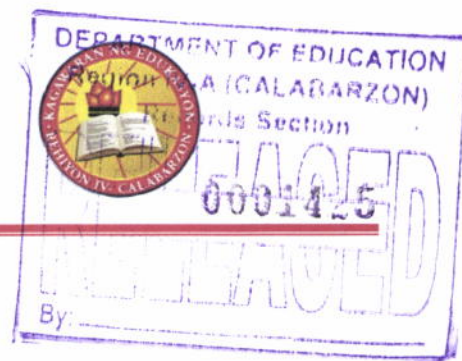




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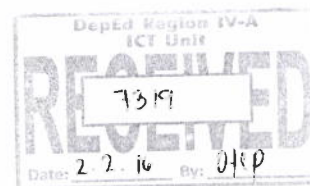
MEMORANDUM

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 – REGION  
(NEAP – R) FACILITATORS POOL

DATE : February 1, 2016



In anticipation of the different trainings to be conducted by the National Educators Academy of the Philippines – Region (NEAP-R), this office through the Human Resource Development Division (HRDD) is on process of preparing the Professional Development Program (PDP) for Master Teachers(MT) and for Public School District Supervisors (PSDS) regional facilitators pool. Anent to this, please submit list of nominees and their documents for screening of facilitators to the said program taken into consideration the qualification standards below on or before February 10, 2016.

The nominees must have the following qualifications : ( Three (3) nominees per Division)

1. Must be Education Program Supervisor (EPS) and/or previously appointed as Master Teacher(MT-1,MT-2) for Master Teachers Development Program ( MTDP);
2. Must be EPS and/or previously appointed as PSDS for PSDS Development Program (PSDSDP);
3. Physically fit and preferably 55 years old and below;
4. Must have been trained as trainers/facilitators;
5. Must have a performance rating of at least VS for the last two years;
6. Must be computer literate.





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Applicants should submit to the HRDD the following documents for phase 1 screening.

1. Application Form ( see attached form)
2. Character Reference
3. Medical certificate
4. Performance Rating for the last 2 years
5. Letter of recommendation from immediate supervisor
6. Service record
7. Certificate of participation/completion/attendance to Training of Trainers programs attended
8. Certificate of recognition/commendation/merit etc. given as facilitator, trainer, resource speaker, etc.

Qualified applicants will be informed by the HRDD Screening Committee and will proceed to phase 2 and 3 screening process which is scheduled on February 29 – March 1, 2016 at NEAP Training Center, Malvar Batangas.

Immediate dissemination of this Memorandum is earnestly desired.





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NEAP – REGION FACILITATORS POOL

APPLICATION FORM

Last Name	First Name	Middle Name
Birth Date:	Sex:	Contact No.
Position:	Office/School:	
<b>List of Trainings Attended on Training Management and Facilitation <i>(use additional sheets if necessary)</i></b>		
Title	Inclusive Dates	Provider
<b>List of Trainings/Topics Facilitated <i>(Use additional Sheets if necessary)</i></b>		
Title	Inclusive Dates	Topic presented

