



April 24, 2019

REGIONAL MEMORANDUM

No. 196, s. 2019



**ACCEPTANCE OF APPLICATION FOR THE NATIONAL EDUCATORS
ACADEMY OF THE PHILIPPINES (NEAP) CARAGA LEARNING FACILITATORS POOL**

TO: SCHOOLS DIVISION SUPERINTENDENTS
This Region

1. The Human Resource Development Division is now accepting documents of application for the National Educators Academy of the Philippines (NEAP) Caraga Learning Facilitators Pool. Interested applicants are expected to submit the documents listed below on or before **June 28, 2019**.
 - a. Application Form (Annex 1)
 - b. Character Reference (Annex 2)
 - c. Medical certificate from accredited government physician/hospital indicating physical fitness to train and travel
 - d. Performance rating for the past two years
 - e. Letter of recommendation from immediate supervisor (Annex 3)
 - f. Letter of commitment signifying willingness to train anywhere in the country (Annex 4)
 - g. Certificate of no pending criminal and/or administrative case from the Division
 - h. Certificate of participation/completion/attendance to Training of Trainers programs attended
 - i. Certificate of recognition/commendation/merit/etc. given as facilitator, trainer, resource speaker, etc.
2. The applicants must have the following qualifications:
 - a. Permanent personnel of the Department of Education;
 - b. Physically fit and preferably 55 years old and below;
 - c. Must be at least with Salary Grade 16;
 - d. Must have served and/or trained as trainers/facilitators in the Division;
 - e. Must have demonstrated excellent facilitation skills;
 - f. Must have a performance rating of at least VS for the last two years; and
 - g. Must be computer literate.
3. Qualified Regional learning facilitators will be tapped to deliver training programs at various levels and assist the National Educators Academy of the Philippines (NEAP) in developing training programs for DepEd personnel.
4. Immediate dissemination of this Memorandum to the concerned is highly desired.


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

Encl.: As stated
Reference: Unnumbered Memorandum dated May 7, 2015
To be indicated in the PERPETUAL INDEX under the following subjects:
CERTIFICATION EDUCATION TRAINING PROGRAM

hrdd/05/zif
04/24/2019

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(085) 342 - 8207



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www.caraga.deped.gov.ph

APPLICATION FORM

[illegible]

Please attach certified copies of certificates of attendance/participation/completion/appreciation/recognition to support.



NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES (NEAP)
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.

Dimension	No Basis for Judgement	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)

Official Logo

(Date)

FRANCIS CESAR B. BRINGAS, CESO V

OIC-Regional Director

DepEd Caraga Region

THRU: DR. FLORDELISA R. DALIN, Ed.D.
Chair, Regional Screening Committee
DepEd Caraga Region

Sir:

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

Official Logo

(Date)

JOHN ARNOLD S. SIENA

Director IV

National Educators Academy of the Philippines

Meralco Avenue, Pasig City

Sir:

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 requires my expertise and services.

Thank you very much.

Very truly yours,

Signature over printed name
Position