



Republic of the Philippines
Department of Education

29 SEP 2017

DepEd MEMORANDUM
No. **148** s. 2017

**CAPACITY BUILDING FOR THE NATIONAL EDUCATORS ACADEMY
OF THE PHILIPPINES PERSONNEL**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education (DepEd), through the National Educators Academy of the Philippines (NEAP), will conduct a series of activities on **Capacity Building for NEAP Personnel** in Luzon (specific venue to be announced) on the following dates:

Activity	Batch	Date	Venue
Learning Needs Assessment Design and Learning and Development (L&D) Planning	Batch 1	October 2-6, 2017	La Union, San Fernando City
Learning Needs Assessment Design and L&D Planning	Batch 2	October 16-20, 2017.	
Training Design and Session Guide Writing	Batch 2	November 13-17, 2017	Region IV-A (CALABARZON)
Learning Resource Package Development	Batch 1	November 20-24, 2017	

2. The participants to the Capacity Building Program Activities are expected to take self-assessment in line with their competencies required to deliver NEAP's mandate in the context of the L&D System Framework. Consequently, the activities aim to equip participants with competencies to operationalize the L&D System.

3. Participants to these activities are selected/identified representatives from the Central Office (CO) Bureaus, Regional Human Resource Development Division (HRDD) Chiefs and CO NEAP personnel. A letter of invitation will be sent to the identified representatives.

4. Traveling expenses of regional participants shall be charged to local funds, while board and lodging of all participants and traveling expenses of CO Bureaus, NEAP CO and management staff, and other incidental expenses shall be charged to Human Resource Training and Development (HRTD) Funds, subject to the usual accounting and auditing rules and regulations.

5. All participants who travel or render services during the conduct of these activities which may fall on weekends, holidays/special non-working holidays are entitled to avail Compensatory Time Off (CTO) in accordance with the Civil Service Commission (CSC) and the Department of Budget and Management Joint Circular No. 1, s. 2015 (3.2 and 4.8) entitled Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees.

6. For more information, all concerned may contact either **Ms. Priscila C. de Sagun**, Officer-in-Charge, Office of the Director III or **Ms. Isabelita C. Acosta**, Administrative Officer V of the National Educators Academy of the Philippines (NEAP), Department of Education (DepEd) Central Office, Meralco Avenue, Pasig City at telephone no. (02) 638-8638 or through email address: priscila.desagun@deped.gov.ph.

7. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary

Reference:

N o n e

To be indicated in the Perpetual Index
under the following subjects:

ASSESSMENT
OFFICIALS
TRAINING PROGRAMS
WORKSHOPS