



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

February 28, 2025

DIVISION MEMORANDUM

No. 08, s. 2025

**DIVISION-BASED SCREENING AND CERTIFICATION OF NEAP RO8 AND SDO
POOL OF LEARNING FACILITATORS**

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

1. Pursuant to Regional Memorandum No. 171, s. 2025, this Office, through the Schools Governance and Operations Division–Human Resource Development Section (SGOD-HRDS), announces the conduct of the **Screening and Certification of NEAP RO8 and SDO Pool of Learning Facilitators**, in preparation for the Phase 2 Implementation of the Revised K to 12 Curriculum for Grades 2, 3, 5, and 8 teachers.
2. This activity aims to select the vetted Learning Facilitators who will lead the School-Based Training on the Implementation of the Revised K to 12 Curriculum for Grades 2, 3, 5, and 8 teachers.
3. All teachers and school heads who meet the requirements outlined in Enclosure 1 of this Memorandum are encouraged to participate. Attached also are the templates of the required documents to be submitted.
4. Primary consideration for the NEAP-Region VIII Certification will be conducted to NEAP-Region VIII (screened in 2018 and 2021) and Schools Division Pool of Learning Facilitators. Since they have already undergone the rigorous screening process before, they will be issued the said certification upon presentation of Means of Verification (MOVs) demonstrating their competence as a Learning Facilitator such as a Memorandum, Certificate of Recognition, and Training/Activity Matrix, proving their competence as Learning Facilitators either at the Regional or National Level (as per DO 7, s. 2023).

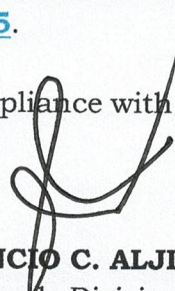
5. Learning Facilitators who will be unable to present MOVs shall undergo Phase III (Skills Demonstration and Behavioral Event Interview) of the screening to be conducted by the NEAP-Region VIII Team of Assessors, together with the NEAP-Central Office Certified Assessors from this Schools Division.

6. The schedule of activities for the screening down to the training of the vetted faculty is as follows:

Activities	Dates	Involved Participants	Venue/Platform
Virtual Orientation on Session Guide Writing and Slide Deck Preparation	March 4, 2025	NEAP ROVIII and SDO Pool of Learning Facilitators Interested Applicants	MS Teams (orientation link will be sent to the HRD Partners group chat)
Session Guide Writing and Slide Deck Preparation	March 10, 2025	Pre-screened applicants	Bulwagan ng mga Guro
Screening of Session Guides and Slide Decks, and Announcement of Successful Applicants for Phase II & III (Demo and BEI)	March 11-14, 2025	NEAP CO Assessors NEAP RO Facilitators	Bulwagan ng mga Guro
Regional Division-Based Screening and Certification of NEAP-R Learning Facilitators in the Schools Division Offices	March 17-19, 2025	NEAP ROVIII and SDO Pool of Learning Facilitators Successful Applicants in Phase I	Bulwagan ng mga Guro
Training of the Vetted Learning Faculty	April-May 2025	SDO Northern Samar Vetted Faculty	TBA

7. Primarily, the Division-Based Screening will be conducted to select the Learning Facilitators who will fill the allotted slots for the Division's vetted faculty for each learning area. Learning Facilitators who will pass the screening but will be not selected as vetted faculty will still receive a Regional NEAP Certification as Learning Facilitators.

8. The screening process has three phases: Session Guide Writing and Slide Deck Preparation, Skills Demonstration, and Behavioral Event Interview.
9. Electronic copy of the forms and other templates can be downloaded through this link: <https://bit.ly/NEAPNSScreening2025>.
10. Immediate dissemination of and strict compliance with this Memorandum are desired.


GAUDENCIO C. ALJIBE, JR. PhD, CESO VI
Schools Division Superintendent

Enclosures: As stated

References: Regional Memorandum No. 171, s. 2025

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

LEARNING FACILITATORS NEAP

SCREENING

CERTIFICATION

DepEd Northern Samar
RELEASED

By: 

Date: MAR 03 2025

Enclosure 1 of DM 080, s. 2025

REQUIREMENTS FOR INTERESTED APPLICANTS

A. Requirements for Applicants to the NEAP-RVIII Pool of Learning Facilitators:

Applicants must meet the following criteria:

1. Must have at least a master's degree.
2. Must have participated in previous training programs as a participant, trainer, facilitator, or writer for the K-12 Basic Education Program.
3. Must have a performance rating of at least "Very Satisfactory (VS)" for the last two school or calendar years.
4. Must possess excellent communication and facilitation skills.
5. Must be proficient in computer and ICT-related tasks.
6. Must be physically fit.
7. Must not be more than 50 years old.

Enclosure 2 of DM OSW, s. 2025

THE SCREENING PROCESS

Applicants must successfully pass the following phases of the screening process:

Pre Screening: Paper Screening Applicants must submit the following documents to their Division Office through the Human Resource Division (HRD), using the attached templates:

1. Duly accomplished application form with required attachments.
2. Sealed Character References completed by the immediate supervisor and a co-teacher.
3. Letter of Intent addressed to the Schools Division Superintendent.
4. Letter of Recommendation from the School to the SDO.

Only applicants who pass this phase shall proceed to Phases 1 - 3.

Phase 1: Session Guide Writing and Slide Deck Preparation Applicants will be given time to write a session guide and prepare slide decks for a 20-minute presentation. The Division Screening Committee will assign a topic related to the program. The session guide must integrate adult learning methodologies, and all sources must be properly cited. Applicants will be rated using the rubrics provided by NEAP-CO.

Phase 2: Facilitation Skills Demonstration Applicants must deliver their session guide within a maximum of 20 minutes.

Phase 3: Behavioral Even Interview Applicants will undergo a **5-10 minute interview** conducted by the Division Screening Committee. This structured interview will require them to describe past experiences that demonstrate their ability to facilitate training sessions, address diverse learner needs, and effectively manage challenges in educational settings. The focus will be on real-life scenarios, assessing their capacity for reflection, problem-solving, and application of appropriate strategies. **Applicants will be rated based on NEAP-CO's rubrics for Facilitation**

Skills Demonstration and Behavioral Event Interview to determine their overall readiness and suitability for the program.

Enclosure 3 of DM 08, s. 2025

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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 <i>(Use additional sheet/s if necessary)</i>			
Title		Inclusive Dates	Provider
List of Trainings/Topics Facilitated <i>(Use Additional sheets if necessary)</i>			
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

Each applicant must submit **three copies** of this form, **one completed by their immediate supervisor, one by a co-worker, and one by a peer**. Once completed, each form should be placed in a **sealed envelope, signed across the seal**, and submitted 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)

Dimension	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?

(Name and Signature over Printed Name)

Enclosure 4 of DM _____, s. 2025



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LETTER OF RECOMMENDATION FROM SCHOOL TO SDO

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

Sir:

I would like to recommend Mr./Ms. _____ to the National Educators Academy of the Philippines – Region VIII (NEAP R8) 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-R8 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

Position