



Republic of the Philippines
Department of Education
DIVISION OF MISAMIS ORIENTAL
Velez St., Cagayan de Oro City
Del Pilar-Velez St., Cagayan de Oro City
website: www.misor.net



May 22, 2015

Division Memorandum
No. 141 s. 2015

**TO: Education Program Supervisors
PS District Supervisors
Elementary and Secondary School Heads**

From: CHERRY MAE L. LIMBACO, Ph.D., CESO V
Schools Division Superintendent

**Re: Screening of Applicants to the National Educators Academy of the Philippines
(NEAP) Facilitators' Pool**

1. NEAP is announcing the start of the application for the NEAP Facilitators' Pool. The facilitators will be tapped to deliver training programs at various levels and assist NEAP in developing training programs for DepEd Personnel.
2. The following may apply:
 - a. Permanent personnel;
 - 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 two years; and
 - e. Must be computer literate
3. Applicants should submit the following to the Regional Screening Committee the following documents on or before May 29, 2015
 - a. Application Form (Annex 1)
 - b. Character Reference (Annex2)
 - c. Medical Certificate from accredited government physician/hospital indicating physical fitness to train and travel
 - d. Performance Rating for the Past two years
 - e. Letter of recommendation from immediate supervisors
 - f. Letter of commitment signifying willingness to train anywhere in the country (Annex4)
 - g. Certificate of no pending criminal and/or administrative case from the Division
 - h. Certificate of participation/completion/attendance to training of Trainers programs attended
 - i. Certificate of recognition/commendation/merit/etc. given as facilitator, trainer, resource speaker, etc. or a certification from the 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.

Phase 1 of the screening process will be in the Regions.
4. Qualified Regional Applicants in Phase 1 will be informed by the Regional Screening committee and will proceed to Phase 2 of the screening process. Phase 2 is scheduled on June 9-12, 2015.
5. Attached is the Regional Memorandum for details and Application Forms.
6. For information and guidance.



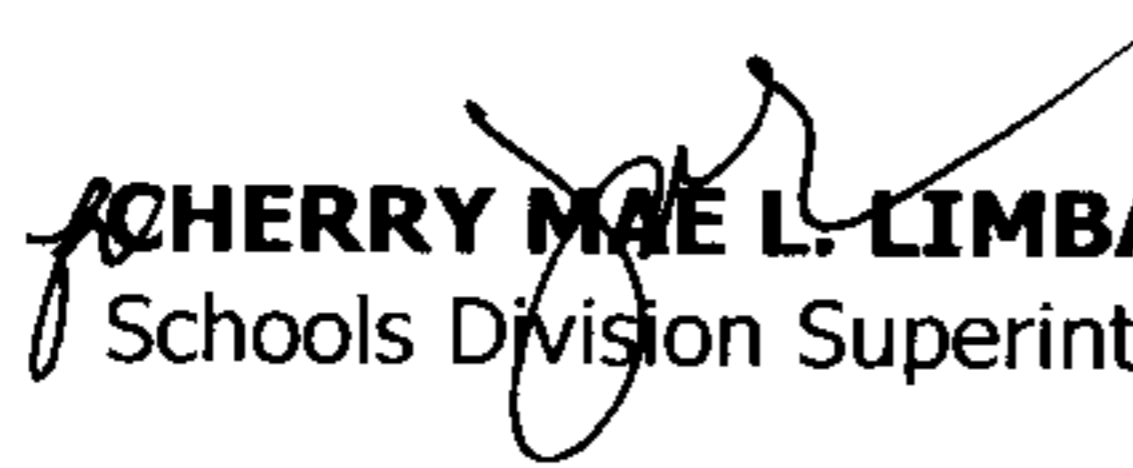
Republic of the Philippines
Department of Education
Region X
DIVISION OF MISAMIS ORIENTAL
Cagayan de Oro City
Tel Nos.: (088) 856-4454 / (08822) 72-46-15
Fax No.: (088) 856-4524 / e-mail: misamisoriental@deped.gov.ph



Division Advisory

May 21, 2015

To : School Heads
Teachers
This Division

From :  **CHERRY MAE L. LIMBACO, Ph.D., CESO V**
Schools Division Superintendent

Date : May 21, 2015

Subject: **Applicants to the National Academy of the Philippines (NEAP) Facilitators' Pool**

NEAP is announcing the start of the application for NEAP Facilitators' Pool. Interested applicants should submit required documents to the Regional Screening Committee.

