



September 8, 2016

**DIVISION MEMORANDUM**

No. 534, s. 2016

**SCREENING OF APPLICANTS FOR THE NATIONAL EDUCATORS ACADEMY  
OF THE PHILIPPINES (NEAP) FACILITATORS' POOL, TEAM D**

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

1. Attached is Regional Memorandum No. 0556, s. 2016, entitled, "**Screening of Applicants for the National Educators Academy of the Philippines (NEAP) Facilitators' Pool, Team D,**" which will be held on September 13, 2016 at 8:00 AM to 5:00 PM at the Conference Room, 3<sup>rd</sup> Floor, DepEd Regional Office 7, Sudlon, Lahug, Cebu City.
2. The following may apply:
  - a. Permanent personnel, preferably but not limited to District/Division Supervisors;
  - b. Physically fit and preferably 55 years old and below;
  - c. Must have a performance rating of at least VS for the last two years; and
  - d. Must be computer literate.
3. Applicants are directed to submit personally to the screening committee the required documents on the aforementioned date, arranged in a folder following the sequence below:
  - a. Endorsement from the Schools Division Superintendent;
  - b. Application Form (Annex 1);
  - c. Character Reference (Annex 2);
  - d. Performance Rating for the past two years;
  - e. Letter of recommendation from immediate supervisor (Annex 3);
  - f. Letter of commitment signifying willingness to train anywhere in the country (Annex 4);
  - g. Medical certificate from accredited government physician/hospital indicating physical fitness to train and travel;
  - 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; and
  - 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.
4. Participants are required to bring laptop, portable Wi-Fi (if available), extended cord and wireless USB presenter.
5. This Memorandum serves as Authority to Travel.
6. 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
Administrative Section:	(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



**REGIONAL MEMORANDUM**

No. **0556**, s. 2016

SEP 06 2016

**SCREENING OF APPLICANTS FOR THE NATIONAL EDUCATORS ACADEMY  
OF THE PHILIPPINES (NEAP) FACILITATORS' POOL, TEAM D**

To : Schools Division Superintendents/OICs

1. This Office will conduct the **Screening of Applicants for the National Educators Academy of the Philippines (NEAP) Facilitators' Pool, Team D** on September 13, 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 following may apply:

- a. Permanent personnel, preferably but not limited to 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 are directed to submit personally to the screening committee the required documents on the aforementioned date, arranged in a folder following the sequence below:

- a. Endorsement from the Schools Division Superintendent
- b. Application Form (Annex 1)
- c. Character Reference (Annex 2)
- d. Performance rating for the past two years
- e. Letter of recommendation from immediate supervisor (Annex 3)
- f. Letter of commitment signifying willingness to train anywhere in the country (Annex 4)
- g. Medical certificate from accredited government physician/hospital indicating physical fitness to train and travel
- 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) 231-1435; 231-1309; 414-7369; 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) 231-1677; 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

*“ EFA 2015: Karapatan ng Lahat, Pananagutan ng Lahat ”*

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

Chairman: Dr. Flordeliza C. Sambrano  
Members: Dr. Milagros C. Gabia  
Dr. Luz C. Jandayan  
Dr. Emiliano B. Elnar, Jr.  
Mr. Victor V. Yntig

5. Participants are required to bring the following:

- a. Laptop
- b. Portable Wi-Fi (if available)
- c. Extension Cord
- d. Wireless USB presenter

6. Expenses for lunch and two (2) 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 Funds**, subject to the usual accounting and auditing rules and regulations.

7. This Memorandum serves as **Travel Order**.

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

JAJFYAFCS/mgb

**JULIET A. JERUTA**  
Director III  
Officer-In-Charge

  
**ATTY. FIEL Y. ALMENDRA, CESO V**  
OIC-Assistant Regional Director



**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/accreditation/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 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.*

Name of Nominee	Position
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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.

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

Official Logo

Date

Mr/Ms \_\_\_\_\_

Chair, Regional Screening Committee

DepEd Region \_\_\_\_\_

Sir/Madam:

I would like to recommend Mr./Ms. \_\_\_\_\_ to the National Education  
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:

Official Logo

Date

Ms. MA. LOURDES D. PANTOJA  
Director III  
National Educators Academy of the Philippines  
DepEd Central Office  
Pasig City  
Mendez

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