Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)
TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

May 8, 2025

DIVISION MEMORANDUM
No. ___422___ s. 2025

PROFILING OF SDO POTENTIAL LEARNING FACULTY OF THE REVISED K TO 12 CURRICULUM AND OTHER NEAP QUALITY ASSURED PROFESSIONAL DEVELOPMENT PROGRAMS

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID & SGOD
Unit Heads/Section Heads
Education Program Supervisors
Public Schools District Supervisors
School Heads of Public Elementary and Secondary Schools
Teaching and Non-Teaching Personnel
All Others Concerned

1.   In reference to Regional Memorandum No. 00548, s. 2025 *"Profiling of potential Learning Faculty of the Revised K to 12 Curriculum and other NEAP Quality Assured Professional"*, this Office encourages interested and qualified **teachers** (*both elementary and secondary*), **teaching-related personnel, and non-teaching personnel** to submit the following documentary requirements to the **Curriculum Implementation Division (CID) Office** on or before **May 14, 2025.**

    a. Updated Personal Data Sheet (PDS) Form 212 with Work Experience Sheet
    b. Updated PRC License
    c. Medical certificate as certified by a government physician that the candidate is physically fit to be a learning faculty.
    d. Certificate of no pending administrative, civil and/ or criminal case issued by the Legal Officer
    e. IPCRF with at least VS for the last three rating periods
    f. Certificates as Resource Person of any learning and development program and corroboration on at least 40 hours of facilitation within the last 3 years.
    g. Letter of intent address to the Schools Division Superintendent
    h. Endorsement of the immediate supervisor

2.   Other important details on the process of profiling and evaluation of candidates is found in the attached Regional Memorandum.

3.   Immediate dissemination of the Memorandum is desired.

CECILE C. FERRO CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

CID/rgp
5/8/2025

Republic of the Philippines
Department of Education
REGION V - BICOL

DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE NO. V

RELEASED

• 007458

Date: 4/29/25
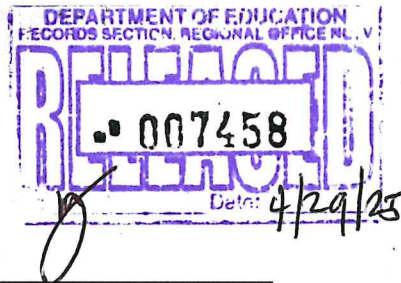
28 April 2025

REGIONAL MEMORANDUM
No. 00548 , s. 2025

PROFILING OF POTENTIAL LEARNING FACULTY OF THE REVISED K TO 12
CURRICULUM AND OTHER NEAP QUALITY ASSURED
PROFESSIONAL DEVELOPMENT PROGRAMS

To   :   Assistant Regional Director
           Schools Division Superintendents
           All Others Concerned

1.   The Department of Education Regional Office V through the Human Resource Development Division – National Educators Academy of the Philippines Region 5 (HRDD-NEAP R5) and the Curriculum and Learning Management Division (CLMD) issues the enclosed **Profiling Guide for the Potential Learning Faculty of the Revised K to 12 Curriculum and Other NEAP Quality Assured Professional Development Programs**.

2.   This guide aims to standardize the profiling process at the Schools Division Office (SDO) level of potential learning faculty, leading to the identification of potential candidates for the certification of vetted faculty. This shall also ensure that the learning faculty identified to facilitate the Training on the Revised K to 12 Curriculum and Other NEAP Quality Assured Professional Development Programs and are equipped with the basic qualifications set by the higher office.

3.   Schools Division Offices through the Curriculum Implementation Division (CID) Chief Education Supervisor shall take the lead in the profiling of potential learning faculty in all learning areas in their respective SDOs, with the Education Program Supervisors in the different learning areas who shall serve as members of the profiling committee. Meanwhile, the School Governance and Operations Division Chief Education Supervisor shall co-lead the CID Chief in the profiling.

4.   SDO NEAP Focal Person with the SEPS of HRD Section shall serve as the secretariat of the profiling process. They shall take the responsibility in safeguarding the result of the profiling process and shall submit the list of potential learning faculty in all learning areas to the Regional Director, c/o Office of the Chief ES CLMD, **on or before May 16, 2025**, duly endorsed by the Schools Division Superintendent.

