



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

March 17, 2025

DIVISION MEMORANDUM

NO. 168, s. 2025

**UPDATES ON THE SCREENING AND CERTIFICATION OF DIVISION POOL
OF LEARNING FACILITATORS FOR PHASE 2 IMPLEMENTATION
OF THE REVISED K-12 CURRICULUM FOR G2358**

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. In reference to **Division Memorandum Nos. 119 & 143, s. 2025**, informs the field of the updates on the conduct of the Screening and Certification of the Division Pool of Learning Facilitators cognizant to the updates in the **Regional Memorandum No. 287, s. 2025 dated March 12, 2025**.
2. There will be screening for new aspirants as Learning Facilitators. They will undergo the following process:
 - a. Session Guide (SG) Writing of the preferred subject area/topics given by the Division Screening Committee;
 - b. Preparation of the Slide Deck (SD) Presentation of the crafted session guide;
 - c. Facilitation Skills Demonstration (using the crafted SG & SD); and
 - d. Behavioral Events Interview (BEI).
3. Screening on *Session Guide Writing and Slide Deck presentation* will be done by the *Division Screening Committee* while *Facilitation Skills Demonstration and Behavioral Events Interview* will be conducted by the *Regional Screening Committee*. The requirements stipulated in Division Memo No. 119, s. 2025 are still to be followed and the pertinent documents will be filed in a long folder. NEAP required forms and templates can be downloaded through bit.ly/formsNEAPLF.
4. Certification Process will be conducted to 2018 and 2021 screened NEAP-RVIII Pool of Learning Facilitators (LFs). The concerned LFs will submit the following documents filed in a long folder:
 - a. Photo copy of Certificate of Recognition as LF;
 - b. Hard copy of session guide and slide decks used as LF consistent with letter a;
 - c. Memorandum and Matrix of Activities being facilitated; and



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d. Required forms and templates found in bit.ly/formsNEAPLF.

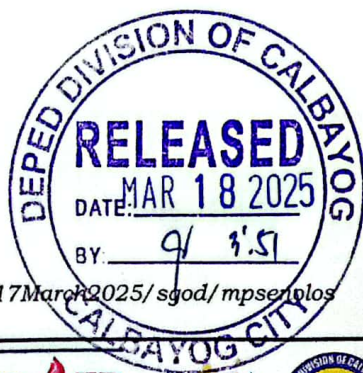
5. Below is the updated timeline of activities on the screening and certification processes.

<i>Date</i>	<i>Activity</i>	<i>Persons Involve</i>
March 19, 2025, 10:00 a.m.	Deadline of submission of requirements for both Screening of new aspirants and for Certification of 2018 & 2021 screened NEAP-RVIII Pool of LFs.	Records Section
March 19, 2025, 10:00 a.m. – 12:00 noon	<ul style="list-style-type: none"> Evaluation/perusal of pertinent documents for both Screening and Certification processes - only those applicants who passed this phase shall proceed to the screening on Session Guide Writing, Slide Deck Preparation, Facilitation Skills Demonstration and Behavioral Events Interview 	HRDS/Division Screening Committee
March 19, 2025, 1:00 p.m. – 3:00 p.m.	Posting of qualified applicants	HRDS
March 20-21, 2025	Screening of: <ul style="list-style-type: none"> Session Guide Writing Slide Deck Preparation 	Division Screening Committee
March 24-25, 2025	<ul style="list-style-type: none"> Facilitation Skills Demonstration 	Regional Screening Committee to be assisted by the Division Screening Committee
March 26, 2025	<ul style="list-style-type: none"> Behavioral Events Interview (BEI) Validation of documents for Certification 	Regional Screening Committee to be assisted by the Division Screening Committee

6. The results of the screening and certification processes will be announced by the Regional Screening Committee through a Regional Memorandum.

7. All other provisions in the previous Issuance are still in effect.

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



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