



Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION

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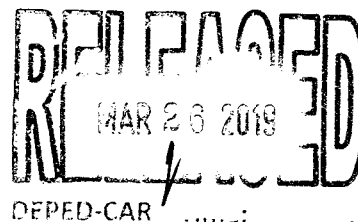


March 21, 2019

REGIONAL MEMORANDUM

No. 108-2019

**TO: Schools Division Superintendents
All Divisions**



DEPED-CAR

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

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 to come up with a more accurate entry in its Forward Estimates for subsequent years.

2. Relative to this, the Regional Office through the Human Resource Development Division, (HRDD) is requesting all Schools Division Offices to provide the information stated in the templates or links provided for the following targeted job groups relative to the Learning and Development (L and D) Program/s initiated/developed for them by the NEAP, Central Office.

Office	Job Groups	L and D Programs
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) a. Foundation Course b. Intermediate Course c. Advance Course
	4. Public School District Supervisors	Instructional Leadership and Management Program
Region	5. Assistant Superintendents	Superintendents Leadership Program
	6. Superintendents	
RO and DO	7. Education Program Supervisors	
	8. Senior Education Specialists	
	9. Division Chiefs	Coaching and Mentoring Program
	10. Learning Facilitators	Competency Development Program for Learning Facilitators

HRDD/jpa/dot

Contact Numbers (Area Code: 074):

Office of the Regional Director 422-1318
Fax 422-4074
Office of the ARD 422-9590
ICT Unit 422-1318
Public Affairs Unit 422-1318
Legal Unit 423-2214

Administrative Division 422-1804
Cash Section 423-2215
Payroll Section 424-3993
Records Section 423-2213
Supply Section 422-2198
General Services Unit 422-1804

CLMD 422-7096
LRMDS 422-0615
ESSD 423-2218
Finance Division 422-5155
FTAD 424-5187

HRDD 422-9590
NEAP-R 422-5500
PPRD 422-9590
QUAD 422-5187
COA 422-7434

3. Attached are the templates namely:

Enclosure 1 will be used for all the targeted learners who underwent (regardless of the year) and potential recipients of the identified L and D Program/s except School Heads who attended the SHDP

Enclosure 2 will be used for School Heads who completed any of the three SHDP Courses.

4. However for easy consolidation of information, the targeted learners are encouraged to use/open the links below for online demographic profiling:


bit.ly/depedcarldprofile (Annex A)– for all the targeted learners who underwent (regardless of the year) and potential recipients of the identified L and D Program/s except School Heads who attended the SHDP

bit.ly/depedcarshdpprofile (Annex B)– for School Heads who completed any of the three SHDP Courses

5. Submission of the consolidated report and/or completed templates to the Regional Office thru the HRDD email address: hrdd.depdedcar@gmail.com or filling – up the form online will be on or before April 8, 2019.

6. Rest assured that all the requested information will be used only for the purpose of developing the L and 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. Immediate action to this Memorandum is desired.


MAY B. ECLAR, Ph.D., CESO V
Regional Director