5.   Certified NEAP Assessors and Learning Facilitators in the Division shall serve as members of the profiling committee *(please see attached)*.

6.   Applicants who will fall under the Proficient and Advanced Levels shall be considered for onboarding to facilitate the training on the Revised K to 12 Curriculum and Other NEAP Quality Assured PD Programs, while those who will fall under Basic and Developing Levels shall undergo intervention activity to further enhance their competencies.

7.   Widest dissemination of and strict compliance with this Memorandum is desired.

GILBERT T. SADSAD
Regional Director
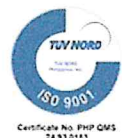
Encl.:   As stated.

To be indicated in the Perpetual Index
        under the following subjects:
        LEARNING FACULTY
        REVISED KTO12 CURRICULUM
        PROFESSIONAL DEVELOPMENT

HRDD-NEAP R/rtb/jblc
04/28/2025

PROFILING GUIDE FOR THE POTENTIAL LEARNING FACULTY
OF THE REVISED K TO 12 CURRICULUM AND OTHER NEAP QUALITY ASSURED
PROFESSIONAL DEVELOPMENT PROGRAMS

I. Interested personnel shall meet the qualification standards.
   a. The certification is open to teaching, school leaders, teaching-related personnel, and non-teaching personnel of the Department of Education Region V.
      i. The candidate shall:
         1. Be preferably a holder of master's degree
         2. Be in the service for at least five (5) years as permanent employee
         3. Be able to demonstrate competence in working in a team and manage sessions
         4. Be able to write session guides and other learning resources as well as simulate sessions and manifest willingness to accept suggestions for refinement of sessions
         5. Be a good communicator (both in oral and in written)
         6. Be able to use appropriate technology with ease and confidence during session delivery
   b. The candidate shall submit the following documentary requirements:
      i. Updated Personal Data Sheet (PDS) Form 212 with Work Experience Sheet
      ii. Updated PRC License
      iii. Medical certificate as certified by a government physician that the candidate is physically fit to be a learning faculty
      iv. Certificate of no pending administrative, civil and/or criminal case issued by the Legal Officer
      v. IPCRF with at least **VS** for the last three rating periods
      vi. Certificates as Resource Person of any learning and development program and corroboration on at least 40 hours of facilitation within the last three years
      vii. Letter of intent address to the Schools Division Superintendent
      viii. Endorsement of the immediate supervisor

   c. To become part of the pool of potential learning faculty of the Division, a candidate shall meet the qualification standards upon endorsement of the immediate supervisor to the Schools Division Superintendent for the profiling process.

II. **Profiling shall be facilitated by the respective Learning Area Supervisors with the Chiefs of CID and SGOD with the NEAP Certified Learning Facilitators and Assessors in the Division or in the Region.**

III. **Candidates for profiling shall undergo session guide writing and slide deck preparation 40%, facilitation skills simulation 40%, and behavioral event interview 20%** (*please refer to the attached rubric of every component*).

IV. **The basis in profiling the pool of Learning Faculty is shown below.**

Classification	Rating
Basic	1.00 -1.75
Developing	1.76 - 2.50
Proficient	2.51 - 3.25
Advanced	3.26 - 4.00

Republic of the Philippines
Department of Education
REGION V - BICOL

SESSION GUIDE WRITING ASSESSMENT TOOL (SG)

Learning Faculty – Applicant Code: _____

Name of Assessor: _____

Date of Assessment: _____

Direction: Tick (✓) the box corresponding to appropriate level of assessment and write the rating.

Competencies	Level 1 BASIC	Level 2 DEVELOPING	Level 3 PROFICIENT	Level 4 ADVANCED	Rating
Managing Diverse Learners (Andragogical and Group Process) • Considers the profile of the participants: age, gender, interest, level of understanding in providing activities • Develops activities based on the understanding of how adults learn • Provides engaging activities (role play, games, simulations, lecturette, case study, cooperative learning structures, group discussions, etc.) • Acknowledges cultural awareness, gender sensitivity and responsiveness, free from cultural and religious bias, racism, violence, sex	☐ One (1) indicator is observed	☐ Two (2) of the indicators are observed	☐ Three (3) of the indicators are observed	☐ All four (4) indicators are observed	
Formulating Objectives and Selecting Appropriate Methodologies • Formulates SMART objectives which are specific to the session topic (terminal and enabling objectives) • Observes prescribed time allotment per phase • Uses appropriate approaches/methods/	☐ One (1) indicator is observed	☐ Two (2) of the indicators	☐ Three (3) of the indicators are observed	☐ All four (4) indicators are observed	

techniques based on its objectives, contents, activities, and participants • Achieves its objectives and produces aligned expected outputs		are observed			

