MEMORANDUM TO:

OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Elementary and Secondary School Principals
Officers-in-Charge
Public Schools

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

Attached is Regional Unnumbered Memorandum dated March 26, 2019, re: Establishment of Database of Learners per Job Group for Various NEAP Learning and Development Programs, content of which is self-explanatory, for information and appropriate action.

Please submit the report on or before April 4, 2019 c/o Dr. Noemi A. Velario, SEPS-HRD, School Governance and Operations Division and send the soft copy to sgod.marikina@deped.gov.ph.

Immediate and wide dissemination of this Memorandum is desired.

JOEL T. TORRECAMPO
Officer-in-Charge
Office of the Schools Division Superintendent

Maka-Diyos, Makatvo, Mahahalikasan at Makabansa
MEMORANDUM

TO: All Schools Division Superintendents

FROM: WILFREDO E. CABRAL
Officer-in-Charge
Office of the Regional Director

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

DATE: March 26, 2019

With reference to the Unnumbered Memorandum dated March 7, 2019 from Hon. Nepomuceno A. Malaluan, Undersecretary and Officer-in-Charge, Office of the Secretary, the field is hereby requested to submit reports (both hard and soft copies) relative to the Learning and Development (L&D) programs attended by Division and School personnel on or before April 9, 2019 (please see enclosures).

The consolidated data will serve as inputs in establishing a functional information system on NEAP L&D, making future plans data-driven and strategic.

For queries and other concerns, please contact Dr. Felicino C. Trongco, Chief, HRDD-NEAP-NCR at 929-4348, loc. 825/826 or via email, neapnchrdd@gmail.com.

Immediate dissemination and compliance is highly desired.
TO: REGIONAL SECRETARY, ARMM  
REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
DIVISION CHIEFS AND UNIT HEADS  
PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS  
ALL OTHERS CONCERNED

FROM: LIONOR MAGTOLIS BRIONES  
Secretary

ATTY. NEOMUCERNO 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>1. Teachers</td>
<td></td>
<td>Competency Development Program for Teachers</td>
</tr>
<tr>
<td>2. Master Teachers/Head Teachers</td>
<td></td>
<td>Instructional Leadership Program for Head Teachers and Master Teachers</td>
</tr>
</tbody>
</table>
| 3. School Heads | | School Heads Development Program (SHDP)  
• Foundation Course  
• Intermediate Course  
• Advance Course |

Dap-Ed Complex, Mendico Avenue, Parañaque City 1600  
02-826-3350/826-3328/826-3325  
www.deped.gov.ph
Republic of the Philippines
Department of Education

Tanggapan ng Kalihim
Office of the Secretary

<table>
<thead>
<tr>
<th>Region</th>
<th>4. Public School District Supervisors</th>
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</thead>
<tbody>
<tr>
<td>5. Assistant Superintendents</td>
<td></td>
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<tr>
<td>6. Superintendents</td>
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<td>RO and DO</td>
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<tr>
<td>7. Education Program Supervisors</td>
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<tr>
<td>8. Senior Education Specialists</td>
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<td>9. Division Chiefs</td>
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<td>10. Learning Facilitators</td>
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<tr>
<td>Instructional Leadership and Management Program</td>
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<td>Superintendent Leadership Program</td>
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<tr>
<td>Coaching and Mentoring Program</td>
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<tr>
<td>Competency Development Program for Learning Facilitators</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 Jhoanna.javier@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.
### Learning and Development Participants' Profile

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Age (B-Q)</th>
<th>Birthdate (MM/DD/YY)</th>
<th>A.Y. Aca. Year (FY2020)</th>
<th>Eligibility</th>
<th>Educational Institution</th>
<th>Address</th>
<th>Position</th>
<th>Years in the Position</th>
<th>Designation</th>
<th>Years in the Designated Position</th>
<th>Office/School</th>
<th>Region</th>
</tr>
</thead>
</table>

**Required Doc:**
- Signature of Participant
- Designation
- Date of Submission

**Noted By:**
- Signature of Designated Profile
- Date

**Approved By:**
- Signature of Designated Profile
- Date