



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF BOHOL
City of Tagbilaran



MEMORANDUM

TO:

HELEN BAGCAT	-	SIERRA BULLONES DISTRICT
MILDRED BUGA	-	CARMEN WEST DISTRICT
CERLITO ROMERO	-	LILA DISTRICT
MARICHEL GARCIA	-	DIMIAO DISTRICT
JEANYLETTE AYSON	-	BUENAVISTA DISTRICT
ROSALINDA BUTCON	-	ALICIA DISTRICT
CRISTINA APALE	-	BALILIHAN DISTRICT
DELILAH ATUP	-	UBAY I DISTRICT
DELIA RAFOLS	-	MABINI DISTRICT
ELVIRA JABONILLO	-	CORTES DISTRICT
NECITAS FODULIN	-	LOON SOUTH DISTRICT
BERNARD BAYOT	-	INABANGA SOUTH DISTRICT
EMERSON DEGAMO	-	SAGBAYAN DISTRICT
DANILO ATON	-	DUERO DISTRICT
TERESITA CAAYAMAN	-	BUENAVISTA DISTRICT
REYNALDO ANTO	-	TALIBON I DISTRICT
ARNEL QUIÑO	-	DANAO DISTRICT
MIA MARIE BILIRAN	-	LOBOC DISTRICT
DEODORA GABITO	-	BILAR DISTRICT
EVELYN CODILLA	-	BILAR DISTRICT
MA. MAYA TUMALON	-	MABINI DISTRICT
DONABEL DATAHAN	-	PANGLAO DISTRICT
GRACE MENDEZ	-	SDO
CLEMENTE INTONG, JR.	-	SIKATUNA DISTRICT

FROM: 
WILFREDA D. BONGALOS, Ph. D., CESO VI
OIC-Schools Division Superintendent

SUBJECT: NEAP FACILITATORS' POOL SCREENING AND DEPLOYMENT

DATE: September 2, 2015

1. Enclosed is a Memorandum from Usec. Rizalino D. Rivera, Undersecretary for Regional Operations dated August 11, 2015 re NEAP Facilitators' Pool Screening and Deployment for your information and appropriate action.
2. For details, please refer to attached Memorandum.
3. In view of the above, for the Phase I of the screening process, you are required to submit to this Office, c/o the HRTD Coordinator, Ms. Debra Sabuero, the following documents in a folder on or before September 3, 2015:
 - Application Form
 - Certificate of No Pending Administrative Case
 - Character Reference
 - Endorsement/Recommendation from the SDS
 - Certificates or documents of training programs attended, facilitated and conducted in 2010 onwards
 - Medical Certificate
4. Applicants must be 55 years old and below and physically fit.
5. Qualified applicants in Phase I will be notified by the Regional Screening Committee and will proceed to Phase II and III of the selection process. Schedule and venue will be announced in a separate memorandum.

6. The Regional Screening Committee is composed of the following:

Chairman: Dr. Emiliano B. Elnar, Jr. – Chief, HRDD
Members: Dr. Marcial P. Degamo – Chief, QAD
Dr. Flordeliza C. Sambrano – Chief, FTAD
Dr. Luz C. Jandayan – Chief, CLMD
Dr. Milagros C. Gabia – Chief, PPRD

7. For the information, guidance and compliance of all concerned.



DEPARTMENT OF EDUCATION
OFFICE OF THE UNDERSECRETARY
FOR REGIONAL OPERATIONS

MEMORANDUM

TO : Regional Directors
Schools Division Superintendents
Chiefs, Regional HRDD
All Others Concerned

SUBJECT : NEAP Facilitators' Pool Screening and Deployment

DATE : 11 August 2015

1. The National Educators Academy of the Philippines (NEAP) announces the establishment of NEAP Facilitators' Pool for various learning & development programs. The regions, through the Human Resource Development Division (HRDD) are requested to conduct the screening process for the facilitators.

