



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

May 7, 2025

DIVISION MEMORANDUM

No. 147, s. 2025

**DIVISION-BASED SCREENING OF ADDITIONAL LEARNING FACILITATORS
FOR THE REVISED K TO 12 PHASE 2 TRAINING OF TEACHERS**

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

- 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 **Division-based Screening and of Additional Learning Facilitators for the Revised K to 12 Phase 2 Training Faculty**, in preparation for the School-based Implementation of the Revised K to 12 Curriculum for Grades 2, 3, 5, and 8 teachers.
- 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.
- The schedule of activities for the screening down to the training of the vetted faculty is as follows:

Activities	Dates	Involved Participants	Venue/ Platform
Deadline of Submission of Application of Interested Applicants <i>Note: The District HRD Focal Person or the Administrative Officer shall check the completeness of the</i>	May 14, 2025; 5:00 PM	Interested Applicants (take note of the allocation per cluster for the Revised K to 12-Phase 2 Training of Teachers)	HRDS

<i>documents. Only the District HRD Focal Person or the Administrative Officer shall endorse applicants from the district/cluster.</i>			
Notification of successful applicants	May 15, 2025	Interested Applicants HRDS	via email
Session Guide Writing and Slide Deck Preparation	May 16, 2025	Pre-screened applicants HRDS	Bulwagan ng mga Guro
Screening of Session Guides and Slide Decks, and Announcement of Successful Applicants for Phase II & III (Demo and BEI)	May 17-19, 2025	NEAP CO Assessors NEAP RO/SDO Certified Learning Facilitators	Bulwagan ng mga Guro Library Hub
Regional Division-Based Screening and Certification of NEAP-R Learning Facilitators in the Schools Division Office	May 20, 2025	NEAP ROVIII and SDO Pool of Learning Facilitators Successful Applicants in Phase I	Bulwagan ng mga Guro
Training of the Vetted Learning Faculty	May 27-29, 2025	SDO Northern Samar Vetted Faculty	Cebu City

4. 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.

5. The screening process has three phases: Session Guide Writing and Slide Deck Preparation, Skills Demonstration, and Behavioral Event Interview.

6. Electronic copy of the forms and other templates can be downloaded through this link: <https://bit.ly/NEAPNSScreening2025>.

7. 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

DepEd Northern Samar
RELEASED

By: 

Date: **MAY 08 2025**



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Division Official Website: <https://northernssamar.deped.gov.ph>

Enclosure 1 of DM 147, 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 willing to attend trainings and be assigned as a Learning Facilitator in any location.
7. Must be physically and mentally fit.
8. Must not be more than 59 years old.
- 9.

Qualification Standards for the Training Faculty (from NEAP)

- *Strong subject matter expertise aligned with the revised k to 12 Curriculum.*
- *Exceptional facilitation and instructional skills to deliver engaging and effective training.*
- *Extensive experience in teacher training and professional development to maximize learning impact.*

The selection is open to Teachers, Master Teachers, School Leaders (Officer-in-Charge, Teachers-in-Charge, Assistant Principals, and Principals), and teaching-related personnel (Chiefs, Education Program Supervisors, and Public Schools District Supervisors) from the Department of Education.

Interested applicants must meet the following qualifications and requirements:

1. EDUCATION

- Must be a holder of a **master's degree in Education**, preferably with a specialization in the subject area. In the absence of qualified applicants with a master's degree, those without may be considered.

2. TRAINING

- Must have served as a resource person in related topics within the past three years.
- Must have completed at least 40 hours of relevant training.
- Must be capable of developing and implementing professional development

programs (e.g., LAC sessions, coaching and mentoring, job-embedding learning) while demonstrating professionalism in communication and conduct, as well as proficiency in using technology for training and instruction.

3. EXPERIENCE

- Must have experience in managing quality-assured Professional Development Programs (PDs), such as MATATAG Phase 1.
- Must demonstrate competence in team leadership, session management, program implementation, and monitoring.
- Must be capable of localizing learning resources, delivering sessions effectively, and being open to feedback for continuous improvement.

4. PERFORMANCE RATING

- Must have at least a Very Satisfactory (VS) performance rating for the last rating period.

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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 and the Regional Director.
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 Event 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.

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

**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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- How long have you known the nominee (years/months)?

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

- 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				

- 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



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

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