



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY

February 14, 2025

DIVISION MEMORANDUM
NO. 119, s. 2025

SCREENING OF THE DIVISION POOL OF LEARNING FACILITATORS (Batch 2)

TO: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors
Public Elem & Sec School Heads
Public Elem & Sec School Teachers
All Others Concerned

1. As part of the preparations for the implementation of MATATAG Curriculum Phase 2, the Department of Education, in collaboration with the National Educators Academy of the Philippines (NEAP), is in search for the additional Pool of Learning Facilitators (LFs) who will serve as LFs in the regional and division roll-out. In consonance with this, this Office, thru SGOD-HRDS shall conduct a screening of potential LFs. Below is the timeline of activities on the screening process.

DATE	ACTIVITY	IN-CHARGE
March 3, 2025	Deadline of submission of requirements	Records Section
March 6-7, 2025	Phase 1: Paper Screening - Only those applicants who passed this phase shall proceed to Phase 2 and Phase 3	HRDS
March 11-12, 2025	Phase 2: Session Guide Writing and Slide Deck Preparation	
March 11, Morning	Orientation on the Development of Session Guide Writing & Slide Deck Preparation	Milaner R. Oyo-a, Principal IV, CCNHS Marita P. Senolos, SEPS (HRD)
March 11, afternoon - March 12, 2025	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 materials. The applicants shall be rated using the rubrics	Certified National & Regional LFs

	<ul style="list-style-type: none"> provided by NEAP-CO on Session Guide Writing and Slide Deck Preparation. 	
March 13-14, 2025	<p>Phase 3: Facilitation Skills Demonstration</p> <ul style="list-style-type: none"> 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. 	Certified National & Regional LFs

2. This screening is open to all Teachers, Master Teachers, School Heads, Specialists and Supervisors who are not yet certified by NEAP-RO8 or NEAP-CO. Applicants must be able to meet the following:

Basic Requirements:

- at least 3 years in service;
- at least a Masters Degree graduate;
- have excellent communication and facilitation skills;
- computer/ICT proficient; and
- not more than 50 years old.

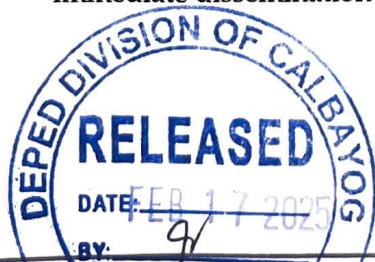
Required Documents:

- Duly Accomplished Application Form;
- Letter of Intent (LOI) to the Schools Division Superintendent;
- Letter of Intent (LOI) to the Regional Director;
- Letter of Recommendation from School to SDS;
- Character References (2);
- Service Record;
- Transcript of Record (post-graduate studies);
- IPCRF SY 2023-2024/CY 2024 (with at least VS rating); and
- Certificates of the trainings listed in the Application Form.

3. Forms and templates are downloadable from bit.ly/NEAPforms. Interested applicants are advised to submit the portfolio of requirements using A4-sized bond paper and with proper tabbing to the Records Section addressed to the Schools Division Superintendent thru Ms. MARITA P. SENOLOS, SEPS-HRD.

4. For queries and other clarifications, please email HRDS at hrd@calbayog.ph.education.

5. Immediate dissemination of and compliance with this Memorandum are desired.



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 MARGARITO A. CADAYONA JR., PhD, CESO VI
 MOIC-Schools Division Superintendent

SO # 010 S. 2025

