

MEMORANDUM

TO: OIC-Assistant Schools Division Superintendent
Chiefs, Curriculum Implementation Division and
Schools Governance Operations Division
Concerned Public Schools District Supervisor, Senior Education
Specialist, Education Program Specialist and School Heads

FROM: 
DR. ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

**SUBJECT: NEAP TRAINER-FACILITATORS FOR THE GRADE 11
TEACHER TRAINING**

DATE: March-21, 2016

As per Regional Memorandum No 073, s. 2016 dated March 17, 2016, this office endorses the names of the following as applicants for the **NEAP TRAINER-FACILITATORS FOR THE GRADE 11 TEACHER TRAINING**.

1. Arlene L. Tayona SEPS- Human Resource and Development
2. Gayle J. Malibiran EPS II-Human Resource and Development
3. Dr. Jonathan L. Domingo Principal I, San Juan National High School
4. Rodolfo M. Gonzales Head Teacher I, San Jose NHS-Dalig Extension
5. Virgilio O. Paat Head Teacher I

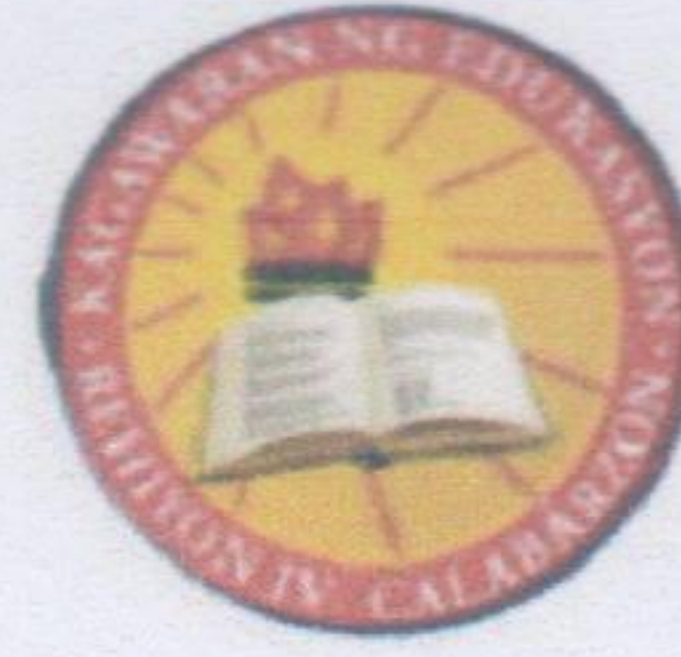
Attached herewith are the requirements and other details of the screening.

For your guidance and immediate compliance.

UM- 105 -s-2016
HRD/ALT



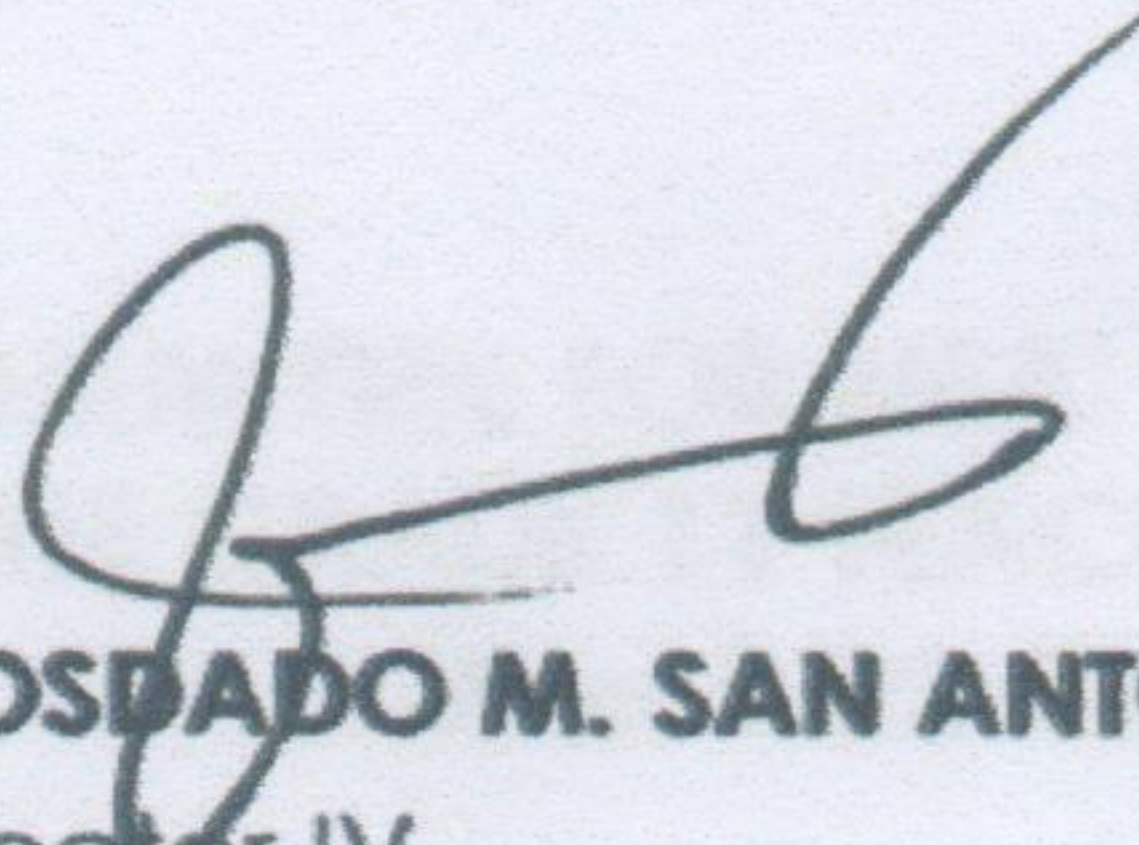
Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION IV-A CALABARZON
Gate 2, Karangalan Village, Cainta Rizal



