DIVISION MEMORANDUM
No. 270, s. 2019

April 3, 2019

ESTABLISHMENT OF DATABASE OF LEARNERS PER GROUP FOR VARIOUS NEAP LEARNING AND DEVELOPMENT PROGRAMS

To: Assistant Schools Division Superintendent
Division Chiefs
Public School District Supervisors
Education Program Supervisors
Senior Education Program Specialists
Education Program Specialists -II
Public Elementary and Secondary School Heads
Public Elementary and Secondary School Teachers

1. This is in reference to the Unnumbered Regional Memorandum dated April 2, 2019 signed by Atty. Alberto T. Escobarte, CESO III, Regional Director and the Unnumbered Memorandum from the Office of the Education Secretary, re: Establishment of Database of Learners per Group for Various NEAP Learning and Development Programs.

2. This is to make available a more current reference in preparing the participants’ profile or demographics relative to the development of its Learning and Development Programs as well as come up with a more accurate entry in its Forward Estimates for subsequent years.

3. In this connection, this Division is requesting to provide the information stated in the templates provided for the following targeted job groups relative to the Learning and Development (L&D) Programs designed for them by using the indicated links:

<table>
<thead>
<tr>
<th>Job Groups</th>
<th>L&amp;D Programs</th>
<th>Links</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teachers</td>
<td>Competency Development Program for Teachers</td>
<td>bit.ly/LDTEACHERS</td>
</tr>
<tr>
<td>Master Teachers/Head Teachers</td>
<td>Instructional Leadership Program for Master Teachers/Head Teachers</td>
<td>bit.ly/LDMTHT</td>
</tr>
<tr>
<td>School Heads</td>
<td>SHDP -Foundation Course -Intermediate Course -Advance Course</td>
<td>bit.ly/LDSH</td>
</tr>
<tr>
<td>PSDS</td>
<td>Instructional Leadership and Management Program</td>
<td>bit.ly/LDPSDS</td>
</tr>
<tr>
<td>ASDS EPS SEPS EPS II</td>
<td>Superintendents Leadership Program</td>
<td>bit.ly/LDSLIP</td>
</tr>
<tr>
<td>Division Chiefs</td>
<td>Coaching and Mentoring Program</td>
<td>bit.ly/LDCHIEFS</td>
</tr>
<tr>
<td>Learning Facilitators</td>
<td>Competency Development Program for Learning Facilitators</td>
<td>bit.ly/LDLF</td>
</tr>
</tbody>
</table>
4. For information and compliance.

WINNIE E. BATOON, EdD
Officer-In-Charge
Office of the Schools Division Superintendent

For and in the absence of the OIC-SDS:

SOLLIE B. OLIVER, LLB, MATE
Chief ES, SGOD
Officer-In-Charge
MEMORANDUM

To: All Schools Division Superintendents
DepEd Region XI

Subject: ESTABLISHMENT OF DATABASE OF LEARNERS PER JOB GROUP FOR VARIOUS NEAP LEARNING AND DEVELOPMENT PROGRAMS

Date: April 2, 2019

This has reference to the Unnumbered Memorandum from the Office of the Secretary Leonor Magtolis Briones dated March 17, 2019, re: Establishment of Database of Learners per Job Group for Various NEAP Learning and Development Programs which requests the regional and division offices to provide vital information on the targeted job groups embedded in the said memorandum. Attached is the Unnumbered Memorandum of Sec. Briones for your reference and perusal.

Immediate and wide dissemination of this Memorandum is earnestly desired.

ATTY. ALBERTO T. ESCOBARTE, CESO IV
Regional Director

[Stamp: RELEASED 04/09/19 11:21]
TO: REGIONAL SECRETARY, ARMM
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
DIVISION CHIEFS AND UNIT HEADS
PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS
ALL OTHERS CONCERNED

FROM: LEONOR MAGTOLIS BRIONES
Secretary

ATTY. NEFOMUCENO A. MALALUAN
Undersecretary
Officer-in-Charge

SUBJECT: Establishment of Database of Learners per Job Group for Various NEAP Learning and Development Programs

DATE: 07 March 2019

1. The National Educators Academy of the Philippines (NEAP) shall be establishing the database of all its targeted learners per job group. This is to make available a more current reference in preparing the participants' profile or demographics relative to the development of its Learning and Development Programs as well as come up with a more accurate entry in its Forward Estimates for subsequent years.

2. In this connection, all the Regional and Division Offices are requested to provide the information stated in the templates provided for the following targeted job groups relative to the Learning and Development (L&D) Program/s designed for them:

<table>
<thead>
<tr>
<th>Office</th>
<th>Job Groups</th>
<th>L and D Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division</td>
<td></td>
<td>Competency Development Program for</td>
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<td></td>
<td>Teachers</td>
<td>Teachers</td>
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<td>Teachers</td>
<td>Head Teachers and Master Teachers</td>
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<tr>
<td></td>
<td>School Heads</td>
<td>School Heads Development Program (SHDP)</td>
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<td></td>
<td></td>
<td>• Foundation Course</td>
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<td>• Intermediate Course</td>
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<td></td>
<td></td>
<td>• Advance Course</td>
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</tbody>
</table>
3. Attached are the following templates namely:
   a. Annex A will be used for all the targeted learners except School Heads who attended the SHDP
   b. Annex B will be used for School Heads who completed any of the three SHDP Courses

4. Submission of the completed templates from the Division Offices to their Regional Office shall be on or before March 22, 2019.

5. Regional Offices are requested to consolidate all the submitted accomplished templates from their respective Division Offices and summarize the same before sending it via any of their trusted courier to NEAP Office at 2nd Floor, Mabini Bldg, DepEd Complex, Meralco Ave. Pasig City or thru email addresses: neap.pdd@deped.gov.ph or jhoannajavier@deped.gov.ph on or before April 22, 2019.

6. Rest assured that all the requested information will be used only for the purpose of developing the L&D intervention and related concerns and shall be treated with utmost confidentiality pursuant to RA 10173 otherwise known as the Data Privacy Act of 2012

7. For any inquiries and clarification, please get in touch with Ms. Jhoanna Javier or Leah Patricia M. Galgo at PDD Office Telephone no. 633 9455.

8. For your immediate action.