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|  | Department of Education Region III DIVISION OF CITY SCHOOLS Angeles City Jesus Street, Pulungbulu, Angeles City |  | Document Code: SDO-QF-OSDS-SDS-003 Revision: 00 Effectivity date: 10/31/2018 |
| | DIVISION MEMORANDUM | | Name of Office: SDO, Angeles City |

RELEASED

APR 02 2019
 By DepEd Angeles City
 Division of City Schools

April 1, 2019

DIVISION MEMORANDUM
 No. 119 S. 2019

**ESTABLISHMENT OF DATABASE OF LEARNERS PER GROUP FOR VARIOUS NEAP
 LEARNING AND DEVELOPMENT PROGRAM**

To : Chief, Curriculum Implementation Division
 Chief, School Governance Operations Division
 All Heads of Public Elementary and Secondary Schools

1. The National Educators Academy of the Philippines (NEAP) shall be establishing the database of all its learners per job group. All schools are requested to provide the information stated in the templates provided for the targeted job groups relative to the Learning and Development (L&D) Programs designed for them.
2. Data templates were already send to your respective gmail and DepEd account to be send to hrd.depedac@gmail.com. The deadline of submission is on or before **April 8, 2019**
 1. Annex A will be used for all the targeted learners except School Heads who attended the SHDP
 2. Annex B will be used for schools who completed any of the three SHDP Course
3. Attached is the Memorandum assigned by Atty. Nepomuceno A. Malaluan, Undersecretary, Officer-in-Charge and a copy of the instruction in filling out the data templates.
4. Immediate dissemination of and strict compliance with this Memorandum is earnestly desired.

LEILANI SAMSON CUNANAN, CESO V
 Schools Division Superintendent

agg/seps/hrd

CN 2019-096

INSTRUCTIONS:

1. Learning and Development Template

Annex A – All learners job group indicated in the CO Memo (1, 2, 4, 5, 6,7, 8, 9, 10)

Annex B – Solely for School heads who attended SHDP

2 Accomplishment of Template

FOR ANNEX A

- Name – indicate the extension name after the first name (eg. Juan III)
- Sex – Letter only (M/ F)
- Age – cut-off date June 2019
- Highest Educational Attainment – indicate the highest degree completed
- (e.g. Bachelor Degree in Elem. Educ, Masteral Degree in Educational Management, Doctoral Degree of Philosophy)
- Email address – official email address (deped email ad)
- Plantilla position – current position with approved appointment
- Years in the Position – current position
- Designation – with approved designation document signed by the SDS or higher office
- Area of Specialization – if Elem just write General Education
- Title of L&D Program Attended – Write only the Latest in each Level

FOR ANNEX B

- Type of School –Elementary, Secondary, Integrated
- Indicate all the date and venue of the SHDP course per year
- For Non-Completers – specify what module/s and/or requirement lacking why not a completer

General Reminder

- Font Style Arial, Font Size 11
- Capitalized the First letter
- Use Roman Numeral for position and region
- Consolidation for bigger division per district
- Write N/A for fields not applicable, do not leave blank field
- Write “0” if less than a Year, do not place months
- Annex A – Per Job Group of learners per Sheet
- Annex B – Per SHDP Course per Sheet
- Filing – 2 Excel Files to be submitted – Annex A and Annex B



Republic of the Philippines
Department of Education

Tanggapan ng Kalihim
Office of the Secretary

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

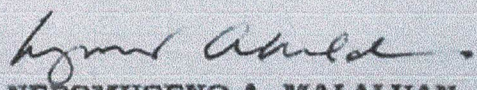
3. Attached are the following templates namely:
 - a. Annex A will be used for all the targeted learners except School Heads who attended the SHDP
 - b. Annex B will be used for School Heads who completed any of the three SHDP Courses
4. **Submission of the completed templates from the Division Offices 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 Leal Patricia M. Galgo at PDD Office Telephone no. 633 9455.**
8. For your immediate action.

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

FROM: LEONOR MAGTOLIS BRIONES
Secretary


ATTY. NEPOMUCENO 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:

| Office | Job Groups | L and D Program |
|----------|----------------------------------|--|
| Division | 1. Teachers | Competency Development Program Teachers |
| | 2. Master Teachers/Head Teachers | Instructional Leadership Program for Teachers and Master Teachers |
| | 3. School Heads | School Heads Development Program (SHDP) <ul style="list-style-type: none">• Foundation Course• Intermediate Course• Advance Course |