



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

September 3, 2021

REGIONAL MEMORANDUM

No. **00-507**, s. 2021

**2021 SCREENING FOR THE NATIONAL EDUCATORS' ACADEMY OF THE PHILIPPINES –
REGION VIII (NEAP-R8) POOL OF LEARNING FACILITATORS**

To: Schools Division Superintendents
All Others Concerned

1. This Office, through the Human Resource Development Division (HRDD), announces the conduct of the screening for the National Educators' Academy of the Philippines – Region VIII (NEAP-RVIII) Pool of Learning Facilitators on September 20-27, 2021 via online platform.
2. The objective of this activity is to select new set of NEAP-RVIII learning facilitators for the upcoming learning and development programs/activities to be conducted.
3. The activity enjoins all teachers and school heads who possess the requirements indicated in Enclosure 1 of this Memorandum. Attached also are the screening process, indicative schedules and the templates of required documents to be submitted.
4. The Schools Division Superintendents, thru the Division Personnel Development Committee (PDC), shall evaluate the documents of the applicants in Phase 1 and shall submit the results to hrdd.region8@deped.gov.ph, using the attached endorsement letter from SDO to RO format and the summary of Phase 1 screening of documents for LF applicants. They are likewise advised to strictly follow the attached indicative schedule of submission of documents.
5. Expenses relative to the conduct of this activity shall be charged against local funds, subject to usual accounting and auditing rules and procedures.
6. For further inquiries and clarifications, kindly contact **Dr. Harvie D. Villamor**, HRDD Chief, thru the number (053) 300-4819 or email us at the above-mentioned email address.
7. Immediate dissemination of and appropriate action on this Memorandum are desired.


MA. GEMMA MERCADO LEDESMA
Regional Director

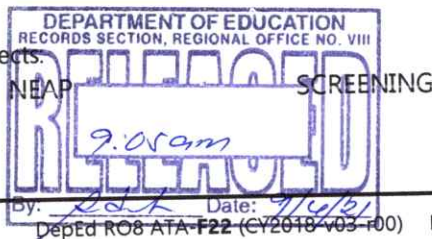
Enclosure: As stated

References: 2021 HRDD AIP

To be indicated in the Perpetual Index under the following subjects:

LEARNING FACILITATORS

HRDD-CDPA



Government Center, Candahug, Palo, Leyte
(053) 832-2997 | region8@deped.gov.ph
ISO 9001:2015 Certified

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REQUIREMENTS AND INDICATIVE SCHEDULES

A. Applicants to the NEAP-RVIII Pool of Learning Facilitators must have the following requirements:

1. must be at least graduate of Masters' Degree;
2. have been teaching in their learning area of expertise for at least five (5) years;
3. have been involved in previous trainings as participants/trainers/facilitators/writers for the K-12 Basic Education Program;
4. must have a performance rating of at least Very Satisfactory (VS) for the last two school or calendar years;
5. has excellent communication and facilitation skills;
6. must be computer/ICT proficient;
7. physically fit; and
8. must not be more than 50 years old.

B. Below are the schedule of submission of documents and screening process:

Date	Activity	Person/s-in-charge
September 10, 2021	Deadline of Submission of Applicants' pertinent documents to SDO	SDO-HRD Personnel
September 8-13, 2021	Phase 1: Paper Screening	SDO Personnel Development Committee
September 14, 2021	Submission of List of Qualified LF Applicants to HRDD-RO via email	SDO-HRD Personnel
September 20, 2021	Deadline of Submission of Qualified Applicants' pertinent documents to RO	SDO Personnel
September 20-22, 2021	Junior and Senior High School Level Phase 2: Session Guide Writing and Slide Deck Preparation Phase 3: Facilitation Skills Demonstration	Regional Screening Committee
September 23, 24 & 27, 2021	Kindergarten and Elementary Level Phase 2: Session Guide Writing and Slide Deck Preparation Phase 3: Facilitation Skills Demonstration	Regional Screening Committee

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THE SCREENING PROCESS

To qualify for the NEAP-RVIII Pool of Learning Facilitators, applicants must pass the different phases of the screening process which are as follows:

Phase 1: Paper Screening

Applicants must submit the following documents to their Division Office thru the Human Resource Division (HRD) using the attached templates:

- 1) Duly filled out application form with the required attachments
- 2) Sealed Character References filled out by the immediate supervisor and a co-teacher
- 3) Letter of Intent to the Schools Division Superintendent
- 4) Letter of Intent to the Regional Director
- 5) Letter of Recommendation from School to SDO

Only those applicants who passed this phase shall be endorsed to Phase 2 and 3 of the screening process.