Competencies	Level 1 BASIC	Level 2 DEVELOPING	Level 3 PROFICIENT	Level 4 ADVANCED	Rating
Demonstrating Content Knowledge and Proficiency • Presents clear, logical coverage, and key learning points with relevant reference citations • Presents a seamless transition of topics and activities anchored on adult learning approach • Utilizes appropriate methodologies to simplify complex concepts • Encourages participants to discover meaning for themselves, validate their own learning and ensures/checks their application of concepts in real-life situations	☐ One (1) indicator is observed	☐ Two (2) of the indicators are observed	☐ Three (3) of the indicators are observed	☐ All four (4) indicators are observed	

Communicating Effectively • Uses simple language in the development of concepts observes • Correct spelling and grammar • Coherent organization of ideas/concepts • Correct capitalization and punctuation • Integrates figures of speech, idiomatic expressions, and quotations to support concepts when necessary applies unity, coherence, and emphasis in presenting concepts	☐ One (1) or two (2) indicator is observed	☐ Three (3) of the indicators are observed	☐ Four (4) of the indicators are observed	☐ All five (5) indicators are observed	
Average Rating:					

STRENGTHS:

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Republic of the Philippines
Department of Education
REGION V - BICOL

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OPPORTUNITIES FOR IMPROVEMENTS:

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Assessed by: _____
　　　　　　　Signature Over Printed Name

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Republic of the Philippines
Department of Education
REGION V - BICOL

SLIDE DECK PREPARATION ASSESSMENT TOOL

Learning Faculty – Applicant Code: _____

Name of Assessor: _____

Date of Assessment: _____

Direction: Tick (/) the box corresponding to appropriate level of assessment and write the rating.

CRITERIA	Level 1 Basic	Level 2 Developing	Level 3 Proficient	Level 4 Advanced	Rating
Content • Appropiate ideas/concepts to the topic • Consistent to the Session Guide • Completeness of ideas/concepts • Coherence (logical order of ideas/concepts) • Free from factual errors	☐ One (1) or two (2) of the indicators are observed.	☐ Three (3) of the indicators are observed .	☐ Four (4) of the indicators are observed	☐ All of the five (5) indicators are observed.	
Text Elements • Font size varies appropriately for title (40), heading (32) and text (28) • Font style used is consistent and uniform • 7x7 Rule is followed • Proper placement of texts	☐ One (1) of the indicators is present.	☐ Two (2) of the indicators are present.	☐ Three (3) of the indicators are present.	☐ All of the four (4) indicators are present	

CRITERIA	Level 1 Basic	Level 2 Developing	Level 3 Proficient	Level 4 Advanced	Rating
Design/Layout Appropriateness of the slides in terms of the following: • Color combination • Theme and Background • Transition/ Animation • Logo/s (not covered, if present)	☐ One (1) of the indicators is present.	☐ Two (2) of the indicators are present.	☐ Three (3) of the indicators are present.	☐ All of the four (4) indicators are present	
Use of Graphics • Relevant size and color support the theme/content of the presentation • Contrast of colors • Proper size • Citation of sources • Distribution/variation of graphics	☐ One (1) or two (2) of the indicators are observed.	☐ Three (3) of the indicators are observed .	☐ Four (4) of the indicators are observed	☐ All of the five (5) indicators are observed.	
Writing Mechanics • Correct spelling • Organization of ideas/concepts • Grammar rules • Capitalization and punctuation	☐ One (1) of the indicators is present.	☐ Two (2) of the indicators are present.	☐ Three (3) of the indicators are present.	☐ All of the four (4) indicators are present	

	Average Rating	

STRENGTHS:

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OPPORTUNITIES FOR IMPROVEMENTS:

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Assessed by: _____
                     Signature Over Printed Name

Date: _____

FACILITATION SKILLS / SIMULATION ASSESSMENT TOOL

Learning Faculty – Applicant Code: _____
Name of Assessor: _____
Date of Assessment: _____

Direction: Tick (✓) the box that describes the applicant's competencies based on the observable behaviors during the session. Use the following scale on the number of indicators observed.

