



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



DIVISION MEMORANDUM

No. 201 s. 2016

TO: CID, SGOD and OSDS Divisions
Head Teachers and Principals

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

SUBJECT: Screening of Schools Division NEAP Facilitators Pool

DATE: September 26, 2016

- 1 The National Educators Academy of the Philippines (NEAP) through the Schools Division Office announces the establishment of **Schools Division NEAP Facilitators' Pool**. The facilitators will be tapped to deliver training programs at various level and assist the SDO/ NEAP in developing training programs for Deped personnel. The Human Resource Development Office is tasked 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 requirement:
 - 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.
 - iii. Possesses 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 1- Paper Screening
 - i. Applicants should submit to the Division Screening Committee the following documents on or before October 7, 2016:
 - Application form (Annex 1)
 - Character Reference (Annex 2)
 - Performance rating for the past two years
 - Letter of recommendation from immediate head (Annex 3)
 - Letter of commitment signifying willingness to train anywhere in the Division or Region (Annex 4)

- Certificate of recognition/commendation/merit given as facilitator, trainer, resource speaker etc. These certificates should support the list provided in the application form.
- ii. Qualified applicants will be informed by the Division Screening Committee and will proceed to phase 2, 3 & 4. Phase 2, 3 and 4 is scheduled on October 12-14, 2016.
- c. Phase 11 – Session Guide Writing
- d. Phase 111 – Facilitation Skills Demonstration
- e. Phase 1V – Interview
- 3 Expenses relative to the conduct of this activity shall be charged against SHDP: Foundational Course Fund/ Division MOOE/local fund
- 4 For immediate dissemination.

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Itl/09/26/2016