Phase 2: Session Guide Writing and Slide Deck Preparation

Applicants shall be given time to write a session guide and prepare slide decks to be delivered in 20 minutes. The Regional Screening Committee shall assign the topic related to the program. The session guide must reflect adult learning methodologies and sources must be properly acknowledged in the material. The applicants shall be rated using the rubrics provided by NEAP-CO on Session Guide Writing and Slide Deck Preparation.

Phase 3: Facilitation Skills Demonstration

Each participant shall be given a maximum of 20 minutes to deliver the submitted session guide. After the demonstration, the screening committee shall interview the applicants for 5-10 minutes. The applicants shall be rated using the rubrics provided by NEAP-CO on Facilitation Skills Demonstration and Behavioral Event Interview.

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**NEAP R-8 FACILITATORS' POOL
 APPLICATION FORM**

Last Name	First Name	Middle Name	Ext.
Birthdate		Sex	Age
Position		Division	
School/Station		Specialization	
Average Performance Rating for the Last 2 Years		Contact Number	
Post Graduate Studies (Please write in full description)			
List of Training Management and Facilitation Attended (Use additional sheets if necessary)			
Title		Inclusive Dates	Provider
List of Trainings/Topics Facilitated (Use additional sheets if necessary)			
Title		Inclusive Dates	Topic Presented

IMPORTANT: Please attach the following supporting documents:

- Certified copies of certificates of attendance/participation/ completion/ appreciation/ recognition.
- Certified copies of proof of post graduate studies.
- Certified copies of the Performance Rating for the past 2 years

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CHARACTER REFERENCE

Confidential

One copy to be filled-out by the immediate supervisor, by a co-worker and a peer. Filled-out copies should be placed in a sealed mail envelop and signed before submission to the Division/Regional Screening Committee.

Name of Nominee	Position
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1. How long have you known the nominee (years/months)?

2. In what connection or under what circumstances have you known him/her?

3. 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 the appropriate column for every dimension)*

Dimensions	No Basis for Judgment	Below Average	Above Average	Excellent/ Outstanding
1.Integrity				
2.Work Ethics				
3.Interpersonal Skills				
4.Time Management				
5.Stress Management				

4. How will this person be able to contribute in providing better training programs?

 (Signature over Printed Name)

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LETTER OF INTENT TO THE SCHOOLS DIVISION SUPERINTENDENT

Schools Division Superintendent
Division of _____

Sir/Madam:

This is to signify my intention to apply as Learning Facilitator for National Educators Academy of the Philippines- Region VIII (NEAP-RVIII).

I am willing to undergo the phases of assessment as prescribed by NEAP.

Attached herewith are my pertinent documents for your perusal.

Thank you.

Very truly yours,

(Signature over printed name)

Position

Enclosure 6 of RM JOY, s 2021

LETTER OF INTENT TO THE REGIONAL DIRECTOR

(Official Logo)

MA. GEMMA MERCADO LEDESMA

Regional Director
DepEd Regional Office VIII
Government Center, Candahug
Palo, Leyte

Sir:

This is to signify my commitment if I qualify as a member of the National Educators Academy of the Philippines Region 8 (NEAP R-8) Facilitators' Pool, to make myself available for training programs that would require my expertise and services.

Thank you very much.

Very truly yours,

(Signature over printed name)

Position

Enclosure 7 of RM JO7, s 2021

LETTER OF RECOMMENDATION FROM SCHOOL TO SDO

(Official Logo)

Schools Division Superintendent
Division of _____

Sir/Madam:

I would like to recommend Mr./Ms. _____ to the National Educators Academy of the Philippines- Region VIII (NEAP RVIII) Pool of Learning Facilitators. He/ She has been with the Office as a _____ for _____ years.

This Office does not pose any objection to any of his/her assignment as a NEAP-RVIII Learning Facilitator if he/she will qualify after the screening process.

Thank you very much.

Very truly yours,

(Signature over printed name of School Head)

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ENDORSEMENT LETTER FROM SDO TO RO

(Letter Head)

Endorsement

(Date)

Respectfully forwarded to **MA. GEMMA MERCADO LEDESMA**, Regional Director, Department of Education Regional Office VIII, Government Center, Candahug, Palo, Leyte, the herein list of qualified Learning Facilitator (LF) applicants for screening and validation of documents.

(Signature over Printed Name)

Schools Division Superintendent

(Please attach list of qualified learning facilitators indicating the Full Name, Position, School, Grade Level Taught and Learning Area of specialization)

