



Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION

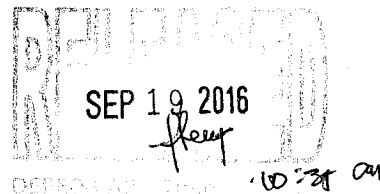


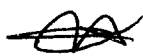
Wangal, La Trinidad, Benguet

REGIONAL MEMORANDUM

No. 263 s, 2016

To: **Schools Division Superintendents**
All others Concerned



From: 
SORAYA T. FACULO
Chief Education Supervisor
Officer In-charge Office of the Assistant Regional Director

Subject: **Orientation-Workshop & Pre-planning Conference for Schools Division NEAP Pool of Facilitators'**

Date: **September 16, 2016**

1. The Schools Division Offices are enjoined to organize a Division NEAP Pool of Facilitators' to manage and facilitate the conduct of Professional Development Programs in the division.
2. The objectives of the orientation-workshop & pre-planning conference are the following:
 - a. to orient Schools Division Team with the process of screening applicants as Division NEAP facilitators'
 - b. orient the Regional Facilitators of their roles & functions as lead trainers in the Division level
3. To ensure the selection of qualified applicants for the Division NEAP Pool of Facilitators, an orientation-workshop and pre-planning conference will be conducted at the NEAP-R Hall, DepEd-CAR-Regional Office, Wangal, La Trinidad, Benguet on September 22, 2016 from 8:00AM to 5:00PM.

4. The participants to the orientation and pre-planning conference are the following:

RD & ARD	- 2
SDOs (CES-SGOD, HRD-SEPS, 1 EPS, M & E & 1 Regional NEAP Facilitator) 5 per Division	- 40
HRDD staff	- 7
Total	49

5. Each Division is requested to bring their tentative schedule of activities for the screening of Division NEAP Facilitators preferably for the month of October, 2016 in preparation for the conduct of the School Heads' Foundational Course.
6. Participants from the Divisions of Abra, Apayao, Ifugao, Kalinga, Tabuk and Mt. Province will be accommodated on September 21 2016 while all others are advised to live-out. First meal is breakfast on September 22 while last meal is PM snacks of the same date. Accommodation, meals, snacks and training materials will be charge against RO-HRDD funds while transportation and other incidental expenses will be charged against local funds subject to the usual accounting and auditing rules and regulations.
7. Immediate and widest dissemination of this memorandum to all concerned is desired.