Legend:
The rating shall be based on the following:

Level/Rating	Description	Interpretation
4	All indicators for each competency are observed.	Advanced
3	6-7 indicators for each competency are observed.	Proficient
2	4-5 indicators for each competency are observed.	Developing
1	1-3 indicators for each competency are observed.	Basic

Competency/ Indicators	Indicators	No. of Indicator/s Observed	Rating
Exhibiting Personal and Interpersonal Qualities	☐ Demonstrates the ability to adjust in any situation and acts with kindness and tolerance ☐ Applies clean and appropriate humor in keeping the session lively ☐ Affirms the responses of the participants ☐ Senses the needs, potentials, strengths and weaknesses of the participants that may affect the learning processes		

Competency/ Indicators	Indicators	No. of Indicator/s Observed	Rating
	☐ Allows the participants to present their ideas without bias or judgments		
	☐ Monitors the energy level of the participants during sessions		
	☐ Maintains a high rate of participation		
	☐ Directs and redirects responses towards the topic/concept		
Managing Learning Sessions	☐ Asks questions that are clear and focused		
	☐ Acknowledges participants' responses		
	☐ Asks follow up questions to clarify participant's responses and to check understanding of content		
	☐ Probes questions to elicit the desired outcomes		
	☐ Paraphrases questions for clarity		
	☐ Processes responses with probing questions to elicit the desired outcomes		
	☐ Deepens responses by directing and redirecting participants' to attain the desired outcomes		
	☐ Achieves session targets in a given time and resources		
Managing Diverse Learners, Andragogical and Group Process	☐ Makes necessary adjustments in his/her facilitation style/approach by using the language/ dialect or gestures that allow the participants to connect with the session.		
	☐ Entertains comments, suggestions, clarifications from the participants regarding the session/topic being discussed		

Competency/ Indicators	Indicators	No. of Indicator/s Observed	Rating
	☐ Uses various (andragogical training methodologies/strategies approaches, methodology, strategy, tecniques suitable to the participants. (		
	☐ Provides participants with many opportunities to express their creativity/ideas		
	☐ Creates an accepting and non-threatening learning atmosphere		
	☐ Respects uniquenes and individual differences of participants		
	☐ Facilitates resolution of conflicting opinions and/or ideas		
	☐ Makes the learning relevant to the participant's experiences by using the "real world" examples and activities		
Communicating Effectively	☐ Uses technology to support the training and maintains him/herself as the major medium of instruction		
	☐ Facilitates the learning process		
	☐ Expresses ideas with clarity, logic and correct grammar		
	☐ Deepens and broadens participants appreciation and outlook on the significance of the presented output		
	☐ Uses non-verbal form of communication to reinforce verbal message		
	☐ Guides the group to a consensus or conclusion (when warranted) by providing clear methods and processes		
	☐ Highlights important results of the activity that lead to the attainment of the objectives of the session		
	☐ Generates ideas and concepts from the sharing of participants during the learning		

Republic of the Philippines
Department of Education
REGION V - BICOL

Competency/ Indicators	Indicators	No. of Indicator/s Observed	Rating
	session/s.		
	Average Rating		

STRENGTHS:

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OPPORTUNITIES FOR IMPROVEMENTS:

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Assessed by: _____
Signature Over Printed Name

Date: _____

Republic of the Philippines
Department of Education
REGION V - BICOL

BEHAVIORAL EVENT INTERVIEW (BEI) ASSESSMENT TOOL

Learning Faculty– Applicant Code: _____

Name of Assessor: _____

Date of Assessment: _____

Direction: Tick (✓) the column that best describes how you assess the applicant's competencies in responding to the Behavioral Event Interview (BEI) questions.

