



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
www.depednegor.net

July 11, 2018

DIVISION MEMORANDUM

No. 418; s. 2018

**SCREENING OF APPLICANTS FOR THE NEAP-R FACILITATORS'
POOL**

TO : Assistant Schools Division Superintendents
Division Chiefs
Division Education Program Supervisors/Division Coordinators
Public Schools District Supervisors/District-In-Charge
Public Elementary and Secondary School Principals
All Others Concerned

1. Attached is Regional Memorandum No.0474, s.2018 announcing the conduct of "The Screening of Applicants for the NEAP-R Facilitators' Pool" through the Office of the Human Resource Development Division on July 17-18, 2018, from 8:00 AM to 5:00 PM at the Conference Room, 3rd floor, DepEd Regional Office 7, Sudlon, Lahug, Cebu City.
2. For details, please see attached communication and other related documents.
3. For information, guidance and widest dissemination.

WILFREDA D. BONGALOS, Ph.D., CESO V
Schools Division Superintendent

7/11/18

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REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



REGIONAL MEMORANDUM
No. 0474, s. 2018

D: 7/9/18

JUL 02 2018

SCREENING OF APPLICANTS FOR THE NEAP-R FACILITATORS' POOL

To : Schools Division Superintendents/OICs
Regional Chiefs

1. This Office through the Human Resource Development Division (HRDD) in collaboration with the RO7 Functional Divisions, and nineteen (19) Schools Divisions will conduct the **Screening of Applicants for the NEAP-R Facilitators' Pool** on July 17-18, 2018, 8:00 AM to 5:00 PM at the Conference Room, 3rd Flr., DepED Regional Office 7, Sudlon, Lahug, Cebu City.
2. The said activity aims to select additional members of the NEAP R Facilitators' Pool for the upcoming learning and development programs/activities to be conducted by DepEd RO7.
3. The following may apply:
 - a. Must be a member of the Division Pool of Learning Facilitators (Reference: R.M. Nos. 249 & 270, s. 2018);
 - b. Permanent personnel, preferably School Heads or District/Division/Regional Supervisors;
 - c. Physically fit and preferably 55 years old and below;
 - d. Must have been trained as trainers/facilitators;
 - e. Must have a performance rating of at least VS for the last two years; and
 - f. Must be computer proficient.
4. Applicants should submit personally to the screening committee the following documents on the abovementioned dates:
 - a. Endorsement from the Schools Division Superintendent
 - b. Application Form (Annex 1)
 - c. Character Reference (Annex 2)
 - d. Medical certificate from accredited government physician/hospital indicating physical fitness to train and travel
 - e. Performance rating for the past two years
 - f. Letter of recommendation from immediate supervisor (Annex 3)
 - g. Letter of commitment signifying willingness to train anywhere in the country (Annex 4)
 - h. Certificate of no pending criminal and/or administrative case from the Division
 - i. Certificate of participation/completion/ attendance to Training of Trainers programs attended
 - j. Certificate of recognition/ commendation/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

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324; Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
Quality Assurance Division (QAD), Tel. No.: (032) 231-1071; Human Resource Development Division (HRDD), Tel. No.: (032) 255-8239
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062; Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 253-9050,
414-7065; Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
Finance Division, Tel. Nos.: (032) 256-2375; 253-9061; 414-7321

"EFA 2015: Karapatan ng Lahat, Pananagutan ng Lahat"

5. All applicants must go through the following phases of the screening process:
1. **Paper Screening**
 - Application form, and other required documents will be submitted to the screening committee for perusal. Accepted only are certificate of trainings attended/facilitated from January 2015 to present. Only applicants who meet the qualifications will proceed to phase 2 and 3. (See enclosed annexes)
 2. **Phase 2 - Session Guide Writing (30%)**
 - Applicants will be given two hours to write a session guide including the slide deck to be delivered in 20 minutes.
 3. **Phase - 3 Facilitation Skills Demonstration (70%)**
 - Each applicant will be given 20 minutes to deliver the session/topic.
6. In view of the above, the nineteen (19) Schools Divisions are required to submit the list of applicants to the Regional Screening Committee following the template below on or before July 13, 2017. **Attention: SGOD Chiefs/HRD Section Heads.**

LIST OF APPLICANTS FOR THE NEAP-R FACILITATORS' POOL

Schools Division: _____

Name	Position	Area of Specialization	School/Office	Contact Number

Submitted by:

Schools Division Superintendent


7. The selection will be done by the Regional Screening Committee composed of the following:

Chairman: Mr. Misael Borgonia
 Members: Dr. Emiliano B. Elnar, Jr./Mr. Sylvio Sabino (alternate)
 Dr. Benjamin D. Tiongzon/Dr. Eduardo Omaña (alternate)
 Dr. Maria Jesusa C. Despojo/Mr. Rey P. Tan (alternate)
 Mr. Victor V. Yntig
 Ms. Merden L. Bryant
 Mr. Tomas T. Pastor

8. For inquires and clarifications, you may contact the HRDD Office at (032) 414-7324, and look for Mr. Misael Borgonia.

9. Expenses for lunch and two (2) snacks during this two-day activity to be served by the Applied Nutrition Center (ANC) shall be charged to **Regional HRD Funds**, while traveling and other incidental expenses of participants shall be charged to **Local School/Division MOOE Funds**, subject to the usual accounting and auditing rules and regulations.

10. Immediate and wide dissemination of this Memorandum is highly desired.


 SALUSTIANO T. JIMENEZ, CESOM
 Director III
 Officer-In-Charge



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



Annex 2

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 or peer. Filled-out copies should be placed in a sealed mail envelop and signed before submission to the Regional 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 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:

Annex 3

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 the (Office) as a (Position/Designation) for (length of service).

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

Letter of Commitment template:

DR. JOHN ARNOLD S. SIENA
Director IV
National Educators Academy of the Philippines
DepED Central Office
Pasig City

Date

Through:

DR. JULIET A. JERUTA, CESO V
Director III
OIC, Regional Director
DepED Region VII, Central Visayas

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 require my expertise and services.

Thank you very much.

Very truly yours,

Signature over printed name
Position