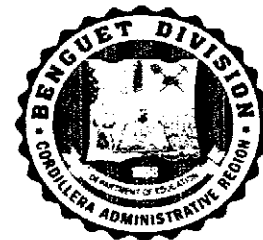


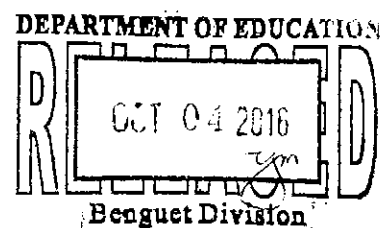


Republic of the Philippines
Department of Education
Cordillera Administrative Region
BENGUET DIVISION
Wangal, La Trinidad, Benguet, 2601



SCHOOLS DIVISION MEMORANDUM

No. 179 s, 2016



**TO: SGOD AND CID CHIEFS
EDUCATION PROGRAM SUPERVISORS
PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS**

FROM: FEDERICO P. MARTIN, Ed. D., CESO VI
Office of the Schools Division Superintendent

**Subject: SUBMISSION OF DOCUMENTS FOR SCREENING OF APPLICANTS FOR THE
DIVISION NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES (NEAP)
FACILITATORS**

Date: October 3, 2016

1. In reference to Regional Memorandum No. 263 s. 2016, entitled "Organization of Division National Educators Academy of the Philippines (NEAP) Pool of Facilitators", all Division offices are enjoined to organize their NEAP Pool of Facilitators to be tapped as training facilitators at various levels and assist NEAP in developing training programs for DepEd personnel.
2. Personnel who are eligible to apply:
 - a. Education Program Supervisors, Principals, Head Teachers, Public Schools District Supervisors, Senior Education Program Specialists and Education program Specialists II
 - b. Experienced trainers/facilitators
 - c. Physically fit
 - d. Computer literate
 - e. Not more than 55 years old
3. Applicants are directed to submit personally to the screening committee/HRD section the following documents on or before October 10, 2016.
 - a. Application Form (Annex 1)
 - b. Character References (Annex 2)
 - c. Medical Certificate from a government Physician indicating physical fitness to travel and train.
 - d. Photocopy of the performance ratings for the last 2 rating period.
 - e. Letter of recommendation from immediate Supervisor (Annex 3)
 - f. Letter of commitment signifying willingness to train and travel (Annex 4)
 - g. Certificate of no pending case criminal and or administrative case from the Division
 - h. Certificate of participation/ completion to training of trainers attended
 - i. Certificate of recognition as trainers/resource person,etc.
4. Qualified applicants will be informed by the Division Screening Committee and will proceed to phase 2 of the screening process which is scheduled on October 14, 2016.
5. Immediate and wide dissemination of this Memorandum is highly desired.

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES (NEAP)

DepEd Complex, Meralco Avenue, Pasig City

NEAP FACILITATORS' POOL

APPLICATION FORM

Last Name:		First Name:		Middle Name:	
Birth date (Month/day/year)			Sex:		
Position:			Office:		
List of Trainings on Training Management and Facilitation Attended (<i>Uses additional sheets if necessary</i>)					
Title		Inclusive Dates		Provider	
List of Trainings/Topics Facilitated (<i>Use additional sheets if necessary</i>)					
Title		Inclusive Dates		Provider	

Please attach certified photo copies of certificates of attendance/participation/completion/appreciation Recognition as supporting documents.

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES (NEAP)

DepEd Complex, Meralco Avenue, 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 signed and placed in a mail envelop before submission to the Division Screening Committee

Name of Nominee:	Position:
------------------	-----------

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 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 program?

Signature over printed name)

LETTER OF RECOMMENDATION TEMPLATE

LETTER HEAD

Date

Mr./Ms. _____
Chair, Division Screening Committee
Address

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 (Position/designation) _____ for (length of time) _____.

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

LETTER HEAD

Date

SDS

Division

Address

Sir/Madam:

This is to signify my commitment if I qualify as a member of the National Educators Academy of the Philippines (NEAP) Division 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