REGIONAL MEMORANDUM

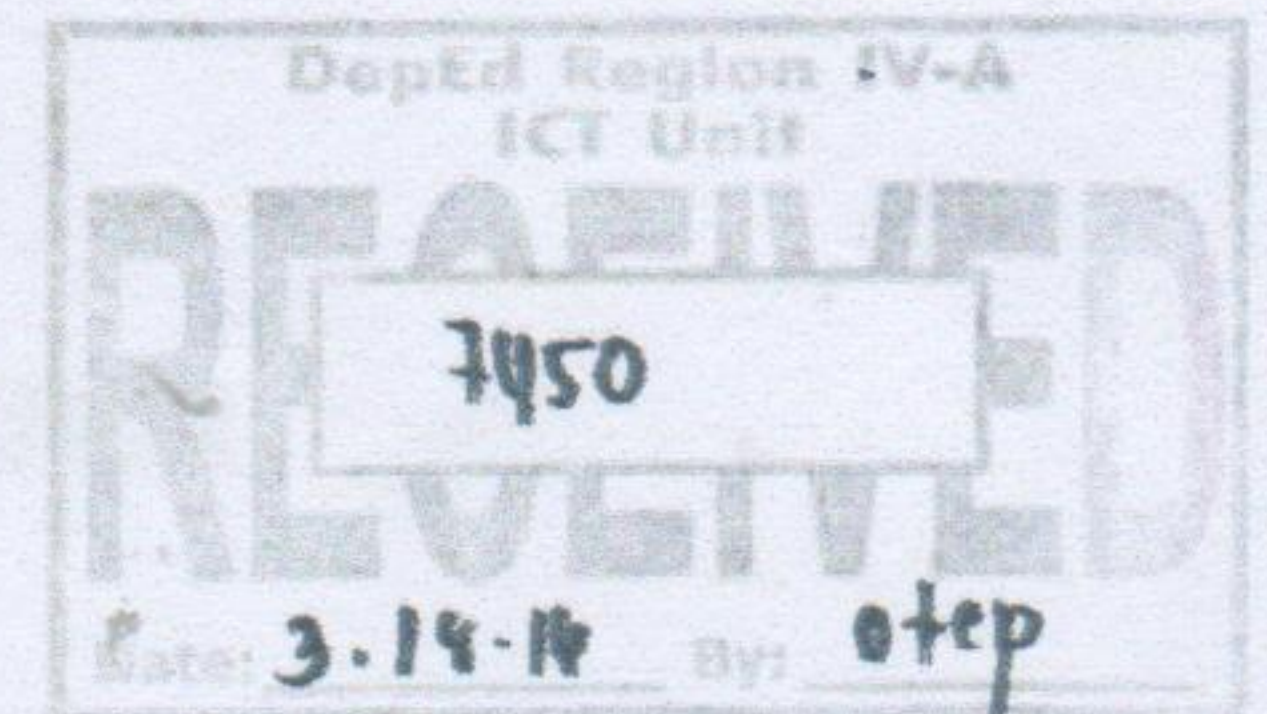
No: 073 s. 2016

TO : **TO ALL SCHOOLS DIVISION SUPERINTENDENTS**

FROM : 
DIOSDADO M. SAN ANTONIO
Director IV

SUBJECT : **SCREENING OF NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES-REGION (NEAP-R) TRAINERS/FACILITATORS FOR THE GRADE 11 TEACHERS' TRAINING**