| Competency/Indicators	Level 1 Basic	Level 2 Developing	Level 3 Proficient	Level 4 Advanced
A. Personal and Interpersonal Qualities • Presents knowledge and information with unity, coherence and emphasis • Presents answers with sincerity and conviction • Gives objective, non-defensive and non-judgmental views • Shows consistency in expressing his/her own thoughts, feelings, behaviors and actions • Provides adjustment/s to any given situation	☐ One (1) or Two (2) indicators are demonstrated	☐ Three (3) of the indicators are demonstrated	☐ Four (4) of the indicators are demonstrated	☐ All the Five (5) indicators are demonstrated
B. Mastery of Content and Andragogy • Shares strategies and methodologies in simplifying complex concepts or information • Cites appropriate approaches in facilitating the session and in managing the participants • Shares activities on maximizing the use of technology and other resources in delivering the session • Shows flexibility in dealing with diverse participants (gender- sensitivity, culture awareness, contextualization and the like)	☐ One (1) or Two (2) indicators are demonstrated	☐ Three (3) of the indicators are demonstrated	☐ Four (4) of the indicators are demonstrated	☐ All the Five (5) indicators are demonstrated

• Applies adult learning principles in the delivery of the session				

Competency/Indicators	Level 1 Basic	Level 2 Developing	Level 3 Proficient	Level 4 Advanced
C. Communication Skills • Demonstrates communicative competence in the delivery of ideas • Expresses ideas clearly and logically. • Answers questions spontaneously. • Uses non-verbal forms of communication to reinforce verbal message	☐ One (1) indicator is demonstrated	☐ Two (2) of the indicators are demonstrated	☐ Three (3) of the indicators are demonstrated	☐ All the Four (4) indicators are demonstrated

STRENGTHS	OPPORTUNITIES FOR IMPROVEMENTS
Assessed by: _____ Signature Over Printed Name Date: _____	Average Rating : _____

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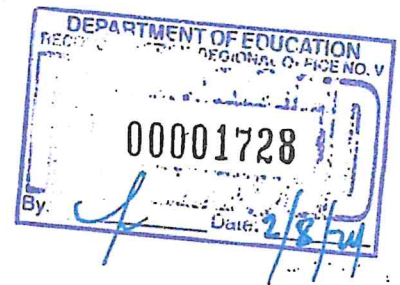
07 Feb 2024

REGIONAL MEMORANDUM
No. **000145** s. 2024

LIST OF CERTIFIED NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES (NEAP) ASSESSORS AND LEARNING FACILITATORS IN DEPED REGION V

To   :   Assistant Regional Director
          Schools Division Superintendents
          All Others Concerned

1.   Truthful to its thrust on providing technical support in the implementation of strategic human resource development plan, operationalize the human resource development systems, develop its components to suit local situation, and provide technical assistance to the schools division through technical assistance teams, in order to deliver quality and sustainable human resource development services towards acquisition and development of competent personnel in the region such as the learning and development, this Office through the Human Resource Development Division-National Educators Academy of the Philippines in Region V informs all concerned personnel of the **List of Certified National Educators Academy of the Philippines (NEAP) Learning Facilitators and Assessors in DepEd Region V**.

2.   These personnel underwent the four-pronged certification process conducted by the NEAP-Central Office and DepEd ROV Human Resource Development Division in CY 2017 and CY 2019.

3.   These Certified NEAP Assessors and Learning Facilitators are expected to assist the DepEd Regional Office, the Schools Division Offices, the Schools, and Community Learning Center in cascading and upholding relevant, timely and meaningful learning and development engagements that shall lead to the attainment of Basic Education Development Plan (BEDP) and the Department's MATATAG Agenda especially on giving support to teachers to teach better.

4.   Attached to this Memorandum is the list of NEAP Certified Assessors and Learning Facilitators both in the Regional and in the National levels. This list shall serve as reference of this Office for HRDD-NEAP R engagements and shall serve as basis for the recertification of assessors and learning facilitators in the Region.

5.   Widest dissemination of this Memorandum is desired.

GILBERT T. SADSAD
Regional Director

Encl: As stated
To be indicated in the <u>Perpetual Index</u>
under the following subjects:
NEAP PROFILING
ASSESSORS
LEARNING FACILITATORS

