



Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF ILOILO CITY
General Luna Street, Iloilo City



April 17, 2019

DIVISION MEMORANDUM
NO. 52, S. 2019


**ESTABLISHMENT OF DATABASE OF LEARNERS PER JOB GROUP FOR VARIOUS
NEAP LEARNING AND DEVELOPMENT (L&D) PROGRAM**

To: Assistant Schools Division Superintendent
Chief Education Supervisors – CID/SGOD
Education Program Supervisors/Program Specialists
Public Schools District Supervisors
Elementary/Secondary School Principals/Heads/Officers-In-Charge
Division Section Heads
All Others Concerned

- 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 (L&D) Program as well as come up with a more accurate entry in its Forward Estimates for subsequent years.
- In this connection, all school heads are requested to provide the information stated in the template 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
Schools Division Office (SDO)	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 Head Development Program (SHDP) <ul style="list-style-type: none"> • Foundation Course • Intermediate Course • Advance Course
	4. Public Schools District Supervisor	Instructional Leadership and Management Program
	5. Education Program Supervisor	Superintendents Leadership Program
	6. Senior Educ. Program Specialist	
	7. Division Chiefs	
	8. Learning Facilitators	Competency Development Program for Learning Facilitators

- Attached is the template to be accomplished.
- All School Heads are requested to submit the accomplished templates to HRD Section in hard and soft copies, attention: GILDA C. GULMATICO, Senior Education Program Specialist on or before **April 24, 2019**.
- Immediate compliance to this Memorandum is desired.


CLARISSA G. ZAMORA, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Incl.: As stated
Reference: Regional Memorandum No. 109, s. 2019
Allotment: 1-2-3 – (Division Memorandum No. 36, s. 1997)
To be indicated in the Perpetual Index
under the following subjects:

DATABASE JOB GROUP LEARNERS LEARNING and DEVELOPMENT (L&D) PROGRAM



Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS
Duran Street, Iloilo City



APR 15 2019

Date

REGIONAL MEMORANDUM
No. [09] s. 2019

TO : Schools Division Superintendents

FROM : *Gladysma*
MA. GEMMA M. LEDESMA, CESO V
Director III
OIC, Office of the Regional Director



SUBJECT: Establishment of Database of Learners per Job Group for Various NEAP Learning and Development (L&D) Programs

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, the Regional Office and Schools 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
Schools Division Office (SDO)	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) <ul style="list-style-type: none"> • Foundation Course • Intermediate Course • Advance Course
	4. Public Schools District Supervisors	Instructional Leadership and Management Program
Region	5. Assistant Superintendents	Superintendents Leadership Program
	6. Superintendents	
RO & SDO	7. Education Program Supervisors	Coaching & Mentoring Program
	8. Senior Education Specialists	
	9. Division Chiefs	Competency Development Program for Learning Facilitators
	10. Learning Facilitators	

3. Attached are the following templates, namely:

- Annex A will be used for all targeted learners except School Heads who attended the SHDP.
- Annex B will be used for School Heads who completed any of the three SHDP Courses.

3. SDOs are requested to submit accomplished templates to HRDD Office at DepED RO VI, Duran St., Iloilo City or thru email addresses: hrdd_dep606@yahoo.com.ph or magbanuahope1997@gmail.com on or before April 17, 2019.

4. For your immediate action.