DATE : March 17, 2016



Per DepEd Memorandum OM-GO-2016-NEAP-004 on Screening of NEAP Trainers-Facilitators for the Grade 11 Teachers' Training, this Office will conduct the screening process on March 22-23, 2016 at the Regional Office / Karangalan Elementary School.

Anent to this, may we request the Schools Division Offices (SDOs) to endorse the indicated number of applicants attached hereto re: allotted number of trainers/facilitators and evaluation criteria of applicants per SDO. The applicants must bring the complete requirements on their scheduled date of screening.

Expenses of the applicants relative to this activity shall be charged against local funds. They are requested to bring their own provisions for meals. While travel and food expenses of the Screening Committee members shall be charged against local funds.

The attached enclosures provide the details of the screening process and the list of screening committee.

Immediate dissemination of and appropriate action on this Memorandum is desired.



Email: region4a@deped.gov.ph Tel.: (02) 682-1169 Website: depedcalabarzon.ph
Fax: (02) 682-2114 Facebook: DepEdCalabarzon





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DEPARTMENT OF EDUCATION
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(Enclosure No. 2, Regional Memorandum No. 073)

**SCREENING COMMITTEE FOR NEAP TRAINER-FACILITATORS FOR
THE GRADE 11 TEACHER TRAINING
March 22-23, 2016**

GROUP A	GROUP B
Chairman: Luz E. Osmeña	Chairman: Erico M. Habijan
Members: Viernalyn M. Nama	Members: Lerma Flandez
Avelino Mortel	Nenita Adame
GROUP C	GROUP D
Chairman: Rosemarie Torres	Chairman: Agnes Rolle
Members: Greg Racelis	Members: Job Zape
Magno R. Abueme	Chinita Tolentino





(Enclosure No. 4, Regional Memorandum No. 122)

(Enclosure No. 3, Regional Memorandum No. 13)

**SCHEDULE OF SCREENING OF NEAP TRAINER-FACILITATORS
FOR THE GRADE 11 TEACHER TRAINING
March 22-23, 2016**

Day 1: March 22, 2016

TIME	ACTIVITY	DIVISION
8:00 – 8:30	Arrival and Registration	Biñan, Laguna, Batangas Prov., Batangas City, Calamba, Cavite Prov., Dasmariñas, Quezon
8:30 – 10:30	Session Guide and Power Point Preparation	
10:30 – 5:00	Simulation	

Day 12: March 23, 2016

TIME	ACTIVITY	DIVISION
7:30 – 8:00	Arrival and Registration	Antipolo, Bacoor, Imus and Rizal
8:00 – 10:00	Session Guide and Power Point Preparation	
10:00 – 12:00	Simulation	





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(Enclosure No. 4, Regional Memorandum No. 33)

**ALLOCATION OF APPLICANTS PER SDO ON THE SCREENING OF
NEAP TRAINER-FACILITATORS FOR THE GRADE 11
TEACHER TRAINING
March 22-23, 2016**

DIVISION	NO.OF APPLICANTS
Antipolo City	5
Bacoor City	4
Laguna City	8
Biñan City	2
Batangas Province	12
Batangas City	5
Calamba City	5
Cavite Province	10
Dasmariñas City	7
Imus City	5
Lipa City	5
Quezon Province	10
Rizal Province	10
TOTAL	88

Note: SDOs which are not included in the list have already their facilitators as members of the Regional Facilitators' Pool. Applicants in the previous screening process conducted need not to apply anymore because they are already considered as part of this pool.





