



Republic of the Philippines
Department of Education
Caraga Region XIII
 J.P. Rosales Ave., Butuan City



September 14, 2018

REGIONAL MEMORANDUM

No. 513, s. 2018



CAPACITY BUILDING AND ASSESSMENT OF LEARNING FACILITATORS

To: **SCHOOLS DIVISION SUPERINTENDENTS**
 This Region

1. The Human Resource Development Division is announcing the conduct of the **Capacity Building and Assessment of Learning Facilitators** on November 20-23, 2018 at Balanghai Hotel and Convention Center, Butuan City. This activity shall also serve as screening of facilitators who 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.
2. The objectives of this 4-day activity are as follows:
 General Objective:
 At the end of this 4-day activity, the participants should be able to demonstrate skills and competence in facilitating adult learning.
 Enabling Objectives:
 - a. Determine the principles and concepts in facilitating adult learning and session guide writing;
 - b. Display acceptance and commitment as regional facilitator;
 - c. Translate the principles and concepts in facilitating adult learning into actual practice.
3. The participants 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.
4. Interested participants should submit to the Regional Screening Committee the documents listed below on or before **October 19, 2018**.
 - 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.
5. Provided with the number of slots indicated in Enclosure No. 1, qualified regional applicants in Phase 1: Paper Validation will be informed through a Memorandum and will proceed to the abovementioned activity which is the Phase 2 of the screening process.
6. Activity costs, which cover board and lodging of the participants, management staff & assessors, supplies & materials, and contingency shall be charged against the Regional HRD Funds, while the travel, per diem, and incidental expenses of participants, facilitators, guests, monitors, and PMT members shall be charged against local funds, subject to usual accounting and auditing rules and regulations.
7. For queries and clarifications, all concerned may contact the Region's HRDD through (085) 342-8207 local 103 or call/text Ms. Zenylou Frias through mobile no. 09223133414.
8. Immediate dissemination of this Memorandum to all 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
09/14/2018

CAPACITY BUILDING AND ASSESSMENT OF LEARNING FACILITATORS

Allotment of Participants by Schools Division Office

Division	HRD Personnel	Non-Teaching	Teaching- Related	Number of Slots
Agusan del Norte	1	1	3	5
Agusan del Sur	1	1	3	5
Bayugan City	1	1	2	4
Bislig City	1	1	2	4
Butuan City	1	1	3	5
Cabadbaran City	1	1	2	4
Dinagat Islands	1	1	2	4
Siargao Islands	1	1	2	4
Surigao City	1	1	2	4
Surigao del Norte	1	1	3	5
Surigao del Sur	1	1	3	5
Tandag City	1	1	2	4
Regional Office	1	1	5	7
TOTAL				60



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 <i>(Use additional sheets if necessary)</i>		
Title	Inclusive Dates	Provider
List of Trainings/Topics Facilitated <i>(Use additional sheets if necessary)</i>		
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 (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)

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