



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM
No. 674, S. 2019

August 23, 2019

**ORIENTATION ON THE UTILIZATION OF LEARNING
FACILITATORS (LFs) IMPLEMENTING GUIDELINES**

TO: IDA I. JUEZAN, EdD.
PSDS

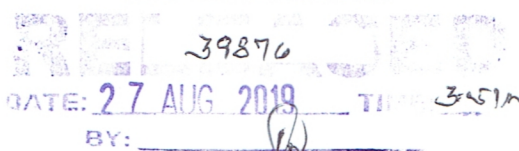
1. Pursuant to the enclosed unnumbered Regional Memorandum, dated August 23, 2019, entitled "Participants to the Orientation on the Utilization of Learning Facilitators' (LFs) Implementing Guidelines", you are hereby directed to attend the said activity **in lieu of Ms. Evangeline Hernan**, who is currently unavailable.
2. The Orientation is scheduled on August 27-29, 2019 (exclusive of travel time) at the Fersal Hotel, Rizal Avenue Extension, Brgy. Bancao, Puerto Princesa City, Palawan. The designated travel days to and from the venue are August 26, 2019 and August 30, 2019 (see Matrix).
3. Travel and incidental expenses shall be charged to local funds, while board and lodging to the 2019 HRTD Funds, subject to the usual government accounting and auditing rules and regulations.
4. You are requested to bring your laptop and confirm your attendance thru this link <http://deped.in/regorientationlf2019> or email at ma.caramat@deped.gov.ph.
5. Also enclosed for further information are the unnumbered Central Office Memorandum, dated May 8, 2019, from Atty Nepomuceno A. Malaluan, Undersecretary/Chief of Staff, DepEd, and an Advisory signed by Dr. John Siena, Director IV of NEAP, dated August 19, 2019.
6. For your guidance and compliance.


WINNIE E. BATOON, EdD.

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

DepEd Schools Division Office of Digos City

RECORDS SECTION


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DATE: 27 AUG 2019 TIME: 3:51 PM
BY: 

Encl: As Stated

References: none

To be indicated in the Perpetual Index under the following subject:

SGOD HRD LEARNING FACILITATORS ORIENTATION
CUY: August 23, 2019: ORIENTATION ON THE UTILIZATION OF LEARNING FACILITATORS
(LFs) IMPLEMENTING GUIDELINES



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION XI
Davao City



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Website: www.depedroxi.ph

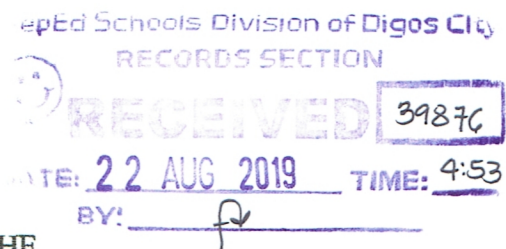
MEMORANDUM

To : Schools Division Superintendents of
(Tagum City, Digos City, and Davao del Norte)

Chiefs of Functional Divisions of
(CLMD, and QAD)

Subject: PARTICIPANTS TO THE ORIENTATION ON THE
UTILIZATION OF LEARNING FACILITATORS (LFs)
IMPLEMENTING GUIDELINES

Date : August 22, 2019



In relation to the conduct of Orientation on the Utilization of Learning Facilitators (LFs) Implementing Guidelines which will be held at Fersal Hotel, Rizal Avenue Extension, Brgy. Bancao, Puerto Princesa City, Palawan on August 27-29, 2019, the following personnel are directed to attend in the said activity, to wit:

Name of Participants	Division
1. Isidra B. Despi	QAD, RO XI
2. George Wong	CLMD, RO XI
3. Josefina B. Palaca	SGOD, Tagum City
4. Evangeline Hernan	SGOD, Digos City
5. Gay. P. Taguiran	SGOD, Davao del Norte

Attached is an Advisory dated August 19, 2019 signed by Dr. John Arnold S. Siena, Director IV, NEAP re: conduct of Orientation on the Utilization of Learning Facilitators (LFs) Implementing Guidelines, and Unnumbered Memorandum dated May 8, 2019 from Atty. Nepomuceno A. Malaluan, Undersecretary/Chief of Staff, Department of Education, re: Development of Policy and Implementing Guidelines for the Certification of Learning Facilitators, for your perusal and information.

For your guidance and compliance.

