

March 16, 2017

REGIONAL MEMORANDUM
No. 29 s. 2017

002537

SELECTION OF PROSPECTIVE ASSESSORS FOR THE CERTIFICATION OF LEARNING FACILITATORS

TO: **School Division Superintendents**
All Others Concerned

1. In view of the plan of the DepEd Central Office (CO), through the National Educators Academy of the Philippines (NEAP), to conduct a 5-day *Capacity Building and Certification of Training Program Facilitators* in April and May this year, this office shall be conducting a selection of prospective assessors for the certification of learning facilitators on March 21, 2017 at RELC Training Hall, DEpEd Regional Office V, Rawis, Legaspi City.
2. The selection process, which will be led by the Human Resource Development Division (HRDD), is built on the objectives that DepEd Region V will have an initial pool of NEAP-certified assessors that can be tapped/deployed for purposes of certifying Learning Facilitators who will be serving in various training programs at the Central, Regional, and School's division offices. Furthermore, this process will set and pilot the process of certification and prepare future assessors for the certification process through inputs on facilitation.
3. For this pioneering phase, the following pre-selected trainers shall undergo the selection process:

Name	Position	Schools Division Office
Cynthia Montanez	Education Program Supervisor	Iriga City
Rex Barbin	Education Program Supervisor	Sorsogon Province
Joy Cabrera	Education Program Supervisor	Camarines Norte
Jocelyn Navera	Education Program Supervisor	Ligao City
Lany Abainza	Public Schools District Supervisor	Tabaco City
Joel Caolboy	Public Schools District Supervisor	Masbate City
Noel Ibis	Education Program Supervisor	Camarines Norte
Ma. Shiela Lagoda	Public Schools District Supervisor	Naga City
Francy Valdemoro	Public Schools District Supervisor	Masbate City

4. For the aforesaid selection process, this office shall employ the following qualifications set by NEAP CO:

QUALIFICATIONS	MEANS OF VERIFICATION	REMARKS
Trainers should be:		
1. preferably Regional, Division and District Supervisors	Certification of Position	

2. have served as LF in various DepEd Trainings (Division, Regional, National)	Certificate of Recognition/Appreciation	
3. have been rated excellent in the sessions handled in the trainings conducted by DepEd	Certificate of Rating	1.00-1.60 – Needs improvement 1.61-2.20 – Good 2.21-2.80 – Satisfactory 2.81-3.40- Very Satisfactory 3.41-4.00- Excellent
4. have been evaluated at least VS in the performance evaluation for the past two performance evaluation cycles	Certificate of Rating	
5. be physically fit	Medical Certificate by DepEd Medical Officer within 6 months	
6. rated at least 3.5 in the Core Behavioral Competency Assessment	Assessment Results using the prescribed tool (Attachment 4). This should be treated with high confidentiality.	Teachers and school-based personnel should be rated by the School Head. Division-based personnel should be rated by the Schools Division Superintendent. For Regional Office-based personnel should be rated by the Regional Director.

5. For purposes of ranking the candidates and where necessary, the following shall be the criteria:

CRITERIA	Weight
Rating as Learning Facilitator in the last 5 sessions handled	50%
Performance evaluation for the last 2 years	20%
Core Behavioral Competency Assessment	20%
Interview (Using Behavioral Event Interviewing Process)	10%

6. Selected assessors should meet ALL the minimum requirements as indicated in the criteria.

7. The Regional Office through the HRDD has readied and constituted a team to conduct the screening process. (**Attention:** HRDD Chief Cynthia D. Jacob, EPS Lauro B. Millano, EPS Catalina Garcia, EPS Sancha Nacion and EPS Jinky Villareal)

8. For the prospective assessor to obtain the rating for the Core Behavioral Competency, the candidates shall be rated by their respective immediate superiors who shall submit the completed Evaluation Form in a sealed and signed envelope. The same shall be brought by them during the assessment day.