HRDD-NEAPR/smn/jblc
02/07/2024

CERTIFIED NEAP NATIONAL ASSESSORS		
Jocelyn O. Dy	Chief Education Supervisor	DepEd ROV
Lany M. Abainza	Chief Education Supervisor	SDO Tabaco City
Ernie M. Baranquel	Chief Education Supervisor	SDO Ligao City
Joe-Bren L. Consuelo	Education Program Supervisor	DepEd ROV
Ireno M. Dicen	Education Program Supervisor	SDO Sorsogon City
CERTIFIED NEAP NATIONAL LEARNING FACILITATORS		
Nenneth E. Alama	Director IV	DepEd Central Office
Joe-Bren L. Consuelo	Education Program Supervisor	DepEd ROV
Irene U. Dayandante	Public Schools District Supervisor	SDO Cam Sur
Annie B. Baylon	Public Schools District Supervisor	SDO Sorsogon Province
Rachel E. Zamudio (+)	Head Teacher	SDO Legazpi City
Marcial B. Bellen	Principal II	SDO Tabaco City
Ma. Shella B. Suñas	Principal	SDO Cam Sur
Niño Gerard C. Ceneta	Education Program Supervisor	SDO Catanduanes
Jeremy A. Cruz	Principal IV	SDO Legazpi City
Grace Imelda Huab	Public Schools District Supervisor	SDO Sorsogon Province
Franlie Corporal	Principal I	SDO Cam Sur
Sulpicio C. Alferez III	Principal IV	SDO Naga City
Jim B. Guarnes	Principal I	SDO Cam Sur
Bernadette R. Bedis	Senior Education Program Specialist	SDO Sorsogon Province
Karen R. Gueriña	Principal I	SDO Sorsogon City
Ronald P. Enciso	Principal I	SDO Cam Sur
Pedro N. Morada	Principal I	SDO Iriga City
Claudette M. Pillejera	Principal I	SDO Masbate
Aldrin D. Estipona	Principal I	SDO Sorsogon Province
Michael M. Uy	Education Program Supervisor	SDO Sorsogon City
Edna L. Mallo (+)	Principal I	SDO Sorsogon Province
Ernie M. Baranquel	Chief Education Program Supervisor	SDO Ligao City
Lauro B. Millano	Asst. Schools Division Superintendent	SDO Legazpi City
Joel E. Caolboy	Asst. Schools Division Superintendent	SDO Camarines Norte
Joy G. Cabrera	OIC-Asst. Schools Division Superintendent	SDO Masbate City
Maria Shiela V. Lagoda	OIC-Asst. Schools Division Superintendent	SDO Masbate Province
Jocelyn P. Navera	Education Program Supervisor	SDO Ligao City
Rex T. Barbin	Education Program Supervisor	SDO Sorsogon Province
Noel V. Ibis	Education Program Supervisor	SDO Camarines Norte
Lany M. Abainza	Chief Education Supervisor	SDO Tabaco City
Francy R. Valdemoro	Chief Education Supervisor	SDO Masbate City
Cynthia T. Montañez	Education Program Supervisor	SDO Iriga City
Ireno M. Dicen	Education Program Supervisor	SDO Sorsogon City
Nothing follows		

Regional Center Site, Rawis, Legazpi City 4500

0969 516 9555

region5@deped.gov.ph

NEAP REGIONAL ASSESSORS		
Lauro B. Millano	Asst. Schools Division Superintendent	SDO Legazpi City
Joel E. Caolboy	Asst. Schools Division Superintendent	SDO Camarines Norte
Joy G. Cabrera	OIC-Asst. Schools Division Superintendent	SDO Masbate City
Maria Shiela V. Lagoda	OIC-Asst. Schools Division Superintendent	SDO Masbate Province
Jocelyn P. Navera	Education Program Supervisor	SDO Ligao City
Rex T. Barbin	Education Program Supervisor	SDO Sorsogon Province
Noel V. Ibis	Education Program Supervisor	SDO Camarines Norte
Lany M. Abainza	Chief Education Supervisor	SDO Tabaco City
Francy R. Valdemoro	Chief Education Supervisor	SDO Masbate City
Cynthia T. Montañez	Education Program Supervisor	SDO Iriga City
Ireno M. Dicen	Education Program Supervisor	SDO Sorsogon City
Jocelyn O. Dy	Chief Education Supervisor	DepEd ROV
Sancha M. Nacion	Chief Education Supervisor	DepEd ROV
Ernie M. Baranquel	Chief Education Supervisor	SDO Ligao City
Joe-Bren L. Consuelo	Education Program Supervisor	DepEd ROV
Jinky A. Villareal	Education Program Supervisor	SDO Iriga City
Catalina P. Garcia	Education Program Supervisor	DepEd ROV
Ma. Corazon A. Aler	Education Program Supervisor	DepEd ROV
Nothing follows		