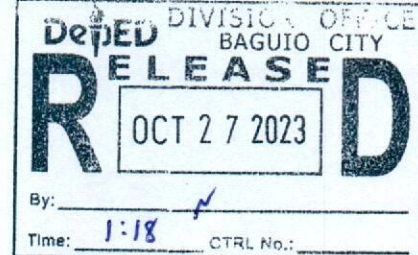




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



27 October 2023

DIVISION MEMORANDUM

No. 443-2023

DIVISION SCREENING OF APPLICANTS FOR THE NATIONAL EDUCATORS' ACADEMY OF THE PHILIPPINES REGIONAL FACILITATORS POOL

To: All Chief Education Supervisor
All Public Schools District Supervisors
Public Secondary and Elementary School Heads
Others Concerned

1. Pursuant to Regional Memorandum No. 648, s. 2023, the Human Resource Development Division- National Educators Academy of the Philippines (HRDD-NEAPR) shall conduct the 7th screening of applicants for Regional NEAP Facilitators.
2. This activity aims to select additional members of the NEAP Regional Facilitators' Pool for the upcoming Professional Development (PD) programs and activities to be implemented in DepEd-CAR.
3. Relative hereto, SDO- Baguio, through the School Governance and Operation Division (SGOD) –Human Resource Development Section (HRDS) shall spearhead the conduct of screening and assessment of interested applicants. Those who will meet the qualifications, and pass the screening process shall be endorsed to HRDD-NEAPR and shall also serve as facilitators in any Division led PD programs and activities.
4. The qualifications are as follows:
 - a. Permanent personnel preferably Head Teachers, Principals, Education Program Specialists, Senior Education Program Specialist, Education Program Supervisors and Public Schools District Supervisors;
 - b. Physically, mentally and emotionally fit;
 - c. Preferably below 60 years old;
 - d. Must have been trained in the areas of the Philippine Professional Standards (PPST, PPSSH, PPSS), Matatag Curriculum, National Programs (Reading, Science, Mathematics, Learning Camp) and Onboarding Program (IPBT, SHDP, IPBSH, IPBSS)
5. All interested applicants the following duly accomplished documents to the HRDS not later than **November 7, 2023**. Assessment and screening period will be on November 8 and 9. Submission to RO will be on **November 10, 2023**.
 - a. Application form (Enclosure 1)
 - b. Character Reference (Enclosure 2)
 - c. Performance for the past two years.
 - d. Letter of intent and commitment signifying willingness to train anywhere in the country.



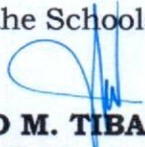


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- e. Certificates of participation in attendance to related trainings and recognition as speakers to related trainings.
 - f. Certificate of no pending administrative case from the Division
 - g. Photocopy of valid license.
6. The Certified Regional NEAP Facilitators belonging to Team A to F need not re-apply because a Capability Building is being prepared by the HRDD-NEAPR for them.
7. All interested applicants will convene at the Division Office mini conference room on **November 7, 2023, 8:00 AM onwards** for an orientation. They must bring with them the required documents.
8. For the smooth flow of the screening procedures, the following assessors/TWG will have a meeting on November 6, 2023, 10:00 AM at the SGOD Office:
1. Jerry C. Ymson
 2. Marilyn S. Apiit
 3. Gemma Lomboy
 4. Jovelyn Balantin
 5. Samuel Bab-anga
 6. Maria Lorena Galera
9. For queries and clarifications, please contact JOVELYN BALANTIN at the HRDS Office via telephone number 446-1488.
10. Immediate dissemination of and strict compliance with this Memorandum is directed.

SORAYA T. FACULO PhD, CESO VI
OIC- Schools Division Superintendent

For the Schools Division Superintendent:


NIÑO M. TIBANGAY, PhD ✓
Chief Education Supervisor
Officer-in-Charge



**NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES
DepEd Cordillera Administrative Region**

**NEAP FACILITATOR’S POOL
APPLICATION FORM**

Last Name:	First Name:	Middle Name:
Birthdate: (Month/Day/Year)		Sex:
List of Trainings Attended Related to Philippine Standards, Onboarding Programs, National Programs, Matatag Curriculum		
TITLE	INCLUSIVE DATES	PROVIDER
List of Trainings Conducted / Facilitated Related to Philippine Standards, Onboarding Programs, National Programs, Matatag Curriculum		
TITLE	INCLUSIVE DATES	PROVIDER

Certified by:

SDO Human Resource Development Section

Enclosure 2

**NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES
DepEd Cordillera Administrative Region**

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 signed and placed in a mail envelope before submission to the Division Screening Committee.

Name of Nominee:		Position:		
How long have you known the nominee (years/months)				
In what connection, or under what circumstances have you known him/her?				
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. (Please check appropriate column)				
Dimensions	No Basis of Judgment	Below Average	Above Average	Excellent / Outstanding
Integrity				
Work Ethics				
Interpersonal Skills				
Time Management				
Stress Management				
Remarks:				
How will this person be able to contribute in providing better training program?				

Signature over Printed Name