

Republic of the Philippines DEPARTMENT OF EDUCATION

CORDILLERA ADMINISTRATIVE REGION

Wangal, La Trinidad, Benguet, 2601

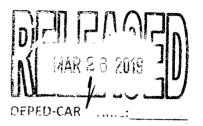
Website: www.depedcar.ph | Email: car@deped.gov.ph



March 21, 2019

REGIONAL MEMORANDUM No. 108.2019

TO: Schools Division Superintendents All Divisions



ESTABLISHMENT OF DATABASE OF LEARNERS PER JOB GROUP FOR VARIOUS NEAP LEARNING AND DEVELOPMENT 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 to come up with a more accurate entry in its Forward Estimates for subsequent years.
- 2. Relative to this, the Regional Office through the Human Resource Development Division, (HRDD) is requesting all Schools Division Offices to provide the information stated in the templates or links provided for the following targeted job groups relative to the Learning and Development (Land D) Program/s initiated/designed for them by the NEAP, Central Office.

Office	Job Groups	L and D Programs
Division	1. Teachers	Competency Development Program for Teachers
	Master Teachers/Head Teachers	Instructional Leadership Program for Head Teachers and Master Teachers
	3. School Heads	School Heads Development Program (SHDP) a. Foundation Course b. Intermediate Course c. Advance Course
	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	
	Senior Education Specialists	
	9. Division Chiefs	Coaching and Mentoring Program
	10. Learning Facilitators	Competency Development Program for Learning Facilitators

Contact Numbers (Area Code	: 074):						
Office of the Regional Direct		Administrative Division	422-1804	CLMD	422-7096	HRDD	422-9590
Fax Office of the ARD	422-4074 422-9590	Cash Section	423-2215	LRMDS	422-0615 423-2218	NEAP-R	422-5500
ICT Unit	422-1318	Payroll Section Records Section	424-3993 423-2213	ESSD Finance Division	423-2216	PPRD QuAD	422-9590 422-5187
Public Affairs Unit	422-1318	Supply Section	422-2198	-FTAD	424-5187	COA	422-7434
Legal Unit	423-2214	General Services Unit	422-1804			00/1	,22 1404

3. Attached are the templates namely:

Enclosure 1 will be used for all the targeted learners who underwent (regardless of the year) and potential recipients of the identified L and D Program/s except School Heads who attended the SHDP

Enclosure 2 will be used for School Heads who completed any of the three SHDP Courses.

4. However for easy consolidation of information, the targeted learners are encouraged to use/open the links below for online demographic profiling:

bit.ly/depedcarldprofile (Annex A)— for all the targeted learners who underwent (regardless of the year) and potential recipients of the identified L and D Program/s except School Heads who attended the SHDP

bit.ly/depedcarshdpprofile (Annex B)- for School Heads who completed any of the three SHDP Courses

- 5. Submission of the consolidated report and/or completed templates to the Regional Office thru the HRDD email address: hrdd.depedcar@gmail.com or filling up the form online will be on or before April 8, 2019.
- 6. Rest assured that all the requested information will be used only for the purpose of developing the L and 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. Immediate action to this Memorandum is desired.

MAY B. ECLAR, Ph.D., CESO V Regional Director

Enclosure 1 to RM	

Date of Submission



Republic of the Philippines Department of Education



Learning and Development Participants' Profile

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[1] Last Name	First Name	Middle Name	[2] Sex (M/F)	[3] Birthdate (MM/DD/YY)	[4] Age (by June 2019)	(5)Highest Educational Attainment	(6) Ernail Address	[7] Plantilla Position	[8] Years in the Position	(9) Designation	[10] Years in the Designated Position	[11] Years in DepEd	[12] Office/School	[13] Division	[14] Region
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Prepared by:		Noted by:	Approved by:
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Signature Over Printed Name		Signature Over Printed Name	Signature Over Printed Name
Designation		Date	Date

Enclosure 2 to RM



Republic of the Philippines Bepartment of Education



SCHOOL HEADS DEVELOPMENT PROGRAM: FOUNDATION COURSE

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Date: Venue:				Date:		Venue:				Date:		Venue:								
1] Last Name	First name	MI	[2] Sex (M/F)	[3] Birthdate (MM/DD/YY)	[4] Age (by June 2019)	[5] Plantilla Position		Designati on	Designat	Years		[11] Type of School	Division	Regio n	when SHDP:FC was taken	Work Application	WAP: Date	Date	[18] WAP: Inclusive Dates of Implementation	Presented
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