9. The interview shall use the Behavioral Event Interviewing Principle and Process to focus on the core behavioral competencies.
10. To obtain the weighted rating for each of the criteria, all ratings shall be converted into percentage by using the following formula:

$$\text{Percentage Rating} = \text{Rating} / \text{Perfect Score} \times 100$$

The Percentage Rating shall be multiplied to the weight of the criterion to obtain the weighted score. Thus, Weighted Percentage Rating = Percentage Rating x Weight of the Criterion

For example:

Average Rating as Learning Facilitator in the last 5 sessions handled = 3.5

Perfect Rating = 4

Weight of the Criterion = 50%

Rating = $3.5/4 \times 100$

Percentage Rating = 87.5%

Weighted Percentage Rating = $87.5 \times 50\%$

Weighted Percentage Rating = 43.75%

11. After the selection process, the HRDD Chief shall announce the result of the assessment and the same will become the basis for the final list of recommended assessors (to be submitted to the NEAP CO) for the upcoming Capacity Building and Certification of Training Program Facilitators which will be held on May 22-26, 2017 at a venue to be determined later by the host region – Region IV-A.
12. Attachment to this Memo includes: *Proforma of the Endorsement Letter, Evaluation Form for the Interview and Evaluation Form to capture data on Core Behavioral Competencies.*
13. Travel Expenses, board and lodging of the participants in this selection process shall be charged to local/HRDD regional fund subject to the usual government accounting and auditing rules and regulations.
14. For further inquiries and clarifications, kindly contact **Dr. Cynthia D. Jacob**, Chief of the HRDD at cjacob.hrddro5@gmail.com or at CP No. 09778560081.
15. Immediate dissemination and compliance with this Memorandum is earnestly desired.


RAMON FIEL G. ABCEDE
Regional Director

To be included in the Perpetual Index
Under the following subjects:

HUMAN RESOURCE MANAGEMENT
CAPACITY BUILDING
TRAINING PROGRAM
CERTIFICATION

Hrddlarry03162017

EVALUATION FORM FOR THE INTERVIEW

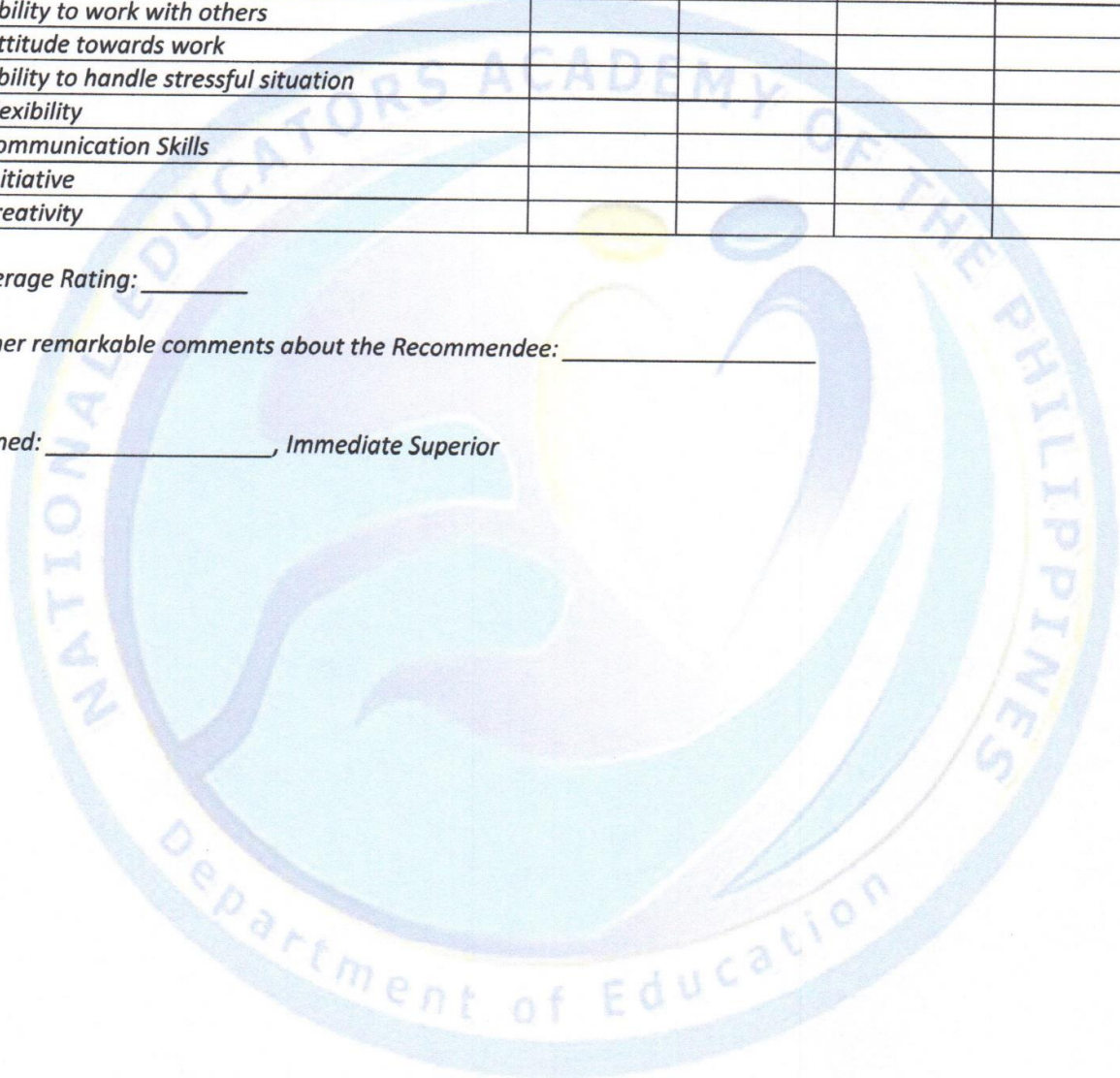
Kindly Rate the candidates based on the extent to which they have exhibited the following:

Competency	4 Excellent	3 Very Satisfactory	2 Satisfactory	1 Needs Improvement
Ability to work with others				
Attitude towards work				
Ability to handle stressful situation				
Flexibility				
Communication Skills				
Initiative				
Creativity				

Average Rating: _____

Other remarkable comments about the Recommende: _____

Signed: _____, Immediate Superior



EVALUATION OF CORE BEHAVIORAL COMPETENCIES
(Integrated in the Endorsement of the Immediate Superior)