RELEASED

EVELYN R. FETALVERO, CESO V
Assistant Regional Director
Officer-In-Charge
Office of the Regional Director

ROH/aas

Empowerment Adaptability Goal-oriented Leadership Excellence

Page 1 of 1

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Version Number : 2.0
Revision Number : 0
Date of Effectivity : July 15, 2019





Republic of the Philippines
Department of Education

MEMORANDUM:

TO : DepEd Regional Directors

FROM : 
NEPOMOCENO MALALUAN
Undersecretary/Chief of Staff

SUBJECT : DEVELOPMENT OF POLICY AND IMPLEMENTING GUIDELINES
FOR THE CERTIFICATION OF LEARNING FACILITATORS

DATE : May 8, 2019

1. The Department of Education through the National Educators Academy of the Philippines (NEAP) will conduct the Program for the Development of Policy and Implementing Guidelines for the Certification of Learning Facilitators. Below are the activities to be conducted:

Development of Learning Facilitators Implementing Guidelines	Date	Venue
Planning Meeting with External and Internal Partners	June 5-6, 2019	NEAP – CO
Writeshop for the Enhancement of LPs Certification Implementing Guidelines	June 18-21, 2019	CALABARZON
Validation of LPs Implementing Guidelines with select RO/SDO Officials	June 25-27, 2019	DepEd Ecotech, Cebu City, Region VII
Finalization of LPs Certification Implementing Guidelines	July 16-19, 2019	DepEd Ecotech, Cebu City, Region VII
Orientation on the Rollout/Utilization of LPs Certification Implementing Guidelines	July 30-1 Aug, 2019	Region IV-B (MIMAROPA)

2. The objectives of the activity are:

Terminal Objective:

At the end of the activities, the Department thru the NEAP, Region and Division Offices will have a policy standards and implementing guidelines to be utilized for the conduct of Assessment and Certification of Learning Facilitators, with specific and defined roles and responsibilities of personnel across governance levels.

Enabling Objectives:

- a. develop policy framework, standards and processes that will help program implementers set clear direction for the recruitment, selection, screening, assessment and certification of learning facilitators;

- b. rollout the LF Certification Policy to field implementers to mitigate any problem that may arise in the conduct of assessment and certification of learning facilitators;
- c. utilize the LF Certification Policy and Standards during the Assessment and Certification of Learning Facilitators;
- d. develop a pool of highly competent learning facilitators that will spearhead the continuing professional development (CPD) of the DepEd personnel across governance levels.

Expected Output:

- a. Policy Guidelines and Standards for the Assessment and Certification of Learning Facilitators
 - b. Pool of competent Certified Learning Facilitators
3. The participants to the abovementioned activities are any of the following: Chief of QAD and/or HRDD, Assessors, Learning Facilitators or those who have undergone the 2017 NEAP Accreditation and Certification process. Participants will serve as Contributors, Evaluators and Writers during the specified activities. The NEAP encourage different sets of participants for Activities 2, 3 and 4.
 4. The travel expenses and per diem of DepEd Central Office staff, NEAP, Region and Division participants to and from the venue will be charged to local funds.

In addition, the board and lodging of all participants, management staff, resource persons, supplies and materials, incidental expenses, contingencies will be charged against 2019 Human Resource Training Development (HRTD) Funds, subject to the usual government accounting and auditing rules and regulations.
 5. The *final date/s*, exact venues and other related information for the conduct of activities will be announced through a separate communication/advisory. Further, participants in the abovementioned activities will be requested to confirm their participation thru the email addresses below and to bring their individual laptops.
 6. For more inquiries and information, contact Msdms. Ma. Nida C. Caramat or Ma. Elena B. Deacosta, National Educators Academy of the Philippines (NEAP), Department of Education, Room 216, 2nd Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City at telefax no. (02) 633-7207 or email at ma.caramat@deped.gov.ph, or maelenadeacosta@yahoo.com.
 7. Immediate dissemination of this Memorandum is desired.

**Learning Facilitators (LFs) Accreditation & Certification
Writeshop for the Enhancement of LF Certification Guidelines**
Venue: Red Hotel, 627 EDSA, Cubao, Quezon City
July 22-26, 2019 (exclusive of travel time)

The Participants:

- The participants are any of the following: RO Chief/ Asst. Chiefs of QAD and/or HRD, Assessors, Learning Facilitators who have undergone the 2017 NEAP Certification process.
- The participants shall serve as Writers and Contributors for the enhancement of LF Certification Guidelines. The NEAP encourages different sets of participants for Validation and Finalization activities.

