



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF TUGUEGARAO CITY

March 5, 2021

DIVISION MEMORANDUM

No. 053, s. 2021

2021 DIVISION LEARNING FACILITATORS' SCREENING

To: Assistant Schools Division Superintendent
Chief, SGOD & CID
Public Elementary and Secondary School Heads
All Others Concerned
This Division

1. To develop essential competencies and motivation of facilitation in program design, leadership, team work and in all aspects of learning and development, this Office through the Human Resource Development Unit shall conduct the Screening of Division Learning Facilitators' Pool for teachers particularly Teacher III to Master Teacher II on March 23-25, 2021.
2. 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 on or before March 12, 2021.

- a. Letter of intent addressed to the Schools Division Superintendent
- b. Filled out attached application form (bit.ly/DFPApplicationForm)
- c. Character references
- d. Endorsement from the School Head or Department Head
- e. Certificate of trainings attended, facilitated or conducted in 2017 onwards

The documents shall be forwarded to the Human Resource Development Unit on or before the screening dates.

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

This phase requires applicants to write a session guide and prepare slide decks which shall be delivered in a maximum of 30 minutes.

SGOD - 03 - 018



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.net

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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 acknowledged in the materials.

Phase 3- Facilitation Skills Demonstration (70%)

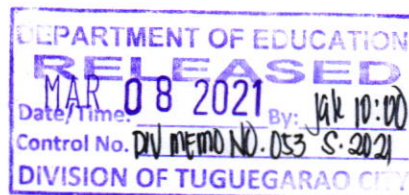
Under this phase, each participant shall undergo facilitation skills demonstration for a maximum of 30 minutes, and interview by the Screening Committee for 5-10 minutes per applicant after the simulation.

3. Applicants who meet the Division Standards shall be given a Certificate of Recognition during the Division Training of Facilitators' Pool, which will be conducted on March 30-31, 2021.
4. For more inquiries, please contact the HRDU at 09362938910 or email at jane.pagulayan@deped.gov.ph.
5. Immediate dissemination of the Memorandum is desired.


REYNANTE Z. CALIGUIRAN

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

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



SGOD/gmd/jdp



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DIVISION LEARNING FACILITATORS' APPLICATION FORM

PART I. PERSONAL INFORMATION

1. Name (Last Name, First Name, Middle Name): _____
2. Birthdate: _____ Gender: _____ Contact No.: _____
3. Position Title: _____
4. School/Office: _____
5. Specialization: _____
6. List of Trainings Attended Related to Training Management and Facilitation

Title	Inclusive Date	Provider

**Use additional rows if needed*

(Signature of Applicant)



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PART II. CHARACTER REFERENCES
(Confidential)

Name of Nominee: _____
Position: _____

1. How long have 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 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 Printer Name)



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