Faustino–RO, chaired by the HRDD Chief.
 6. Lodging, meals and snacks of participants shall be charged to RO-HRDD Funds while travel and other incidental expenses of the applicants relative to their attendance to the Screening shall be charged to SDO or School Funds subject to the usual accounting and auditing rules and regulations.
 7. For information and compliance.

Reference: Unnumbered Memorandum from the Office of the Undersecretary for Regional Operations re: "Screening of Applicants to the NEAP Facilitators' Pool dated May 7, 2015."



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 immediate supervisor and another by a co-worker. Filled out copies should be placed in a sealed mail envelop and signed before submission to the Regional Training 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 me (Office) as (Position) (designation) for (length of service).

This office does not pose any objection to any of his/her assignments as a (Position) if s/he will qualify after the screening process.

Thank you very much.

Very truly yours,

Signature (or printed name)
Position

Letter of Commitment template:

Official Logo

Date

Ms. MA LOURDES D. PANTOJA
Director of
National Educators Academy of the Philippines
DepEd Central Office
Pasig City

Madam:

I wish 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 (or printed name)
Position