



CITY SCHOOLS DIVISION OFFICE OF ANTIPOLO

MEMORANDUM

TO : OIC-Office of the Asst. Schools Division Superintendent
Chiefs, CID and SGOD
Elementary and Secondary School Heads Concerned
All Other Concerned

FROM : **DR. ROMMEL C. BAUTISTA, CESO V**
Schools Division Superintendent *[Signature]*

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

DATE : March 14, 2019

With reference to DepED Memorandum *re: Establishment of Database of Learners per Job Group for Various NEAP Learning and Development Programs*, concerned Elementary and Secondary school heads who completed any of the three SHDP courses are requested to submit the required information indicated on the attached template.

Kindly provide the needed data and send soft copy of the template (Excel Format) thru email arlene.tayona@deped.gov.ph on or before March 19, 2019.

For the information and immediate compliance of all concerned.

UM No. 125 2019



Certificate No.
44 100 19 93 0005

"EDUKASYONG TAPAT AT SAPAT PARA SA LAHAT"

New Bldg - Sports Educational Hub, Sen. L. Sumulong Memorial Circle, Brgy. San Isidro, Antipolo City
 Old Bldg. - C. Lawis Extension, Barangay San Isidro, Antipolo City
 www.depedantipolo.com antipolo.city@deped.gov.ph
 (02) 630-3110



All SDSs:

For your information and strict compliance, pls. Attention is invited to par. 4.

Thanks,
Am I-24

Republic of the Philippines
Department of Education

Tanggapan ng Kalihim
Office of the Secretary



TO: REGIONAL SECRETARY, ARMM
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
DIVISION CHIEFS AND UNIT HEADS
PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS
ALL OTHERS CONCERNED

2092

FROM: LEONOR MAGTOLIS BRIONES ATTY. NEPOMUCENO A. MALALUAN
Secretary Undersecretary
Officer-in-Charge

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

DATE: 07 March 2019

- 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.
- 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:

Office	Job Groups	L and D Program
Division	1. Teachers	Competency Development Program for Teachers
	2. Master Teachers/Head Teachers	Instructional Leadership Program for Head Teachers and Master Teachers
	3. School Heads	School Heads Development Program (SHDP) • Foundation Course • Intermediate Course • Advance Course



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	4. Public School District Supervisors	Instructional Leadership and Management Program
Region	5. Assistant Superintendents 6. Superintendents	Superintendents Leadership Program
RO and DO	7. Education Program Supervisors	
	8. Senior Education Specialists	Coaching and Mentoring Program
	9. Division Chiefs	Competency Development Program for Learning Facilitators
	10. Learning Facilitators	

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.

