



Republic of the Philippines
Department of Education
Region II – Cagayan Valley
SCHOOLS DIVISION OF TUGUEGARAO CITY

January 13, 2020

DIVISION MEMORANDUM

No. 014, s. 2020

DIVISION LEARNING FACILITATORS' SCREENING

To: Elementary/Secondary School Heads
Assistant School Heads
Department Heads
Master Teachers
Education Program Supervisors
Public Education Program Supervisors
Program Managers
All Others Concerned

1. With the number of trainings offered to School Heads, Assistant School Heads, Department Heads, Master Teachers and Program Managers, Teachers and Non-teaching personnel among others, this office through the Human Resource Development Unit (HRDU) shall conduct a screening of the Division Learning Facilitators who will be tapped as Learning Facilitators/Resource Speakers/Trainers on various programs and to assist the HRDU in developing training designs and programs for Tuguegarao City Division teaching and non-teaching personnel.
2. The screening shall be held on February 3-7, 2020 at the new SDO Building, Conference Hall, Carig, Tuguegarao City.
3. The Chief of the Curriculum Implementation Division (CID), Chief of the School Governance Operations Division (SGOD), Education Program Supervisors, Public School District Supervisors, Senior Education Program Specialist, Unit and Section Heads, Program Managers, School Heads, Assistant Principals, Department Heads, and Master Teachers are expected to participate in the screening process and be part of the Division Learning Facilitator's Pool.
4. To become a Learning Facilitator and be part of the Division Pool, applicants must pass through the following screening phases:

Phase 1- Paper Screening

Under this phase, applicants must submit the following documents properly received by the Records Section to be forwarded to the Human Resource Development Unit (HRDU) on or before the screening dates:

- Letter of intent addressed to the Schools Division Superintendent
- Filled out attached application form
- Character references
- Endorsement from the School Heads or Department Heads



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
Telephone Nos.: (078) 844-7925; (078) 377-8805
Email Address: tuguegarao@deped.gov.ph
Website: depedtuguegarao.com



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- Certificates of training programs attended, facilitated and conducted in 2016 onwards

Phase 2 – Session Guide Writing and Slides Decks Preparation (30%)

This phase requires applicants to write a session guide and prepare slides deck which will be delivered in a maximum of 30 minutes. Topics to be developed shall be based on the following:

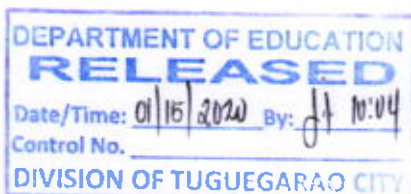
- Inner-self/Self-Mastery/Self-Management
- Strategic Thinking and Planning
- Leadership and Management
- Professional Ethics
- Building Linkages and Partnerships
- Classroom Assessment
- Philippine Professional Standards for Teachers (PPST)
- Teacher Induction Program
- Financial Literacy
- Talent Management
- Alternative Delivery Modalities

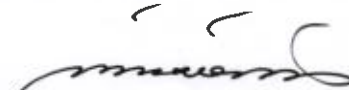
The session guide must reflect adult learning methodologies and sources must be properly acknowledged in the materials.

Phase 3- Facilitation Skills Demonstration (70%)

Under this phase, each participant shall undergo facilitation skills demonstration for a maximum of 30 minutes, and interview by the Screening Committee for 5-10 minutes per applicant after the simulation.

5. Applicants who meet the Division Standards shall be given a Certificate of Recognition during the Division Training of Facilitators' Pool, which will be announced later in a separate Memorandum.
6. For more inquiries, please contact HRDU at 09362938910 or email at jane.pagulayan@deped.gov.ph.
8. Immediate dissemination of the Memorandum is desired.




REYNANTE Z. CALIGUIRAN *rt*
Assistant School Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent

SGOD/gnd/jdp



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DIVISION LEARNING FACILITATORS' APPLICATION FORM

Part 1.

Last Name:	First Name:	Middle Name:
Birthdate:	Sex:	Contact No.:
Position:	School:	Division
List of Trainings on Training Management and Facilitation attended		
Title	Inclusive	Provider

Signature of Applicant



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Part II. CHARACTER REFERENCES
(Confidential)

Name of Nominee:
Position:

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 write a separate letter as an additional to this form.

Dimensions	No Basis for Judgment	Below Average	Above Average	Excellent/Outstanding
Integrity				
Work Ethics				
Interpersonal Skills				
Time Management				
Stress Management				

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

 Signature Over Printed Name