Attached is the Unnumbered Memorandum with enclosures for the screening of Applicants and qualifications.

Please be guided accordingly.

CLL/mdb



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
Gregorio A. Pelaez, Sr. Memorial Sports Center
Velez Street, Cagayan de Oro City



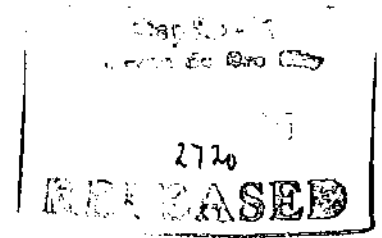
MEMORANDUM

To : The Schools Division Superintendents
This Region

From : *for attention*
ATTY. SHIRLEY O. CHATTO
OIC, Office of the Regional Director

Date : May 19, 2015

Subject : Screening of Applicants to the National Educators Academy of the
Philippines (NEAP) Facilitators' Pool



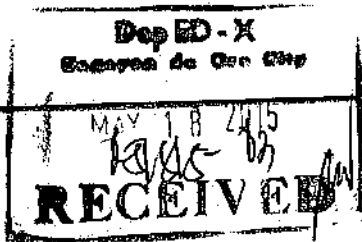
Attached is Unnumbered Memorandum together with corresponding enclosures dated 7 May 2015 from **RIZALINO D. RIVERA**, Undersecretary for Regional Operations re Screening of Applicants to the National Educators Academy of the Philippines (NEAP).

Interested applicants shall submit the required documents articulated in the said Memorandum with formal endorsement from his/her heads (school heads and SDS). This shall be submitted to this Office on or before **May 29, 2015**, Attention to: **RAYMUND S. ANTOLO**, Chief, Human Resource Development Division (HRDD).

Immediate dissemination of this Memorandum is hereby desired.



DEPARTMENT OF EDUCATION
OFFICE OF THE UNDERSECRETARY
FOR REGIONAL OPERATIONS



MEMORANDUM

TO: Regional Directors
Schools Division Superintendents

SUBJECT: Screening of Applicants to the National Educators Academy of the Philippines (NEAP) Facilitators' Pool

DATE: 7 May 2015

1. NEAP is announcing the start of the application for the NEAP Facilitators' Pool. The facilitators will be tapped to deliver training programs at various levels and assist NEAP in developing training programs for DepEd personnel.
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 should submit to the Regional Screening Committee the following documents on or before 29 May 2015:
 - a. Application Form (Annex 1)
 - b. Character Reference (Annex 2)
 - c. Medical certificate from accredited government physician/hospital indicating physical fitness to train and travel
 - 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. Certificate of no pending criminal and/or administrative case from the Division
 - h. Certificate of participation/completion/ attendance to Training of Trainers programs attended
 - i. 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.

The Regional Screening Committee will be composed of the Chief of the Human Resource Development Division as Chair and 4 other members from the other regional functional divisions (Quality Assurance, Field Technical Assistance, Curriculum and Learning Management, Education Support Services, Policy, Planning and Research, Administrative and Finance) and will be identified by the Regional Director. Phase 1 of the screening process will be in the Regions.



DEPARTMENT OF EDUCATION

OFFICE OF THE UNDERSECRETARY
FOR REGIONAL OPERATIONS

MEMORANDUM

4. Qualified regional applicants in Phase 1 will be informed by the Regional Screening committee and will proceed to Phase 2 of the screening process. Phase 2 is scheduled on:


Date	Regions
June 9-12, 2015	VI, VII, VIII, IX, X, XI, XII, CARAGA and ARMM
June 15-18, 2015	I, II, III, IV-A, IV-B, V, NCR, CAR

Venue for Phase 2 will be announced by the respective regions.

Qualified applicants from ARMM will join the region nearest ARMM or the region identified by the ARMM Regional Screening Committee.

Phase 2 screening committee will be composed of representatives from the Central Office plus the regional screening committee.

5. Qualified applicants in Phase 2 will receive a letter of acceptance from NEAP and will join the first batch of training of facilitators.
6. For immediate dissemination.


RIZALINO D. RIVERA
Undersecretary



NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES
DepEd Complex, Meralco Ave., Pasig City

CHARACTER REFERENCE

CONFIDENTIAL

One copy to be filled-out by the 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)

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
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 Educators 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

Madam:

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