



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
**DIVISION OF CEBU PROVINCE**  
Sudlon, Lahug, Cebu City



**March 18, 2016**

**DIVISION MEMORANDUM**

No. 140, s. 2016

**SCREENING OF THE NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES (NEAP)  
TRAINER-FACILITATORS FOR THE GRADE 11 TEACHER TRAINING**

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

1. Attached is Regional Memorandum No. 0165, s. 2016, entitled, "Screening of the National Educators Academy of the Philippines (NEAP) Trainer-Facilitators for the Grade 11 Teacher Training."
2. This Memorandum also serves as applicants' Authority to Travel.
3. 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
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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



**REGIONAL MEMORANDUM**

No. **0165**, s. 2016

MAR 18 2016

**SCREENING OF THE NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES  
(NEAP) TRAINER-FACILITATORS FOR THE GRADE 11 TEACHER TRAINING**

To : Schools Division Superintendents/OICs

1. This Office will conduct the **Screening of the National Educators Academy of the Philippines (NEAP) Trainer-Facilitators for the Grade 11 Teacher Training** on March 21-22, 2016, 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 applicants will be evaluated based on the following requirements:
  - a. Applicants must be at least Head Teachers, Principals, Education Program Specialists, Senior Education Program Specialists, Public Schools District Supervisors and Education Program Supervisors;
  - b. Have been involved in previous trainings as participants/trainers/facilitators/writers for the K to 12 Basic Education Program (BEP);
  - c. Possess excellent communication/facilitation skills;
  - d. Must be computer/ICT proficient;
  - e. Must be physically fit; and
  - f. Not more than 50 years old.
3. Only applicants who met the abovementioned qualifications will be allowed to proceed to Phases II and III of the Screening Process.
4. Applicants are required to submit the following documents to the screening committee 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. Certificate of no pending criminal and/or administrative case
  - f. Certificate of participation/completion/attendance to Training of Trainers (TOT) programs attended starting January 2012
  - g. Certificate of recognition/commendation/merit/etc, given as facilitator, trainer, resource speaker of trainings conducted starting January 2012

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

*"ESD 2015: Kamapagan ng Lahat, Pamanagutan ng Lahat"*



DEPARTMENT OF EDUCATION  
GOVERNANCE AND OPERATIONS  
NATIONAL EDUCATORS ACADEMY  
OF THE PHILIPPINES



MEMORANDUM  
OM-GO-2016-NEAP-004

TO: REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
CHIEF, REGIONAL HRDD  
ALL CONCERNED

FROM:  JOHN ARNOLD S. SIENA  
*Director IV, National Educators Academy of the Philippines*

SUBJECT: SCREENING OF NEAP TRAINER-FACILITATORS FOR  
THE GRADE 11 TEACHER TRAINING

DATE: March 16, 2016

1. The National Educators Academy of the Philippines (NEAP) announces the screening and selection of facilitators, who will be tapped as facilitators in the Training of Grade 11 Teachers. The Regions through the Human Resource Development Division (HRDD) are requested to conduct the screening and selection of facilitators.
2. All applicants must pass through the different phases of the screening process:
  - a. The applicants will be evaluated based on the following requirements:
    - i. Applicants must be at least Head Teachers, Principals, Education Program Specialists, Senior Education Program Specialists, Public School District Supervisors and Education Program Supervisors;
    - ii. Have been involved in previous trainings as participants/trainers/facilitators/writers for the K to 12 Basic Education Program;
    - iii. Possess excellent communication and facilitation skills;
    - iv. Computer/Information and Communication Technology proficient;
    - v. Must be physically fit; and
    - vi. Not more than 50 years old.
  - b. 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.
    - ii. Only certificates for trainings attended/facilitated and conducted starting January 2012 should be submitted.
    - iii. The regions must evaluate the documents.

2ND FLOOR, MABINI BUILDING, DEPED COMPLEX, MERALCO AVE., PASIG CITY, 1600  
(02) 638-8638 ; 633-9455; 63514796 EMAIL: DEPED.NEAP@GMAIL.COM



**DEPARTMENT OF EDUCATION**  
**GOVERNANCE AND OPERATIONS**  
**NATIONAL EDUCATORS ACADEMY**  
**OF THE PHILIPPINES**



**MEMORANDUM**  
**OM-GO-2016-NEAP-004**

Only applicants who meet the qualifications enumerated above may proceed to Phases II and III.

- c. **Phase II - Session Guide Writing (30%)**
    - i. Applicants must be given 2 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 K to 12 Program. The session guide must reflect adult learning methodologies and sources must be properly acknowledged in the materials.
  - d. **Phase III - Facilitation Skills Demonstration (70%)**
    - i. Each applicant must be given 20 minutes to deliver their submitted session guide.
    - ii. The rubrics for screening will be provided to the Regional HRDD.
  - e. The regions are allowed to customize the topics to be delivered in Phases II & III depending on the content expected from the facilitators.
3. The Chief of the Human Resource Development Division shall organize and head the Regional Screening Committee.
- The Regional Office may develop/adopt its own system and mechanism to efficiently conduct the screening of facilitators provided the criteria for selection are adhered to.
4. List of facilitators per Region must be submitted to [deped.neap@gmail.com](mailto:deped.neap@gmail.com) on or before March 28, 2016. The number of facilitators should be based on the pre-determined regional requirements for the Grade 11 Mass Training of Teachers.
  5. Expenses relative to the conduct of this activity shall be charged against regional HRTD/local funds.
  6. For further inquiries and clarifications, kindly contact NEAP Central Office in the following numbers: 02-6337237, 6339455, 635476 c/o Ms. Nida Caramat, SEPS, or through email at [deped.neap@gmail.com](mailto:deped.neap@gmail.com).
  7. Immediate dissemination of and appropriate action for this Memorandum is desired.

**NEAP/JAS/ncc**

2ND FLOOR, MABINI BUILDING, DEPED COMPLEX, MERALCO AVE., PASIG CITY, 1600  
(02) 638-8638 ; 633-9455; 6354796 EMAIL: [DEPED.NEAP@GMAIL.COM](mailto:DEPED.NEAP@GMAIL.COM)



**NATIONAL EDUCATORS ACADEMY OF THE FUTURE**  
 DepEd Complex, Marikina Ave., Pasig City

**CHARACTER REFERENCE**

**CONFIDENTIAL**

*This form is to fill out by the immediate superior or superior by a co-worker or peer. The information should be placed in a sealed mail envelope and signed before submitting to the Regional Office.*

Name of Nominee	Position
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1. How long have you known the nominee (year/month)?

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

3. Please write the nominee in terms of the dimensions which have been identified with a 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.

1. Integrity				
2. Work Ethics				
3. Interpersonal Skills				
4. Team Management				
5. Stress Management				

4. How well did you provide the nominee in providing better learning programs?

Thank you for your kind response

5. The number of facilitators required for Region VII is eighty four (84) which based on the pre-determined regional requirements for the Grade 11 Mass Training of Teachers (MTOT).

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

Chairman: Dr. Flodeliza C. Sambrano  
Members: Dr. Marcial P. Degamo  
Dr. Emiliano B. Elnar, Jr.  
Dr. Luz C. Jandayan  
Dr. Clara Rebecca D. Falconi  
Dr. Milagros C. Gabia

7. Expenses for two (2) lunch and four (4) snacks 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.

8. This Memorandum serves as Travel Order.

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

*Juliet A. Jerupa*  
JULIET A. JERUPA  
Director III  
Officer-in-Charge

JAJFYA/FCS/mgb