



January 16, 2017

**DIVISION MEMORANDUM**  
 No. 105, s. 2017

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

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

1. Attached is Regional Memorandum No. 0081, s. 2017, entitled, "**Screening of Applicants for the NEAP-R Facilitators' Pool**," which will be held on February 23-24, 2017 from 8:00 AM to 5:00 PM at the Conference Room, 3<sup>rd</sup> Flr., DepEd Regional Office 7, Sudlon, Lahug, Cebu City.
2. The following may apply:
  - a. Permanent personnel, preferably School Heads/District/Division 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 personally to this Office (Attention: Dr. Novie Mangubat, SGOD Chief) the required documents, stipulated in paragraph 3 of RM No. 0081, s. 2017 on or before February 20, 2017.
4. The top 10 qualified applicants shall be endorsed to the Regional Screening Committee following the template below on or before February 22, 2017.

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

Name	Position	Area of Specialization	School/Office	Contact Number

5. Immediate and wide dissemination of this Memorandum is desired.

  
**RHEA MAR A. ANGTUD, Ed.D., CESO VI**  
 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

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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



FEB 13 2017

**REGIONAL MEMORANDUM**

No. **0081**, s. 2017

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

To : Schools Division Superintendents/OICs  
Regional Chiefs

1. This Office will conduct the **Screening of Applicants for the NEAP-R Facilitators' Pool** on February 23-24, 2017, 8:00 AM to 5:00 PM at the Conference Room, 3<sup>rd</sup> Flr., DepED Regional Office 7, Sudlon, Lahug, Cebu City.
2. The following may apply:
  - a. Permanent personnel, preferably School Heads/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 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. 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

*" ESA 2015: Karapatan ng Lahat, Pananagutan ng Lahat "*

4. In view of the above, SGOD Chiefs/HRTD Coordinators shall conduct an initial screening of applicants following the Screening Rating Guide (Annex 5), and endorse the top 10 qualified applicants to the Regional Screening Committee following the template below on or before February 22, 2017, to wit:

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

Schools Division: \_\_\_\_\_

Name	Position	Area of Specialization	School/Office	Contact Number

Submitted by: \_\_\_\_\_


*Schools Division Superintendent*

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

- Chairman: Dr. Flordeliza C. Sambrano
- Members: Dr. Emiliano B. Elnar, Jr./Mr. Sylvio Sabino (alternate)
- Dr. Milagros C. Gabia/Mrs. Merden Bryant (alternate)
- Dr. Luz C. Jandayan/Mr. Tomas Pastor (alternate)
- Dr. Maria Jesusa C. Despojo/Mr. Rey Tan (alternate)
- Dr. Leah B. Apao/Mr. Misael Borgonia (alternate)

6. 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 HRTD 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.

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

  
**JULIET A. JERUTA**  
 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**

<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 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*

<b>Name of Nominee</b>	<b>Position</b>
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1. How long have you known the nominee (years/months)

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2. In what connection, or under what circumstances, have you known him/her?

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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

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:*

**DR. JOHN ARNOLD S. SIENA**  
Director IV  
National Educators Academy of the Philippines      Official Logo  
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

