



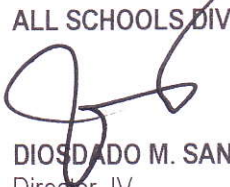
Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION IV-A CALABARZON

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MEMORANDUM

To : ALL SCHOOLS DIVISION SUPERINTENDENTS

From :  DIOSDADO M. SAN ANTONIO
Director IV

Subject : SUBMISSION OF DOCUMENTS FOR SCREENING OF APPLICANTS TO THE NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES (NEAP) FACILITATOR'S POOL

Date : May 19, 2015

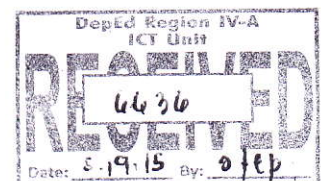
In reference to the Unnumbered Memorandum dated May 7, 2015 on the Screening of Applicants to the NEAP pool of facilitators, please recommend nominees to the screening of applicants to be tapped as training facilitators at various levels and assist NEAP in developing training programs for DepED personnel.

The following are the qualification standards of applicants:

- Permanent personnel, preferably but not limited to District/Division Supervisors;
- Physically fit and preferably 55 years old and below;
- Must have been trained as trainers/facilitators;
- Must have a performance rating of at least VS for the last two years; and
- Must be computer literate.

Applicants should submit to the Regional Screening Committee/HRDD the following documents on or before May 29, 2015:

- Application form (Annex 1)
- Character Reference (Annex 2)
- Medical certificate from accredited government physician/hospital indicating physical fitness to train and travel
- Performance rating for the past two years
- Letter of recommendation from immediate supervisor (Annex 3)
- Letter of commitment signifying willingness to train anywhere in the country (Annex 4)
- Certificate of no pending criminal and/or administrative case from the Division
- Certificate of participation/ completion/ attendance to Training of Trainers programs attended
- 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/



- 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.

Qualified applicants will be informed by the Regional Screening Committee and will proceed to phase 2 of the screening process which is scheduled on June 15-18, 2015 at NEAP Training Center, Malvar, Batangas.

Immediate dissemination of and appropriate action for this Memorandum is desired.

HRDD/nls



NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES (NEAP)

DepEd Complex, Meralco Ave., Pasig City

NEAP FACILITATORS' POOL

APPLICATION FORM

Last Name	First Name	Middle Name
Birth Date	Sex	
Position	Office	
List of Trainings on Training Management and Facilitation Attended (Use additional sheets if necessary)		
Title	Inclusive Dates	Provider
List of Trainings/Topics Facilitated (Use additional sheets if necessary)		
Title	Inclusive Dates	Topics Presented

Please attach certified copies of certificates of attendance/participation/completion/appreciation/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)

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