



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

June 29, 2023

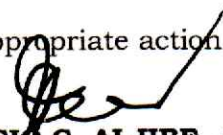
DIVISION MEMORANDUM

No. 195 s. 2023

2023 SCREENING FOR THE DIVISION POOL OF LEARNING FACILITATORS

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Education Program Supervisors
District Heads
Public Elementary and Secondary School Heads
Public Elementary and Secondary School Teachers
All Others Concerned

1. Consistent with the wider National Educators Academy of the Philippines (NEAP) framework on learning and professional development of teachers and school leaders and the initiative of this Schools Division to add more teachers and school leaders to the Division Pool of Certified Learning Facilitators in the different learning areas, this Office, through the Schools Governance and Operations Division-Human Resource Development Section (SGOD-HRDS), shall conduct the **2023 Screening for the Division Pool of Learning Facilitators** following the schedules indicated in Enclosure 1 of this Memorandum.
2. This activity aims to select the new set of Division Learning Facilitators for various 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 templates of required documents to be submitted.
4. The Division Screening Committee composed of NEAP-CO and RO8 Certified Learning Facilitators and Assessors shall evaluate the documents of the applicants in Phase 1 and shall announce the results of qualified applicants who will proceed to Phases 2-4.
5. For further inquiries and clarifications, kindly email us at **hrd.northernssamar@deped.gov.ph**.
6. Immediate dissemination of and appropriate action on this Memorandum are desired.


GAUDENCIO C. ALJIBE, JR. PhD, CESO VI
OIC-Office of the Schools Division Superintendent



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RELEASED
196 7-3-23

Enclosure 1 of DM 195, s. 2023

REQUIREMENTS AND INDICATIVE SCHEDULES

A. Applicants to the DepEd Northern Samar Pool of Learning Facilitators must have the following requirements:

1. must be at least MA units-earner or a graduate of Master's Degree;
2. have been teaching in their learning area of expertise for at least five (5) years;
3. have been involved in previous training 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. have 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 schedules of submission of documents and screening process:

Date	Activity	Person/s-in-charge
July 21, 2023	Deadline of Submission of Applicants' pertinent documents to SDO for Phase 1: Paper Screening	SDO-HRD Personnel
July 28, 2023	Announcement of Qualified Applicants through a memorandum	SDO-HRD Personnel
July 31-August 4, 2023	Phase 2: Session Guide Writing and Slide Deck Preparation Phase 3: Facilitation Skills Demonstration Phase 4: Behavioral Event Interview	Division Screening Committee
August 14, 2023	Announcement of Division Pool of Learning Facilitators	SDO-HRD Personnel
August 22-25, 2023	Capability Building on Learning Facilitation	SDO-HRD Personnel, NEAP-CO and RO8 Certified Learning Facilitators and Assessors, Division Pool of Learning Facilitators

Enclosure 2 of DM 195, s. 2023

THE SCREENING PROCESS

To qualify for the Division 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 the Division Office thru the Human Resource Development Section (HRDS) 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 Recommendation from School to SDO

Only those applicants who passed this phase shall be endorsed to Phase 2, 3, and 4 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 Division 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.

Phases 3 & 4: Facilitation Skills Demonstration and Behavioral Event Interview

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.

Enclosure 3 of DM 115, s. 2023

DIVISION POOL OF FACILITATORS 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 for the past 5 years
- Certified copies of proof of postgraduate studies
- Certified copies of the Performance Rating for the past 2 years

Enclosure 4 of DM 1015, s. 2023

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 envelope and signed before submission to the Division 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)*

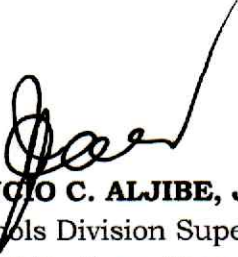
Dimensions	No Basis for Judgment	Below Average	Above Average	Excellent/ Outstanding
1.Integrity				
2.Work Ethics				
3.Interpersonal Skills				
4.Time Management				
5.Stress Management				

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

(Signature over Printed Name)

Enclosure 5 of DM 195, s. 2023

LETTER OF INTENT TO THE SCHOOLS DIVISION SUPERINTENDENT



GAUDENCIO C. ALJIBE, JR., PhD, CESO VI
OIC-Schools Division Superintendent
Division of Northern Samar

Date

Sir:

This is to signify my intention to apply as Learning Facilitator for DepEd Northern Samar.

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

Attached are my pertinent documents for your perusal.

Thank you.

Very truly yours,

(Signature over printed name)

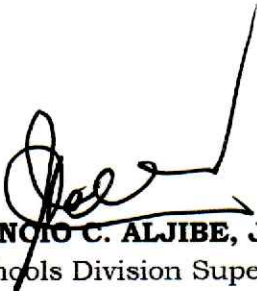
Position

Enclosure 6 of DM 105, s. 2023

LETTER OF RECOMMENDATION FROM SCHOOL TO SDO

(Letterhead with official logo)

Date _____



GAUDENCIO C. ALJIBE, JR., PhD, CESO VI
OIC-Schools Division Superintendent
Division of Northern Samar

Sir:

I would like to recommend **Mr./Ms.** _____ to the Division 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 Division 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}