Region	Nos. of Pax Per Region
I	1
III	1
CAR	1
VI	1
VII	1
VIII	1
X	1
XI	1
XII	1
CARAGA	1

NEAP Participants

OD	Mr. John Arnold S. Siena
PDD	Mr. Leonardo Nuestro, Jr.
QAD	Mr. Edward DJ. Garcia Mr. Ariel C. Dagar Ms. Ma. Nida C. Caramat Ms. Ma. Elena B. Deacosta Ms. Ma. Graciela A. Retardo Mr. Jann Erick Ibañez Mr. Nole D. Curachea

Learning Facilitators (LFs) Accreditation & Certification
Validation and Enhancement of LF Certification Guidelines
 Venue: Deped Ecotech Center, Lahug, Cebu
 July 30-1 August, 2019

- The participants are any of the following: RO Chief/ Asst. Chiefs of QAD and/or HRD, Assessors, Learning Facilitators who have undergone the 2017 NEAP Certification process.
- The participants shall serve as Validators, Contributors and Writers for the enhancement of LF Certification Guidelines. The NEAP encourages different sets of participants for the Validation and Finalization activities.

Region	HRD	QAD	
I	1	1	2
II	1	1	2
III	1	1	2
IV-A CALABARZON			6
IV-B MIMAROPA			2
V	1	1	2
VI	1	1	2
VII	1	1	2
VIII	1	1	2
IX	1	1	2
X	1 <i>Alayon</i>	1 <i>Bonilla</i>	2
XI	1	1	2
XII	1	1	2
CARAGA	1	1	2
ARMM	1	1	2
CAR	1	1	2
NCR			2
NEAP-CO			8

NEAP Participants

OD	Mr. John Arnold S. Siena
QAD	Mr. Edward DJ. Garcia Mr. Ariel C. Dagar Ms. Ma. Nida Caramat Ms. Ma. Elena B. Deacosta Ms. Ma. Graciela Retardo Ms. Ana Lisa Dulos Mr. Robert John Santos Mr. Jann Erick Ibañez

Learning Facilitators (LFs) Accreditation & Certification
Finalization and Enhancement of LF Certification Guidelines
DepEd Ecotech Center, Lahug, Cebu City
August 6-9, 2019

The Participants:

- The participants are any of the following: RO Chief/ Asst. Chiefs of QAD and/or HRD, Assessors, Learning Facilitators who have undergone the 2017 NEAP Certification process.
- The participants shall serve as Writers, Validators, Contributors during the finalization of LF Certification Guidelines.
- The NEAP encourages different sets of participants for the Finalization activity.

Region	HRD	QAD	
I	1	1	2
II	1	1	2
III	1	1	2
IV-A CALABARZON			6
IV-B MIMAROPA			2
V	1	1	2
VI	1	1	2
VII	1	1	2
VIII	1	1	2
IX	1	1	2
X	1	1	2
XI	1 <i>Assessor</i>	1 <i>Validator</i>	2
XII	1	1	2
CARAGA	1	1	2
ARMM	1	1	2
CAR	1	1	2
NCR			2
NEAP			9

NEAP Participants

OD	John Arnold S. Siena
PDD	Leonardo Nuestro, Jr.
QAD	Edward DJ. Garcia Ariel C. Dagar Ma. Nida Caramat Ma. Elena B. Deacosta Ana Liza Dulos Ma. Graciel Retardo Jann Erick Ibanez Nole Curachea

Learning Facilitators (LFs) Accreditation & Certification
Orientation on the Rollout/Utilization of LF Certification Guidelines
Venue: MIMAROPA (within the area of Puerto. Princesa)
August 27-29, 2019

Regional Participants

Region	HRD	QAD	CLMD	SGOD	Total per RO
I	1	1	1	2	5
II	1	1	1	2	5
III	1	1	1	2	5
IV-A CALABARZON	1	1	1	2	5
IV-B MIMAROPA	1	1	1	2	5
V	1	1	1	2	5
VI	1	1	1	2	5
VII	1	1	1	2	5
VIII	1	1	1	2	5
IX	1	1	1	2	5
X	1	1	1	2	5
XI	1	1	1	2	5
XII	1	1	1	2	5
CARAGA	1	1	1	2	5
BARMM	1	1	1	2	5
CAR	1	1	1	2	5
NCR	1	1	1	2	5

