



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION V (BICOL)
SCHOOLS DIVISION OFFICE OF CATANDUANES
Virac, Catanduanes

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RELEASED

DepEd, Division of Catanduanes

RECORDS SECTION

Date AUG 07 2018

Time: 9:00 A.M.

Initial/Signature: *[Signature]*

DIVISION MEMORANDUM
No. 193, s. 2018

To : Assistant Schools Division Superintendent
Chief Education Supervisors, CID & SGOD
Elementary and Secondary School Heads
All Others Concerned

From : *[Signature]*
SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent

Subject : **Division Screening and Selection of Pool of Facilitators to the National Educators Academy of the Philippines (NEAP) Facilitators' Pool**

Date : August 3, 2018

1. Per Regional Memorandum No. 112 dated August 1, 2018 entitled "Screening of Facilitators to the National Educators Academy of the Philippines (NEAP) Facilitators' Pool," this Office announces the conduct of the Division Screening and Selection of Pool of Learning Facilitators to the NEAP Facilitators' Pool at a venue to be announced later.
2. The objective of the activity is to create a pool of learning facilitators for future DepEd endeavors in line with professional learning and development. The facilitators will be tapped to deliver training programs at various levels and assist NEAP in developing training programs for DepEd personnel.
3. The Schools Division of Catanduanes is required to send fifteen (15) nominees. Interested applicants may submit their documents to the SDS Office on or before August 14, 2018 attention: SGOD Human Resource Development Section.
4. Please see attached list of qualifications, requirements, criteria and process flow of the selection, list of assessor's pool and pro forma for the letter of intent, nomination form, certification, and screening rating guide.
5. Expenses incurred relative to the screening and selection of learning facilitators are chargeable against the Division HRD Funds. Travel expenses of applicants are chargeable against School MOOE/Local Funds subject to the usual accounting and auditing rules and regulations.
6. For information and guidance of all concerned.

Enclosure No. 1: Guidelines in the Division Screening and Selection of Pool of Learning Facilitators

**Division Screening and Selection of Pool of Learning Facilitators
GUIDELINES**

1. The Division Screening and Selection of Learning Facilitators will take into account the following criteria and documents needed, to wit:

CRITERIA	DOCUMENTS NEEDED
A. Permanent, with three years' experience as Education Program Supervisor or Public Schools District Supervisor, or Senior Education Program Specialist, or Education Program Specialist II, or Principal, or Assistant Principal, or Head Teacher;	A. Application Form
I. Physically fit and preferably 50 years old and below;	B. Character Reference
J. Must have been trained as trainers/facilitators;	C. Letter of Recommendation from immediate supervisor
K. Must have a performance rating of at least VS for the last two years;	D. Letter of commitment signifying willingness to train anywhere in the region and run sessions anytime in any topics for a particular training
L. Must be computer literate and;	E. Medical certificate from accredited government physician/hospital indicating physical fitness to train and travel
M. A good team player.	F. Performance Rating for the last two years
	G. Certificate of no pending criminal and/or administrative case from the Division
	H. Certificate of recognition/commendation/ merit given as facilitator/resource speaker if there are no certificates from clients. These certificates should support the list provided in the application form.

2. The process flow is as follows:

ACTIVITIES	DATE
<p>PHASE 1: Paper Screening</p> <p>Qualified applicants in Phase 1 will be informed by the Division Screening Committee and will proceed to Phase 2 of the screening process</p>	<p>Deadline of Submission: August 14, 2017</p>
<p>PHASE 2: Interview, Session Guide Writing and Demonstration</p> <p>Qualified applicants are required to bring their own laptop, extension cord, materials for demonstration</p>	<p>August 15, 2018</p>

Annex 2:

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES (NEAP)
DEPED Complex, Meralco Ave., Pasig City

CHARACTER REFERENCE

CONFIDENTIAL

One copy to be filled up by the immediate supervisor and another by a co-worker or peer. Filled out copies should be placed in a sealed envelope and signed before submission to the Regional Screening Committee

NAME OF NOMINEE	POSITION

1. How long have you known the nominee (years/month)?

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 additional to this form.

DIMENSIONS	NO BASIS FOR JUDGMENT	BELOW AVERAGE	ABOVE AVERAGE	EXCELLENT/ OUTSTANDING
Integrity				
Work Ethics				
Interpersonal Skills				
Time Management				
Stress Management				
Communication Skills				
Computer Proficiency				

4. How will this person be able to contribute in providing better training programs?

Signature over printed name
Position:
Contact No.:
Email Address:

Annex 1:

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 attendance/participation/completion/appreciation/recognition to support.

Annex 3:

LETTER OF RECOMMENDATION TEMPLATE

School Heading/Official Logo

Date:

SANCHA M. NACION
Chairperson, Regional Screening Committee
DepEd Regional Office V
Rawis, Legazpi City

Thru: SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent
Division of Catanduanes
Virac, Catanduanes

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 Service).

This Office does not pose any objection to any of his/her assignments as a Division/Regional facilitator is s/he will qualify after the screening process.

Thank you very much.

Very truly yours,

Signature over printed name

Position:

Contact No.

Email Address:

Home Address:

Annex 4:

LETTER OF COMMITMENT TEMPLATE

School Heading/Official Logo

Date:

SANCHAM. NACION
Chairperson, Regional Screening Committee
DepEd Regional Office V
Rawis, Legazpi City

Madam:

This is 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 inquire my expertise and services.

Thank you very much.

Signature over printed name

Position:

Contact No.

Email Address:

Home Address: