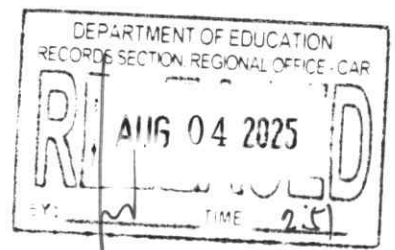




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



02 July 2025

REGIONAL MEMORANDUM

No. 553.2025

**ONLINE UPDATING OF PROFILES OF PROFESSIONAL DEVELOPMENT (PD)
EVALUATORS, FACILITATORS AND SPEAKERS**

To: All Schools Division Superintendents
All Others Concerned

1. In support of the Department's continuing commitment to uphold quality and excellence in professional development programs, this Office is initiating the **Online Updating of Profiles for those serving as Evaluators, Facilitators, or Resource Speakers**.
2. The updated information will help verify the availability and current status of individuals in the existing National Educators Academy of the Philippines (NEAP)-CAR pool. This process will also determine whether there is a need to conduct a new round of application for the next batch of evaluators and facilitators. The updated pool shall form part of the official database of experts to be mobilized for NEAP-recognized training and development activities.
3. The SDO-School Governance and Operations Division-Human Resource Development Section shall ensure that personnel accomplish the online profile update form accessible via this link: **<https://tinyurl.com/poolNEAP>** until August 31, 2025.
4. To facilitate easy and complete submission, the following information must be prepared before filling out the form:
 - a. Personal Information;
 - b. Current NEAP Role;
 - c. Field of Expertise;
 - d. Work Experience;
 - e. Trainings Conducted;
 - f. Trainings Attended;
 - g. Major Achievements / Citations / Recognition / Awards;
 - h. Educational Background;
 - i. PRC License Information; and
 - j. Affiliations (Professional or Civic).
5. For queries and clarifications, please contact the Human Resource Development Division through Rosita C. Agnasi, OIC-HRDD-NEAPR through the office email.
6. Immediate and widest dissemination of this Memorandum is directed.

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

HRDD/RCA/ LbL - Updating of Profile - NEAP Pool
August 1, 2025



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NEAP-CAR Training Pool: Profile Update of Evaluators, Facilitators, and Speakers

In accordance with the Department of Education's (DepEd) mandate to protect and promote the right to and access to quality basic education, DepEd collects various data and information, including personal information, from various subjects using different systems. In the processing of these data and information, DepEd is committed to ensure the free flow of information as required under the *Freedom of Information Act* (Executive Order No. 2, s. 2016) and to protect and respect the confidentiality and privacy of these data and information as required under the *Data Privacy Act of 2012* (Republic Act No. 10173). To read more, visit <https://www.deped.gov.ph/about-deped/data-privacy-notice/>

The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form

* Indicates required question

Email *

☐ Record car.neapr@deped.gov.ph as the email to be included with my response

What is your current or intended role in the NEAP Training Pool? *

Please select the role that best describes your engagement. You may only select **one**. Make sure you meet the qualifications described in each option.

- ☐ Evaluator – Trained as a Professional Development Design Quality Assurance Evaluator
- ☐ Facilitator – Recognized as a NEAP-Certified Facilitator
- ☐ Resource Speaker – Completed a National or Regional Training of Trainers (TOT)

NAME [e.g. JUAN C. DELA CRUZ] *

Your answer

SEX *

- ☐ Male
- ☐ Female

Date

dd/mm/yyyy

Civil Status *

- ☐ Single
- ☐ Married
- ☐ Widowed
- ☐ Separated
- ☐ Divorced
- ☐ Other:

RESIDENCE ADDRESS *

Your answer

MOBILE NUMBER *

Your answer

DEPED EMAIL *

Your answer

PERSONAL EMAIL

Your answer

- ☐ Abra
- ☐ Apayao
- ☐ Baguio City
- ☐ Benguet
- ☐ Ifugao
- ☐ Kalinga
- ☐ Mt. Province
- ☐ Tabuk City
- ☐ Regional Office

SPECIALIZATION *

- ☐ Elementary/ General/ All Learning Areas
- ☐ Araling Panlipunan
- ☐ English
- ☐ EPP/ TLE
- ☐ Filipino
- ☐ GMRC/ Values Education
- ☐ Mathematics
- ☐ MAPEH
- ☐ Science
- ☐ ALS
- ☐ IPEd
- ☐ SNEd
- ☐ Educational Management
- ☐ Other:

- ☐ Elementary/ General/ All Learning Areas
- ☐ Araling Panlipunan
- ☐ English
- ☐ EPP/ TLE
- ☐ Filipino
- ☐ GMRC/ Values Education
- ☐ Mathematics
- ☐ MAPEH
- ☐ Science
- ☐ ALS
- ☐ IPed
- ☐ SNEd
- ☐ Other:

MOST RECENT TRAININGS **CONDUCTED**

Please list the most recent trainings, workshops, or professional development activities where you served as a Resource Person, Facilitator, or Evaluator. Indicate the **title of the training, role you played, organizing office (e.g., NEAP, Regional Office, Division, School, or Partner Organization), and the inclusive dates.** You may include both face-to-face and online engagements.

Example: "Teaching with Impact Phase 2 – Facilitator – NEAP Region CAR – March 20-22, 2025 (Online)"

Your answer

MOST RECENT TRAININGS **ATTENDED** *

Please list the most recent trainings, seminars, or workshops you have attended in the last two years.

Indicate the **title of the training, organizing office (e.g., NEAP, RO, SDO, partner institution), venue or platform (online/face-to-face), and the inclusive dates.** You may include both in-service trainings and external CPD-related programs relevant to your role or specialization.

Example: "Instructional Leadership Training for Supervisors – NEAP Regional Office – Face-to-Face at NEAP Baguio – May 15-17, 2025"

Your answer

Please list your major achievements, citations, recognitions, or awards received in the course of your professional or academic career.

Indicate the **title or nature of the award**, the **date it was received**, and the **awarding body or institution**. Include only those that are relevant to education, leadership, public service, or community engagement.

Example: "Outstanding School Head – December 2024 – DepEd Regional Office"

Your answer

Educational Background

Please provide your educational background under the appropriate category below. For each, indicate the **Name of School/University**, **Address (City/Province)**, **Inclusive Dates (Year Started–Year Graduated)**, and the **Degree or Certificate Earned**.

1. Bachelor's Degree *

Where did you complete your undergraduate studies?

Include your degree (e.g., Bachelor of Elementary Education), school, location, and dates of attendance.

Example: Bachelor of Elementary Education – Ifugao State University – Potia, Ifugao – 2008–2012

Your answer

2. Master's Degree

Where did you **complete** your graduate studies (Master's level)?

State the full name of the degree, university, address, and inclusive years.

Example: Master of Arts in Educational Management – Benguet State University – La Trinidad, Benguet – 2015–2017

Your answer

3. Doctorate Degree (PhD/EdD, etc.)

If applicable, where did you **complete** or are currently pursuing your doctoral studies?

Include the degree title, institution, address, and years attended.

Example: Doctor of Education – University of the Cordilleras – Baguio City – 2019–2022

Your answer

List any relevant vocational or TESDA accredited trainings and certifications (e.g., NC II, NC III) that support your expertise. Indicate course title, training institution, location, and date completed.

Example: NC II – Computer Systems Servicing – TESDA Baguio – Completed June 2023

Your answer

Work Experience (Five Most Recent Positions)

Please list your five (5) most recent work experiences.

For each, indicate your **Position or Job Title**, the **Agency or Company** where you worked (e.g., DepEd, Private School, NGO, LGU, etc.), and the **Inclusive Dates** (month and year started and ended).

You may include both teaching and non-teaching positions, as well as government or private sector work, if relevant to education, training, or leadership.

Example: Teacher III – DepEd Baguio City Division – June 2018 to Present

Position/ Job Title 1 (current position) - Office - Duration *

Your answer

Position/ Job Title 2 - Office - Duration *

Your answer

Position/ Job Title 3 - Office - Duration

Your answer

Position/ Job Title 4 - Office - Duration

Your answer

Position/ Job Title 5 - Office - Duration *

Your answer

Please provide your current PRC License details.

This includes your **License Number**, **Date of Issuance**, and **Validity Period**. This information will be used to verify your eligibility for training engagements that require active licensure. ie.:

0457567 - 10/09/1998 - 02/18/2028

Your answer

Other Major Affiliations (Professional or Civic Organizations) *

Please list your major affiliations with professional or civic organizations.

Indicate the **name of the organization**, whether it is at the **National level or Chapter/Local level**, the **position or role you held** (if any), and the **date or inclusive years** of your affiliation or service.

You may include organizations such as PAFTE, MATATAG, Toastmasters, NGOs, Teachers' Associations, Alumni Clubs, Rotary, or other relevant groups.

Example:

Philippine Association for Teachers and Educators (PAFTE) – National – Member – 2020 to Present

Your answer

Upload Scanned PRC ID (Front Only) *

Please upload a clear scanned copy or photo of the front side of your PRC ID.

This will serve as supporting documentation for your professional eligibility and active license status. Make sure the image is clear, readable, and in **PDF, JPEG, or PNG** format.

Upload 1 supported file: image. Max 10 MB.

📎 Add file

For Facilitators ONLY

Upload a Copy of Your NEAP-Issued Certificate of Participation or Certificate of Accreditation as Facilitator

Upload a **clear scanned copy or photo (PDF, JPEG, or PNG format)** of your **NEAP-issued Certificate of Participation or Certificate of Accreditation**.

This is required for validation and inclusion in the updated NEAP Pool of Facilitators.

Note: Only official certificates issued or recognized by NEAP (Central or Regional level) will be accepted.

Upload 1 supported file. Max 10 MB.

📎 Add file

Submit

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