



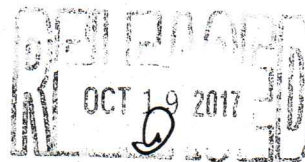
Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION
Wangal, La Trinidad, Benguet



October 11, 2017

REGIONAL MEMORANDUM

No. 313-2017



DEPED-CAR Time: _____

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

TO : Schools Division Superintendents
All Division
All others concerned

- In line with the downloading of Learning and Development Trainings for teaching and non-teaching personnel in the region and the Schools Division Offices for implementation, this Office announces the conduct of the screening for applicants to the National Educators Academy of the Philippines (NEAP) Facilitators' Pool to be held at the Stephen N. Capuyan Hall, DepEd-CAR Regional Office, Wangal, La Trinidad on November 14-15, 2017.

Matrix of Activities

Date	Time	Activity
November 14	8:00 – 9:00	Registration & Opening
	9:01 – 10:30	Orientation of Participants
	10:31 – 5:00	Preparation of Session Guides & slide Decks
November 15	8:00 – 3:00	Simulation
	3:00 – 4:30	Interview
	4:31-5:00	Closing

- The participants to the activity are the following:

OIC- RD	1	Ifugao Division	5	Total number of Participants 53
HRDD	5	Kalinga Division	5	
Abra Division	5	Tabuk City	5	
Apayao Division	5	Mt. Province	5	
Baguio City Division	5	Assessors	6	
Benguet Division	5	QAME	1	

- Applicants to the Pool of NEAP Facilitators should possess the following qualifications:

- Permanent personnel, preferably Head Teacher, Principal, EPS II, SEPS, 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 a computer literate

4. The following NEAP Assessors are requested to assess the applicants during the screening:
 - a. Edgar Madlaing – Regional Office
 - b. Jennifer Ande – Regional Office
 - c. Marilyn Apiit – Baguio City Division
 - d. Marina Tabangcura – Baguio City Division
 - e. Francis Peckley – Benguet Division
 - f. Wilfred Bagsao – Benguet Division

5. Applicants shall submit to the Human Resource Development Division the following duly accomplished documents **not later than 9:00AM on November 14, 2017**:
 - 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 (2) years
 - e. Letter of commendation 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 participation/completion/merit/etc. given as facilitator/trainer/resource speaker.

6. All applicants are requested to bring their laptop.

7. Lodging, meals and snacks of participants shall be charged to RO-HRTD funds while other incidental expenses of the participants relative to their attendance to the screening 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 PM snacks of Day 2. Check in time of participants starts at 3PM on day 0 while check out time is 12NN on day 2.

8. Immediate dissemination of this memorandum to all concerned is enjoined.


MAY B. ECLAR, Ph.D., CESO V
Regional Director

Reference: DepEd Order No. 111 s. 2009
Enclosure: as stated

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES (NEAP)

DepEd Complex, Meralco Avenue, Pasig City

NEAP FACILITATORS' POOL

APPLICATION FORM

Last Name:		First Name:		Middle Name:	
Birth date (Month/day/year)			Sex:		
Position:			Office:		
List of Trainings on Training Management and Facilitation Attended <i>(Uses additional sheets if necessary)</i>					
Title		Inclusive Dates		Provider	
List of Trainings/Topics Facilitated <i>(Use additional sheets if necessary)</i>					
Title		Inclusive Dates		Provider	

Please attach certified photo copies of certificates of attendance/participation/completion/appreciation Recognition as supporting documents.

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES (NEAP)

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 envelop before submission to the Division 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 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 program?

Signature over printed name)

Annex 3

LETTER OF RECOMMENDATION TEMPLATE

LETTER HEAD

Date

Mr./Ms. _____
Chair, Division Screening Committee
Address

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 (Position/designation) _____ for (length of time) _____.

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

Annex 4

LETTER OF COMMITMENT TEMPLATE

LETTER HEAD

Date

SDS

Division

Address

Sir/Madam:

This is to signify my commitment if I qualify as a member of the National Educators Academy of the Philippines (NEAP) Division 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