2. To qualify for the Facilitators' Pool, all applicants must pass through the different phases of the screening process:

a. Phase I - Paper Screening

- i. Applicants submit their application form, documents, certificate of no pending administrative case, character reference and endorsement from the Schools Division Office to the Regional Office HRDD.
- ii. Only certificates or documents of training programs attended, facilitated and conducted in 2010 onwards should be submitted.
- iii. The regions should evaluate the documents and rank the applicants. After Phase I, all scores will be back to zero.

b. Phase II - Session Guide Writing (30%)

- i. Applicants must be given 5 hours to write a session guide including presentation materials to be delivered in 20 minutes. The Screening Committee shall assign a topic related to the Program. The session guide must reflect adult learning methodologies and sources must be properly acknowledged in the materials.

c. Phase III - Facilitation Skills Demonstration (70%)

- i. Each applicant will be given 20 minutes to deliver the submitted session guide.
- ii. The Screening Committee shall interview the applicants for 5-10 minutes.
- iii. The rubrics for screening are provided to the Regional HRDD.

d. The regions are allowed to customize the topics to be delivered in Phases II & III depending on the content expected from the facilitators.

3. All facilitators must undergo the Pilot Run, Facilitators' Pool Training and other capacity development programs.
4. The regions may opt to adjust the schedule of deployment of selected facilitators to best address the requirements for delivery of the program to target participants. This must be consulted with the facilitators, their immediate supervisors and approved by the Regional Director.



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5. List of Teams A, B and C facilitators must be forwarded to Central Office NEAP through email at deps@deped.gov.ph
6. Listed below are the details of the program, number facilitators needed and their minimum qualifications.

	# of Facilitators	Minimum Qualifications	Details	Target Participants
Team A	5	<ul style="list-style-type: none"> o OIC-ASDS/ Region/ Division/ District Supervisor or secondary school head o Has strong background in curriculum and school operations o With outstanding facilitation skills 	<p>School Heads' Development Program: Advanced Course for Senior High School School Heads</p> <p><i>Module 1: K to 12 Curriculum and Learning Change (5 days)</i> 2 facilitators per region Luzon - August 24-28 VisMin - September 13-18</p> <p><i>Module 2: SHS Operations (5 days)</i> 3 facilitators per region Luzon - September 13-18 VisMin - October 4-9</p> <p><i>Start of Regional Runs: Mid-October - November</i></p>	Incoming school heads for Senior High School
Team B	5	<ul style="list-style-type: none"> o SBM Coordinator, School Head, Teacher-in-Charge Head Teacher, Master Teacher or Teacher III o Preferably with experience in Continuous Improvement Program and Enhanced School Improvement Plan o With outstanding facilitation skills 	<p>Enhanced School Improvement Plan Tool Kit & School Report Card (3 days)</p> <p><i>Start of Pilot Run: September 2015</i> <i>Start of Regional Run: October - November</i></p>	<p>Regional Level: training of division facilitators who will train School Planning Team</p> <p>Division Level: train School Planning Team</p>
Team C	10	<ul style="list-style-type: none"> o Region/Division/ District Supervisor or 	<p>School Heads' Development Program: Foundational Course</p>	Passers of NQESH/ Principal's Test



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		<ul style="list-style-type: none">o school heado Has strong background in curriculum and school operationso With outstanding facilitation skills	<i>Module 1: Self-Mastery & Leading Change</i> <i>Module 2: Strategic Management</i> <i>Module 3: Curriculum & Instruction</i> <i>Module 4: School Operations, HR & Finance</i> <i>Module 5: Communication, Partnership-Building, Legal, and Integrity & Values</i> <i>Start of Pilot Runs: October 2015</i> <i>Start of Regional Runs: January 2016</i>	
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7. For further inquiry and clarification, please contact NEAP Central Office through the following numbers: 02-6337237, 6339455, 635476 or send an email to deped.o-wr@deped.gov.ph.
8. Immediate dissemination of and appropriate action for this Memorandum is desired.


RIZALINO D. RIVERA
Undersecretary



DEPARTMENT OF EDUCATION
OFFICE OF THE UNDERSECRETARY
FOR REGIONAL OPERATIONS

MEMORANDUM

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7. For further inquiry and clarification, please contact NEAP Central Office through the following numbers: 02-6337237, 6339455, 635476 or send an email to deped-central@mad.net.
8. Immediate dissemination of and appropriate action for this Memorandum is desired.


RIZALINO D. RIVERA
Undersecretary 



NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES (NEAP)
DepEd Complex, Maralco Avenue, Pasig City

CHARACTER REFERENCE

CONFIDENTIAL

One copy to be filled up by the immediate supervisor and another by a co-worker or peer. Filled out copies should be placed in a sealed 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/month)?

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
Integrity				
Work Ethics				
Interpersonal Skills				
Time Management				
Stress Management				

4. How will this person be able to contribute in providing better training programs?

Signature Over Printed Name