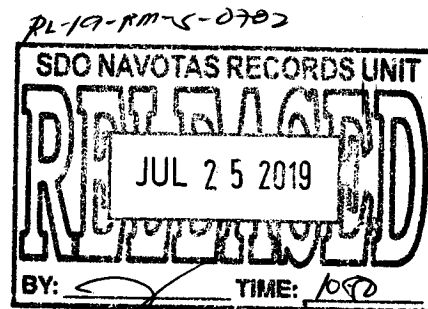


Republic of the Philippines
Department of Education
National Capital Region
SCHOOLS DIVISION OFFICE OF NAVOTAS CITY
Bagumbayan Elementary School Compound
M. Naval St., Sipac – Almacén, Navotas City



MEMORANDUM

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Principals
Senior Education Program Specialists
All Others Concerned



From: **MELITON P. ZURBANO** ✓
Assistant Schools Division Superintendent
OIC – Office of the Schools Division Superintendent

Date: July 22, 2019

Subject: **NOMINATION TO FULFILL THE STAFFING COMPLEMENT OF NEAP-RO**

1. Attached is the Unnumbered Regional Memorandum dated July 15, 2019, re: "Nomination to Fulfill the Staffing Complement of NEAP-RO", contents of which are self-explanatory, for information and guidance of all concerned.
2. Particular attention is invited to paragraph 3 of the memorandum.
3. Interested teachers/Education Program Specialists, who are willing to be detailed or temporarily assigned in NEAP-RO shall be recommended by the school head through the SGOD c/o Human Resource Development on or before July 26, 2019 for initial screening and selection of nominees to DepEd-NCR.
4. Immediate dissemination of this Memorandum is desired.





Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON
(DEPARTMENT OF EDUCATION)
PAMBANSANG PUNONG REHIYON
(NATIONAL CAPITAL REGION)
Daang Misamis, Bago Baatay, Lungsod Quezon
(Misamis St., Bago Baatay, Quezon City)

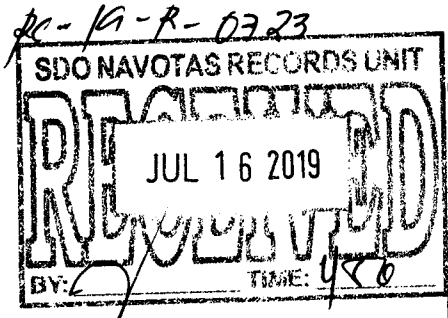
MEMORANDUM

TO : SCHOOLS DIVISION SUPERINTENDENTS
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
SCHOOL HEADS, DEPARTMENT HEADS

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

SUBJECT : As stated

DATE : July 15, 2019



The Department of Education-National Capital Region is currently organizing NEAP-RO. As proposed, there shall be new plantilla positions to be filled up pending approval of DBM. DepED-CO, however, allows the organization of the office utilizing meantime organic items currently available.

Cognizant of the reality that NCR has a handful of unfilled teaching items, this office hereby requests nomination from SDOs to fulfill the staffing complement of NEAP-RO as agreed during that last Regional Management Committee Meeting. Nominations shall be based on criteria set forth and for final selection of the panel created for that purpose.

The NEAP-RO shall focus on key result areas such as professional learning program development, delivery of professional learning programs, technical assistance, coordination, collaboration and liaison, monitoring and evaluation and professional learning planning.

Schools Division Superintendents are requested to submit potential candidates. Nominees are preferably Master Teachers, Education Program Specialists, Teachers I, II or III who are willing to be detailed or temporarily assigned in NEAP-RO and HRDD and are meeting the qualifications based on the attached matrix. Deadline for nomination is until July 30, 2019.

For your information and guidance.

67-0625-19

Work toward excellence

Enclosure No.1

Unit	Parenthetical Title	Preferred Position of Nominees	Preferred Qualifications		Number of Personnel Requested
			<i>willing to be detailed/reassigned at the Regional Office</i>	<i>possesses positive work ethics and values</i>	
ODIR/PP DU/LEU	Administrative Assistants II	Teacher I or Teacher II	<ul style="list-style-type: none">✓ Working knowledge on office applications✓ With good organizational skills✓ Proficiency in verbal and written communications✓ Able to deal with organizational partners, clients and other stakeholders✓ Able to manage and schedule workload based on priorities✓ Working and appropriate knowledge in using internet communication platforms (email, social media, etc)✓ With background on training and development✓ Fully understands and supports PPST, TIP, and other initiatives for teacher quality improvement		3
			<ul style="list-style-type: none">✓ Well-versed on PPST domains and its indicators✓ has a background on training and development✓ Able to manage development programs✓ Has a conceptual and technical background on program development✓ Has the ability to work under pressure with minimal supervision✓ Has acquired facilitation and organizational skills✓ Has the ability to think and decide critically		2
PPDU	Professional Learning Officer	Master Teacher II or higher	<ul style="list-style-type: none">✓ Well-versed on PPST domains and its indicators✓ has a background on training and development✓ Able to manage development programs✓ Has a conceptual and technical background on program development✓ Has the ability to work under pressure with minimal supervision✓ Has acquired facilitation and organizational skills✓ Has the ability to think and decide critically		4
	Professional Learning Support Officer	Teacher III or Master Teacher I	<ul style="list-style-type: none">✓ Has the ability to work under pressure with minimal supervision✓ Has acquired facilitation and organizational skills✓ Has the ability to think and decide critically		1
LEU	Professional Learning Liaison Officer	Master Teacher II or higher	<ul style="list-style-type: none">✓ Has basic knowledge on data analysis, management tools, and applications✓ Possesses ability to evaluate materials and programs✓ Has adequate exposure to monitoring and evaluation✓ With adequate professional learning planning✓ Able to speak and write effectively✓ Can do liaison and other related works✓ Can work on ICT related applications and tools to support program delivery and conceptualization		2
	Professional Learning Support Officer	Teacher III or Master Teacher I	<ul style="list-style-type: none">✓ Has basic knowledge on data analysis, management tools, and applications✓ Possesses ability to evaluate materials and programs✓ Has adequate exposure to monitoring and evaluation✓ With adequate professional learning planning✓ Able to speak and write effectively✓ Can do liaison and other related works✓ Can work on ICT related applications and tools to support program delivery and conceptualization		2
HRDD	OIC Education Program Supervisor	Master Teacher II or higher	<ul style="list-style-type: none">✓ Has been exposed to human resource development initiatives and NEAP activities.		2