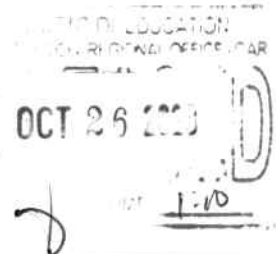




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region



25 OCT 2023

**REGIONAL MEMORANDUM**

No. 648.2023

**SCREENING OF APPLICANTS FOR THE NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES (NEAP) REGIONAL FACILITATOR'S POOL**

To: Assistant Regional Director  
All Schools Division Offices  
All Others Concerned

1. Relative to the conduct of the different professional development programs stated in DM-OUHROD-2023-0851 titled "List of Priority Professional Development Programs for Teachers and School Leaders with Activities to be charged against HRD Funds in ROs and SDOs", the Human Resource Development Division – National Educators Academy of the Philippines in the Region (HRDD-NEAPR) shall conduct the 7<sup>th</sup> screening of applicants for Regional Pool of NEAP Facilitators.
2. This activity aims to select additional members of the NEAP Regional Facilitators' Pool for the upcoming professional development programs / activities to be implemented by DepEd Cordillera Administrative Region (CAR).
3. Applicants to the Regional Pool of NEAP Facilitators should possess the following qualifications:
  - a. Permanent Personnel preferably Head Teachers, Principals, Education Program Specialists, Senior Education Program Specialists, Education Program Supervisors, and Public Schools District Supervisors;
  - b. Physically, mentally and emotionally fit;
  - c. Preferably below 60 years of age;
  - d. Must have been trained in the areas of the Philippine Professional Standards (PPST, PPSSH, PPSS), Matatag Curriculum, National Programs (Reading, Science and Technology, Mathematics, Learning Camp), and Onboarding Programs (IPBT, SHDP, IPBSH, IPBSS).
4. Schools Division Offices shall submit and endorse a consolidated folder of all interested applicants to the Human Resource Development Division the following duly accomplished documents **not later than 5:00 pm of November 10, 2023**. For online submission, make sure to scan and save the documents in pdf format and send them to **car.neapr@deped.gov.ph** using the file name format **SDO Name\_NEAPFaciApplicants**.
  - a. Application Form (Enclosure 1)
  - b. Character Reference (Enclosure 2)
  - c. Performance Rating for the past two years
  - d. Letter of recommendation from immediate supervisor (Enclosure 3)
  - e. Letter of Intent and Commitment signifying willingness to train anywhere in the country (Enclosure 4)
  - f. Certificate of no pending criminal and/or administrative case from the division

- g. Certificates of Participation in attendance to related trainings, and Recognition as speakers to related trainings
  - h. Photocopy of valid license
5. Applicants who passed the screening shall undergo the following activities which shall be in detail in another memorandum.
- a. Assignment of Topics
  - b. Preparation of Session Guides and Slide Decks
  - c. Simulation
  - d. Interview
  - e. Awarding of certificates to those passed the assessment
6. For queries and clarifications, please contact the Human Resource Development Division (HRDD) OIC Chief Rosita C. Agnasi via 09071734621 or through the email address [car.neapr@deped.gov.ph](mailto:car.neapr@deped.gov.ph).
7. Immediate dissemination of and strict compliance with this memorandum is directed.

  
**ESTELA P. LEON-CARINO EdD, CESO III**  
Director IV / Regional Director 

*/HRDD/RCA/SJD/DeAn*

*Screening Of Applicants For The National Educators Academy Of The Philippines (Neap\_ Regional Facilitator's Pool*

Enclosure 1 to RM No. **648**: Screening Of Applicants For The National Educators Academy Of The Philippines (Neap\_ Regional Facilitator's Pool)

**NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES  
DepEd Cordillera Administrative Region**

**NEAP FACILITATOR'S POOL**

<b>Last Name:</b>	<b>First Name:</b>	<b>Middle Name:</b>
<b>Birthdate:</b> (Month/Day/Year)		<b>Sex:</b>
<b>List of Trainings Attended Related to Philippine Standards, Onboarding Programs, National Programs, Matatag Curriculum</b>		
<b>TITLE</b>	<b>INCLUSIVE DATES</b>	<b>PROVIDER</b>
<b>List of Trainings Conducted / Facilitated Related to Philippine Standards, Onboarding Programs, National Programs, Matatag Curriculum</b>		
<b>TITLE</b>	<b>INCLUSIVE DATES</b>	<b>PROVIDER</b>

Certified by:

\_\_\_\_\_   
SDO Human Resource Development Section

Enclosure 2 to RM No, **648**: *Screening Of Applicants For The National Educators Academy Of The Philippines (Neap\_ Regional Facilitator's Pool*

**NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES  
DepEd Cordillera Administrative Region**

**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 envelope before submission to the Division Screening Committee.

Name of Nominee:		Position:		
How long have you known the nominee (years/months)				
In what connection, or under what circumstances have you known him/her?				
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. (Please check appropriate column)				
Dimensions	No Basis of Judgment	Below Average	Above Average	Excellent / Outstanding
Integrity				
Work Ethics				
Interpersonal Skills				
Time Management				
Stress Management				
Remarks:				
How will this person be able to contribute in providing better training program?				

\_\_\_\_\_  
Signature over Printed Name

Enclosure 3 to RM No, **648**: *Screening Of Applicants For The National Educators Academy Of The Philippines (Neap\_ Regional Facilitator's Pool*

Letter of Recommendation

**Letter Head**

**Date**

**ESTELA P. LEON CARIÑO EdD, CESO III**

**Regional Director**

DepEd CAR, Regional Office

Wangal, La Trinidad, Benguet

**Through: ROSITA C. AGNASI**  
EPS, OIC – HRDD/NEAPR

**Dear Director Estela Cariño:**

I would like to recommend \_\_\_\_\_ to the National Educators Academy of the Philippines in the Region (NEAPR) Facilitator's Pool. He/She has been with the \_\_\_\_\_ (Office) as \_\_\_\_\_ (Position/Designation) for \_\_\_\_\_ (length of time).

This Office does not pose any objection to any of her assignments as a regional facilitator if he/she qualify after the screening process.

Thank you very much.

Very truly yours,

**Schools Division Superintendent**

Enclosure 4 to RM No, **648**: *Screening Of Applicants For The National Educators Academy Of The Philippines (Neap\_ Regional Facilitator's Pool*

Letter of Recommendation

**Letter Head**

**Date**

**ESTELA P. LEON CARIÑO EdD, CESO III**

**Regional Director**

DepEd CAR, Regional Office

Wangal, La Trinidad, Benguet

**Through: ROSITA C. AGNASI**  
EPS, OIC – HRDD/NEAPR

**Dear Director Estela Cariño:**

This is to signify my intent and commitment if I qualify as a member of the National Educator's Academy of the Philippines (NEAP) Regional Facilitators' Pool, and to make myself available for professional development programs that may require my expertise and services.

Thank you very much.

Very truly yours,

**Name of Applicant and Signature**