(85)

DepEd Bureaus/Offices

Bureau of Curriculum Development	2		
Bureau of Learning Delivery	2		
Bureau of Learning Resources	2		
Bureau of Education Assessment	2		
Teacher Education Council	1		
Planning Service	1		
Public Affairs Service	1		
Bureau of Human Resources Organizational Development	2		
Literacy Coordinating Council Secretariat	1		
Alternative Learning System	2		
Bureau of Learners Support Services	1		
School Health Division	1		
Project Management Service	1		
Legal & Legislative Affairs	1		
Information & Communications Technology Service (ICTS)	1		(21)

NEAP Project Management Team

NEAP Participants			
Office of the Director	2		
Professional Development Division	3		
Quality Assurance Division	7		
Secretariat	6		
LF - National Technical Working Group			
National Capital Region	2		
RO IV-A (CALABARZON)	6		
RO IV-B (MIMAROPA)	2		(28)

(total 134)

NEAP Participants

OD	Mr. John Arnold S. Siena (2)
PDD	Mr. Leonardo Nuestro, Jr. (3)
QAD	Mr. Edward DJ. Garcia (12) Mr. Ariel C. Dagar Ms. Ma. Nida C. Caramat Ms. Ma. Elena B. Deacosta Ms. Ma. Victoria Cervantes Ms. Cleofe Velasquez-Ocampo Ms. Erlinda F. Leva Sarah Jane C. Atienza Ana Liza Dulos Ma. Graciela A. Retardo Jann Erick Ibañez Nole D. Curachea



Republic of the Philippines
Department of Education

National Educators Academy of the Philippines
Quality Assurance Division

DEPARTMENT OF EDUCATION ROXI
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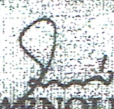
ADVISORY
August 19, 2019

The National Educators Academy of the Philippines (NEAP) announces the conduct of activity entitled *Orientation on the Utilization of Learning Facilitators Certification Implementing Guidelines* scheduled on August 27-29, 2019 to be held at FERSAL Hotel, Rizal Avenue, Extension, Brgy. Bancao, Puerto Princesa City instead of CENTRO Hotel.

Participants are requested to confirm their attendance through this link:
<http://deped.in/regorientation1f2019>

All other items indicated in the Memorandum remain.

For immediate dissemination.


JOHN ARNOLD S. SIENA
Director IV, NEAP



Orientation on the Utilization of Learning Facilitators (LF) Implementing Guidelines
Ferral Hotel, Puerto Princesa City
August 27-29, 2019 (Exclusive of Travel Time)

Day/Time	Day 0 (Aug. 26)	Day 1 (Aug. 27)	Day 2 (Aug. 28)	Day 3 (Aug. 29)	(Aug 30)
7:45 - 8:00			Management of Learning	Management of Learning	
8:30 - 9:30		Opening Program • Doxology • Introduction of Pax • Welcome Message Overview: Statement of Purpose and Objectives Atel C. Dagar PDO IV, NEAP-QAD Morning Tea Break	Plenary: Presentation of Learning Facilitators Implementing Guidelines	Reporting Roles & Responsibilities by Governance Levels	
9:31-10:15	Travel Time				Departure
10:15 -10:30		NEAP Transformation Updates John Arnold S. Siena Director IV, NEAP Director's Hour-Open Forum Lunch Break	Continuation: Learning Facilitators Implementing Guidelines	Workshop Output Integration	
10:30 - 11:30					
11:31-12:00					
12:00 -1:00					
1:00 - 2:00		Discussion: • SGVs Assessment in the 2017 LFs Certification • Capacity Building of Assessors Edward D.J. Garcia PDO IV, NEAP-QAD	Workshop by Group Crafting of Roles and Responsibilities by Governance Levels	Closing • Synthesis • Next Steps • Distribution of Certificates	
2:01 -3:00	Participants Arrival and Settling-in				
3:01 - 3:15		Open Forum Afternoon Tea Break			
3:16 - 4:00		Overview of the Development LF Certification Implementing Guidelines	Crafting of Roles...		
4:01 - 5:00					
QD	QAD-PMT				
Adviser		John Arnold S. Siena			
PMT		Edward D.J. Garcia, Atel C. Dagar & Ma. Elena Deacosa			
5:00-6:00		Debriefing of Project Management & Staff			