



**June 4, 2015**

**DIVISION MEMORANDUM**

No. 303, s. 2015

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

**To: Assistant Superintendent  
Division Supervisors/Coordinators  
District Supervisors/OICs  
Elementary and Secondary School Heads**

1. Attached is Regional Memorandum No. 308, s. 2015, entitled, "Screening of Applicants to the National Educators Academy of the Philippines (NEAP) Facilitators' Pool."
2. Dissemination of the contents of this Memorandum is desired.

**ARBEN D. MONISIT, Ed.D.**  
Schools Division Superintendent

Telephone Numbers:

Schools Division Superintendent: (032) 255-6405  
Asst. Schools Division Superintendent: (032) 414-7457  
Accounting Section: (032) 254-2632  
Disbursing Section: (032) 255-4401  
Admin/Legal: (032) 253-7847

Website : [www.depedcebuprovince.com](http://www.depedcebuprovince.com)  
E-mail Add : [depedcebuprovince@yahoo.com](mailto:depedcebuprovince@yahoo.com)



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



JUN 0 2 2015

**REGIONAL MEMORANDUM**

No. **308**, s. 2015

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

To : Schools Division Superintendents/OICs  
Regional Chiefs

1. Enclosed is a Memorandum from Usec. Rizalino D. Rivera, Undersecretary for Regional Operations dated May 7, 2015 re **Screening of Applicants to the National Educators Academy of the Philippines (NEAP) Facilitators' Pool**.
2. For particulars, refer to the attached communication.
3. Interested personnel are instructed to submit the required documents to the Records Section, Ground Flr., DepED RO7, Sudlon, Lahug, Cebu City on or before June 8, 2015.
4. Qualified applicants in Phase I will be notified by the Regional Screening Committee, and will proceed to Phase II of the selection process. Schedule and venue of Phase II will be announced later.
5. The selection will be done by the Regional Screening Committee composed of the following:  
Chairman: Dr. Emiliano B. Elnar, Jr.  
Members: Dr. Marcial P. Degamo  
Dr. Flodeliza C. Sambrano  
Dr. Luz C. Jandayan  
Dr. Milagros C. Gabia
6. For your proper guidance and wide dissemination.

  
**JULIET A. JERUTA**  
Director III  
Officer-In-Charge

JAJEBE, J/mgb

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; 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. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239  
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;  
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367  
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

*"EFA 2015: Karapatan ng Lahat, Pamanagutan ng Lahat"*



DEPARTMENT OF EDUCATION

RD 2015-7154

OFFICE OF THE UNDERSECRETARY  
FOR REGIONAL OPERATIONS

**MEMORANDUM**

**TO:** Regional Directors  
Schools Division Superintendents

**SUBJECT:** Screening of Applicants to the National Educators Academy of the  
Philippines (NEAP) Facilitators' Pool

**DATE:** 7 May 2015

1. NEAP is announcing the start of the application for the NEAP Facilitators' Pool. The facilitators will be tapped to deliver training programs at various levels and assist NEAP in developing training programs for DepEd personnel.
2. The following may apply:
  - a. Permanent personnel, preferably but not limited to District/Division/ Regional Supervisors;
  - b. Physically fit and preferably 55 years old and below;
  - c. Must have been trained as trainers/facilitators;
  - d. Must have a performance rating of at least VS for the last two years; and
  - e. Must be computer literate.
3. Applicants should submit to the Regional Screening Committee the following documents on or before 29 May 2015:
  - 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 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 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.

The Regional Screening Committee will be composed of the Chief of the Human Resource Development Division as Chair and 4 other members from the other regional functional divisions (Quality Assurance, Field Technical Assistance, Curriculum and Learning Management, Education Support Services, Policy, Planning and Research, Administrative and Finance) and will be identified by the Regional Director. Phase 1 of the screening process will be in the Regions.



DEPARTMENT OF EDUCATION  
OFFICE OF THE UNDERSECRETARY  
FOR REGIONAL OPERATIONS

**MEMORANDUM**

4. Qualified regional applicants in Phase 1 will be informed by the Regional Screening committee and will proceed to Phase 2 of the screening process. Phase 2 is scheduled on:

Date	Regions
June 9-12, 2015	VI, VII, VIII, IX, X, XI, XII, CARAGA and ARMM
June 15-18, 2015	I, II, III, IV-A, IV-B, V, NCR, CAR

Venue for Phase 2 will be announced by the respective regions.

Qualified applicants from ARMM will join the region nearest ARMM or the region identified by the ARMM Regional Screening Committee.

Phase 2 screening committee will be composed of representatives from the Central Office plus the regional screening committee.

5. Qualified applicants in Phase 2 will receive a letter of acceptance from NEAP and will join the first batch of training of facilitators.
6. For immediate dissemination.

  
RIZALINO D. RIVERA  
Undersecretary



**NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES (NEAP)**

*DepEd Complex, Meralco Ave., Pasig City*

**NEAP FACILITATORS' POOL**

**APPLICATION FORM**

<b>Last Name</b>		<b>First Name</b>		<b>Middle Name</b>	
<b>Birth Date</b>			<b>Sex</b>		
<b>Position</b>			<b>Office</b>		
<b>List of Trainings on Training Management and Facilitation Attended (Use additional sheets if necessary)</b>					
<b>Title</b>		<b>Inclusive Dates</b>		<b>Provider</b>	
<b>List of Trainings/Topics Facilitated (Use additional sheets if necessary)</b>					
<b>Title</b>		<b>Inclusive Dates</b>		<b>Topics Presented</b>	

*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 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.

Dimension	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 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:**

Official Logo

Date

Ms. MA. LOURDES D. PANTOJA  
Director III  
National Educators Academy of the Philippines  
DepEd Central Office  
Pasig 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 require my expertise and services.

Thank you very much.

Very truly yours,

\_\_\_\_\_  
Signature over printed name

Position