



REGION X - NORTHERN MINDANAO

Tayo
KAGAWARAN NG EDUKASYON
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REGIONAL ADVISORY

6456

To: All Superintendents
This Region

From: 
ALLAN G. FARNAZO
Director IV

Subject: **SCREENING OF 5th BATCH OF NEAP FACILITATORS POOL**

Date: September 21, 2016

1. Pursuant to Regional Memorandum No. 210, s. 2016 re the conduct of the School Heads Development Program (SHDP): Foundation Course, this Office shall conduct the screening of the 5th Batch of NEAP Facilitators' Pool to help in its implementation on September 27, 2016 from 8:00AM to 5PM at the Session Hall, DepEd Regional Office 10, Masterson's Avenue, Upper Balulang, Cagayan de Oro City.
2. The following may apply:
 - a. Permanent personnel, preferably a School Head/District/Division Supervisors;
 - b. Physically fit;
 - c. 55 years old and below;
 - d. Must have a Performance Rating of at least VS for the last two rating periods;
 - e. Has background/experience as a resource speaker; and
 - f. Must be a computer literate
3. Applicants shall submit to the Regional Screening Committee the **e-copy** of the following documents on or before September 23, 2016; hard copies will be submitted on the 27th of September, 2016 during the Screening proper:
 - a. Application Form (Annex 1)
 - b. Character Reference (Annex 2)
 - c. Medical Certificate from accredited government physician/ hospital indicating physical fitness to be trained and to travel
 - d. Performance Rating for the past two rating periods
 - e. Letter of Recommendation from immediate supervisor
 - f. Letter of commitment indicating willingness to be trained anywhere in the country
 - g. Certificate of no pending criminal and/or administrative case from the Division

- h. Certificate of participation/completion/attendance to Training of Trainers programs attended
 - i. Certificate/s of recognition/commendation/merit received as facilitator/trainer/resource speaker. These certificates should support the list provided in the application form.
- 4. It is advised that the applicants should be thoroughly screened in the Division Office and shall be endorsed officially by the Schools Division Superintendent.
- 5. Needed forms for application are found in the enclosures.
- 6. Applicants are advised to prepare a 20-minute powerpoint presentation with a corresponding session guide to be presented on the Regional Screening Day. They are also to bring their own laptops.
- 7. Travelling expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
- 8. Immediate dissemination of this Advisory is desired.

MROD/EE