GOVERNANCE AND OPERATIONS
**NATIONAL EDUCATORS ACADEMY
OF THE PHILIPPINES**



MEMORANDUM
OM-GO-2016-NEAP-004

TO: REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
CHIEF, REGIONAL HRDD
ALL CONCERNED

FROM: JOHN ARNOLD S. SIENA
Director IV, National Educators Academy of the Philippines

**SUBJECT: SCREENING OF NEAP TRAINER-FACILITATORS FOR
THE GRADE 11 TEACHER TRAINING**

DATE: March 16, 2016

1. The National Educators Academy of the Philippines (NEAP) announces the screening and selection of facilitators, who will be tapped as facilitators in the Training of Grade 11 Teachers. The Regions through the Human Resource Development Division (HRDD) are requested to conduct the screening and selection of facilitators.
2. All applicants must pass through the different phases of the screening process:
 - a. The applicants will be evaluated based on the following requirements:
 - i. Applicants must be at least Head Teachers, Principals, Education Program Specialists, Senior Education Program Specialists, Public School District Supervisors and Education Program Supervisors;
 - ii. Have been involved in previous trainings as participants/trainers/facilitators/writers for the K to 12 Basic Education Program;
 - iii. Possess excellent communication and facilitation skills;
 - iv. Computer/ Information and Communication Technology proficient;
 - v. Must be physically fit; and
 - vi. Not more than 50 years old.
 - b. Phase I- Paper Screening
 - i. Applicants submit their application form, documents, Certificate of No Pending Administrative Case, character reference and endorsement from the Schools Division Office to the Regional Office.
 - ii. Only certificates for trainings attended/facilitated and conducted starting January 2012 should be submitted.
 - iii. The regions must evaluate the documents.

2ND FLOOR, MARINI BUILDING, DEPED COMPLEX, HERALDO AVE., PASIG CITY, 1600
TEL: 638-1638; 633-9455; 635-4798 EMAIL: DEPED.NEAP@GMAIL.COM



GOVERNANCE AND OPERATIONS
NATIONAL EDUCATORS ACADEMY
OF THE PHILIPPINES



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Only applicants who meet the qualifications enumerated above may proceed to Phases II and III.

c. Phase II – Session Guide Writing (30%)

- i. Applicants must be given 2 hours to write a session guide including presentation materials to be delivered in 20 minutes. The Screening Committee shall assign a topic related to the K to 12 Program. The session guide must reflect adult learning methodologies and sources must be properly acknowledged in the materials.

d. Phase III – Facilitation Skills Demonstration (70%)

- i. Each applicant must be given 20 minutes to deliver their submitted session guide.
- ii. The rubrics for screening will be provided to the Regional HRDD.

- e. The regions are allowed to customize the topics to be delivered in Phases II & III depending on the content expected from the facilitators.

3. The Chief of the Human Resource Development Division shall organize and head the Regional Screening Committee.

The Regional Office may develop/adopt its own system and mechanism to efficiently conduct the screening of facilitators provided the criteria for selection are adhered to.

4. List of facilitators per Region must be submitted to deped.neap@gmail.com on or before March 28, 2016. The number of facilitators should be based on the pre-determined regional requirements for the Grade 11 Mass Training of Teachers.
5. Expenses relative to the conduct of this activity shall be charged against regional HRDD/local funds.
6. For further inquiries and clarifications, kindly contact NEAP Central Office in the following numbers: 02-6337237, 6339455, 635476 c/o Ms. Nida Caramat, SEPS, or through email at deped.neap@gmail.com.
7. Immediate dissemination of and appropriate action for this Memorandum is desired.

NEAP/AS/ncc



DEPARTMENT OF EDUCATION
GOVERNANCE AND OPERATIONS
NATIONAL EDUCATORS ACADEMY
OF THE PHILIPPINES



MEMORANDUM
OM-GO-2016-NEAP-0003

10. Participants are the following:

- a. NQEP/NQESH/ Principals' Test Passers (2008-2015)
 - i. Including school heads who have attended Basic Course on School Based Management (BCSBM)
 - ii. Who have not attended the SHDP Specialized Course on SHS
- b. incumbent schools heads/ Teacher-in-Charge (TICs) or Officer-in-Charge (OICs) of elementary, secondary or integrated schools who:
 - i. passed the regional qualifying examination for Principals before 2008 without NEAP accredited training
 - ii. are not yet Principal's Test passers

11. The regional HRDD shall submit the names and schools per division on or before March 30, 2016 via email. The final number of participants will be determined by the regional office based on the funding allocation as approved by Central Office.

12. For further inquiries and clarifications, kindly contact NEAP Central Office in the following numbers: 02- 638-8638, 633-9455 or deped.neap@gmail.com.

13. Immediate dissemination of and appropriate action for this Memorandum is desired.

2ND FLOOR, MARINI BUILDING, DEPED COMPLEX, MERALCO AVE., PASIG CITY, 1600
(02) 638-8638 ; 633-9455; 635-4796 EMAIL: DEPED.NEAP@GMAIL.COM