Name: _____
 School: _____
 Region: _____

Position: _____
 Division: _____

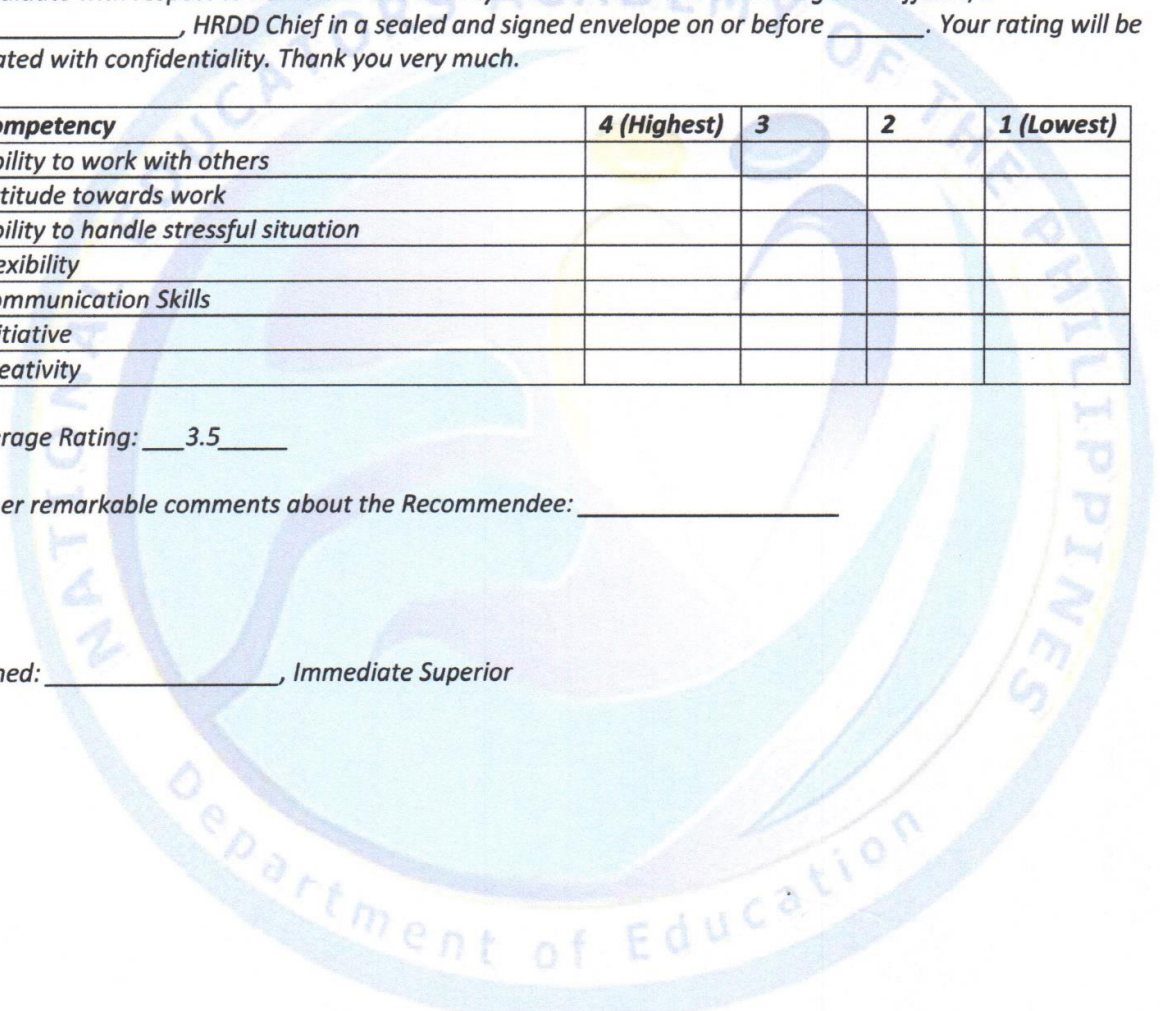
To the Evaluator: The abovenamed person is being considered as Assessor for the Certification of Learning Facilitators conducted by the National Educators Academy of the Philippines. Kindly rate him/her along critical competencies using the scale below. Your honest assessment will help us evaluate the potential of this candidate with respect to her role in this activity. Please return this to the Regional Office c/o _____, HRDD Chief in a sealed and signed envelope on or before _____. Your rating will be treated with confidentiality. Thank you very much.

Competency	4 (Highest)	3	2	1 (Lowest)
Ability to work with others				
Attitude towards work				
Ability to handle stressful situation				
Flexibility				
Communication Skills				
Initiative				
Creativity				

Average Rating: 3.5

Other remarkable comments about the Recommende: _____

Signed: _____, Immediate Superior



ENDORSEMENT LETTER

The Regional Director

DepEd Region ____

Address

Through: Channels

Attention: Chief, HRRD

Sir/Madam:

This is to certify that I have evaluated _____, _____, of
Name Position

_____, _____, _____
School District Division

and I am endorsing the abovenamed personnel as Assessor for the Certification of Learning Facilitators conducted by the National Educators Academy of the Philippines.

Herewith is the accomplished evaluation form for your consideration and appropriate action.

Thank you.

Very truly yours,

Name and Signature

