



Republic of the Philippines
Department of Education
Region 02 (Cagayan Valley)

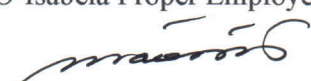
SCHOOLS DIVISION OFFICE OF ISABELA

Alibagu, City of Ilagan, Isabela 3300



MEMORANDUM

To: Public Schools District Supervisors / PICs
Public Elem. and Sec. School Heads
Public Elem. and Sec. School Teachers
SDO-Isabela Proper Employees

From: 
REYNANTE Z. CALIGUIRAN, PhD, CESO VI
Asst. Schools Division Superintendent
OIC – Office of the Schools Division Superintendent


Date: July 4, 2019

Subject: **CALL FOR SUBMISSION OF REQUIREMENTS FOR DIVISION
LEARNING FACILITATORS**

1. To ensure quality delivery of Learning and Development interventions to the teaching, teaching-related, and non-teaching staff of the Schools Division of Isabela, this Division shall form a pool of Learning Facilitators (LFs) to serve as trainers / resource persons/ facilitators in the Division-led Learning and Development activities.
2. Relative to this, the Division Office shall conduct a screening of LFs to all teaching (T1- T3, Master Teacher 1 and 2), teaching-related (Education Program Supervisor, Education Program Specialist, School Head, Head Teacher, Guidance Counselor), and non-teaching personnel (Planning Officer, Project Development Officer, AO, Accountant, AdAs) in the SDO – Isabela.
3. Interested applicants must submit the following requirements to the SDO thru the SGOD-HRD until July 18, 2019:
 - a. letter of intent
 - b. letter of endorsement from the school head for school-based personnel
 - c. letter of endorsement from the immediate supervisor / Division Chief for SDO-Proper - Based Personnel
 - d. updated Curriculum Vitae
 - e. copy of sample of L&D Proposal with session guide of the topic to be delivered during the screening / demonstration.
4. Regional NEAP Learning Facilitators are automatically qualified as Division Learning Facilitator. They just have to submit a letter of intent and updated Curriculum Vitae until July 18, 2019.
5. The schedule of demonstration of applicants' facilitation skills shall be announced through a separate memorandum.
6. For information, dissemination, and guidance.

sgo/jda/lin

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Document Code:	FM-HRD-003
Rev.:	00
As of:	07-02-2018