



Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
Schools Division Office
Lagawe, Ifugao, 3600



DIVISION MEMORANDUM

No. 62 s. 2016


TO: Elementary and Secondary School Heads
All Unit Heads
This Division

FROM: **SALLY B. ULLALIM, CESO V**
Schools Division Superintendent

SUBJECT: Screening of Applicants to the Schools Division Office Trainers' Pool

DATE: April 4, 2016

1. The Schools Division Office announces the establishment of Schools Division Trainers' Pool for various learning and development programs. The Human Resource Development Office is tasked to conduct the screening process for the trainers.
2. The following may apply:
 - a. Permanent personnel;
 - b. Physically fit individuals
 - c. Must have been trained as trainers/facilitators;
 - d. Must have a performance rating of VS for the last two years; and
 - e. Must be computer literate
3. Applicants should submit to the Division Screening Committee the following documents on or before April 25, 2016.
 - a. Application form (Annex 1)
 - b. Character Reference (Annex 2)
 - c. Performance rating for the past two years
 - d. Letter of recommendation from immediate head (Annex 3)
 - e. Letter of commitment signifying willingness to train anywhere in the Division (Annex 4)
 - f. Certificate of recognition/commendation/merit given as facilitator, trainer, resource speaker etc. These certificates should support the list provided in the application form.
4. Qualified applicants will be notified by for further screening process.
5. For immediate dissemination.


ITL/4/4/2016



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SCHOOLS DIVISION OFFICE TRAINERS' POOL

APPLICATION FORM

Last Name	First Name	Middle Name
Birth Date	Sex	
Educational Attainment	Area of Specialization/Expertise	
Position	Office/School	
List of Trainings on Training Management and Facilitation Attended		
Title	Inclusive Dates	Provider
List of Trainings/Topics Facilitated		
Title	Inclusive Dates	Topics Presented

Please attach certified copies of certificates of attendance/ participation/ completion/ appreciation/recognition to support.



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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 envelope and signed before submission to the Division 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 her/him?

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

THE CHAIRMAN

Division Screening Committee
Schools Division Office
Lagawe, Ifugao

Sir/Madam:

I would like to recommend Mr/Ms _____ to the Schools Division Office Trainers' Pool. He/She has been with the (office) as av(position/designation) for (length of service)

This office does not pose any objection to any of his/ her assignments as a division trainer if he/ she will qualify after the screening process.

Thank you very much.

Very truly yours,

(Signature overprinted name)
Position