



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
Upper Session Rd., Baguio



Office of the Superintendent
Division Memorandum Number 347, s., 2017

DIVISION SCREENING OF BATCH 2 - NEAP TRAINER-FACILITATORS POOL

TO: Public Schools District Supervisors (PSDSs)
Elementary and Secondary School Heads
All Other Concerned

1. Dep-Ed- Baguio through the Human Resource Development (HRD) Section announces the screening and selection of Division NEAP Facilitators' Pool who will be tapped as facilitators in upcoming Division Trainings and to be recommended for Regional NEAP Facilitators Screening and Assessment (R.M. No 313, 2. 2017).

2. Qualifications of applicants are:

1. Must be Head Teachers (HTs), Principals, Education Program Specialists- II (EPS- II), Senior Education Program Specialists, (SEPS) Public Schools District Supervisors (PSDSs) and Education Program Supervisors (EPS).
2. Have been involved in previous trainings as participants/trainers/facilitators/writers for K to 12 Basic Education Program.
3. Possess excellent communication and facilitation skills.
4. Must be physically fit
5. Not more than 55 years old.

3. All applicants must pass through the following phases of screening process:

1. Paper Screening

- 1.1. Applicants submit their application form, documents, certificate of no pending administrative case, character reference and endorsement from immediate head.
- 1.2. Certificates of trainings attended/facilitated/conducted from January 2013 to present.
- 1.3. Only applicants who meet the qualifications will proceed to phase 2 and 3.

(See enclosed annexes for the forms)

2. Phase 2- Session Guide Writing (30%)

2.1. Applicants will be given two hours to write a session guide including the slide decks to be delivered in 20 minutes. The Screening Committee shall assign a topic related to K to 12 Program. The session must reflect adult learning methodologies. Sources must be properly acknowledged.

3. Phase 2- Facilitation Skills Demonstration (70%)

3.1. Each applicant will be given 20 minutes to deliver their submitted session guide.

4. Due date of submission of papers and documents for Phase 1 is **November 3, 2017**, while the Session Guide Writing and Simulation will be on **November 8-9, 2017** at the Division Office, Conference Hall I from 8:00-5:00 P.M.

5. Qualifiers will be recommended for the Screening of Applicants to the Regional NEAP Pool of Facilitators on **November 14-15, 2017**.

6. The following are the members of the Screening Committee:

| | |
|----------------|--|
| Chairman: | SORAYA T. FACULO |
| Vice Chairman: | JERRY YMSON |
| Members: | MARILYN API-IT LOURDES LOMAS-E MARINA TABANGCURA VICTOR FERNANDEZ REMEDIOS QUIÑO GEMMA LOMBOY |
| Secretariat: | JOVELYN BALANTIN |


7. Applicants are requested to bring their laptop.

8. Snacks and meals of the participants to this activity shall be charged to HRDS funds.

9. Immediate dissemination of this memorandum to all concerned is enjoined.

FEDERICO P. MARTIN, EdD., CESO VI
Schools Division Superintendent

For the SDS:


ARTHUR TIONGAN
Chief Education Program Supervisor
School Governance and Operations Division

Letter of Recommendation template

Official Logo

Date:

Chair, Division NEAP Screening Committee
Division of Baguio City

Sir/Madam:

I would like to recommend _____ to the National Educators
Academy of the Philippines (NEAP) Facilitators' Pool. She/He has been with the (school/office)
_____ as a _____ (position/designation) for
_____ (length of service).

This office does not pose any objection to any of his/her assignments as a division facilitator of she/he
will qualify in the screening.

Thank you very much.

Very truly yours,

Signature over printed name
Position



CHARACTER REFERENCE

CONFIDENTIAL

(One copy to ^{be}filled-out by the immediate supervisor and another by a co-worker or peer).

| | |
|-----------------|----------|
| Name of Nominee | Position |
| | |

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 dimensions which have been identified as critical to program performance. The checklist below is intended to facilitate your assessment. (Please write in separate sheet if necessary).

| 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



Republic of the Philippines
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82 Military Cut-off, Baguio City
Tel. / Fax # (074) 442-7819



CERTIFICATE OF NO ADMINISTRATIVE CASE

TO WHOM IT MAY CONCERN:

This is to certify that **MS. JUANA DELA CRUZ, Head Teacher I**, Camp 7 Elementary School, Baguio City, has **NO** administrative case pending in this Office as of this date.

This certification has been issued upon the request of **Ms. DELA CURZ** for whatever legal purpose it may serve.

Issued this **23rd day of October, 2017** in Baguio City, Philippines.

ATTY. ANNETTE L. DOYAOEN
Attorney III

cc:legaloffice

/mpj/ccs/admin
/10/23/17