



March 15, 2019



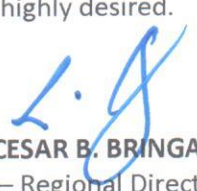
REGIONAL MEMORANDUM

No. 123, s. 2019

**ESTABLISHMENT OF DATABASE OF LEARNERS PER JOB GROUP FOR
VARIOUS NEAP LEARNING AND DEVELOPMENT PROGRAMS**

TO: All Schools Division Superintendents
This Region

1. In reference to the communication from the Department of Education Office of the Secretary dated March 7, 2019, this Region as well as the Schools Division Offices (SDOs) are requested to provide the information stated in the attached document.
2. All SDOs shall submit the needed data in Excel file through email at hrdddepd13@gmail.com on or before March 22, 2019.
3. Profiling of Learning Facilitators shall be done separately by the Human Resource Development Division with respect to the NEAP Caraga pool of learning facilitators.
4. Immediate dissemination of this Memorandum to all concerned is highly desired.


FRANCIS CESAR B. BRINGAS, CESO V
OIC – Regional Director

hrdd/05/zif
03/15/2019



Republic of the Philippines
Department of Education

Tanggapan ng Kalihim
Office of the Secretary

TO: REGIONAL SECRETARY, ARMM
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
DIVISION CHIEFS AND UNIT HEADS
PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS
ALL OTHERS CONCERNED

FROM: LEONOR MAGTOLIS BRIONES
Secretary

ATTY. NEPOMUCENO A. MALALUAN
Undersecretary
Officer-in-Charge

SUBJECT: Establishment of Database of Learners per Job Group for Various NEAP
Learning and Development Programs

DATE: 07 March 2019

1. The National Educators Academy of the Philippines (NEAP) shall be establishing the database of all its targeted learners per job group. This is to make available a more current reference in preparing the participants' profile or demographics relative to the development of its Learning and Development Programs as well as come up with a more accurate entry in its Forward Estimates for subsequent years.
2. In this connection, all the Regional and Division Offices are requested to provide the information stated in the templates provided for the following targeted job groups relative to the Learning and Development (L&D) Program/s designed for them:

Office	Job Groups	L and D Program
Division	1. Teachers	Competency Development Program for Teachers
	2. Master Teachers/Head Teachers	Instructional Leadership Program for Head Teachers and Master Teachers
	3. School Heads	School Heads Development Program (SHDP) • Foundation Course • Intermediate Course • Advance Course



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	4. Public School District Supervisors	Instructional Leadership and Management Program
Region	5. Assistant Superintendents 6. Superintendents	
RO and DO	7. Education Program Supervisors	Superintendents Leadership Program
	8. Senior Education Specialists	
	9. Division Chiefs	Coaching and Mentoring Program
	10. Learning Facilitators	Competency Development Program for Learning Facilitators

3. Attached are the following templates namely:
 - a. Annex A will be used for all the targeted learners except School Heads who attended the SHDP
 - b. Annex B will be used for School Heads who completed any of the three SHDP Courses
4. Submission of the completed templates from the Division Offices to their Regional Office shall be on or before March 22, 2019.
5. Regional Offices are requested to consolidate all the submitted accomplished templates from their respective Division Offices and **summarize the same before sending it via any of their trusted courier to NEAP Office at 2nd Floor, Mabini Bldg, DepEd Complex, Meralco Ave. Pasig City or thru email addresses: neap.pdd@deped.gov.ph or jhoanna.javier@deped.gov.ph on or before April 22, 2019.**
6. Rest assured that all the requested information will be used only for the purpose of developing the L&D intervention and related concerns and shall be treated with utmost confidentiality pursuant to **RA 10173 otherwise known as the Data Privacy Act of 2012**
7. For any inquiries and clarification, please get in touch with **Ms. Jhoanna Javier or Leah Patricia M. Galgo at PDD Office Telephone no. 633 9455.**
8. For your immediate action.

[illegible]

School Heads Development Program: Foundation Course

[illegible]