REGIONAL MEMORANDUM
No. G/1, s. 2019

ESTABLISHMENT OF DATABASE OF LEARNERS PER JOB GROUP
FOR VARIOUS NEAP LEARNING AND DEVELOPMENT PROGRAMS

To: Schools Division Superintendents

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 current reference in preparing the participants’ profile or demographic relative to the development of Learning and Development Programs.

2. In this connection, all the Division Offices are requested to provide the information for the following targeted job groups relative to the Learning and Development (L&D) Programs designed for them:

<table>
<thead>
<tr>
<th>Job Groups</th>
<th>L &amp; D Program</th>
<th>Online Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Teachers</td>
<td>Competency Development Program for Teachers</td>
<td>deped.in/NEAPTeachers</td>
</tr>
<tr>
<td>2. Master Teachers/ Head Teachers</td>
<td>Instructional Leadership Program for Head Teachers and Master Teachers</td>
<td>deped.in/NEAPMTHT</td>
</tr>
<tr>
<td>3. School Heads</td>
<td>School Heads Development Program (SHDP)</td>
<td>deped.in/NEAPSHDP</td>
</tr>
<tr>
<td></td>
<td>• Foundation Course</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Intermediate Course</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Advance Course</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Have not attended the SHDP</td>
<td>deped.in/NEAPSHNonSHDP</td>
</tr>
<tr>
<td>4. Public School District Supervisors</td>
<td>Instructional Leadership and Management Program</td>
<td>deped.in/NEAPPSDS</td>
</tr>
</tbody>
</table>

March 18, 2018
3. Deadline of filling-up of forms shall be on or before March 29, 2019 (Friday).

4. Rest assured that all 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.

5. For information and guidance.

For and in the absence of the Regional Director:

RAMON O. CANIEZO
Supervising Administrative Officer
Administrative Division
Caretaker

HKV/jp
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:

<table>
<thead>
<tr>
<th>Office</th>
<th>Job Groups</th>
<th>L and D Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division</td>
<td></td>
<td></td>
</tr>
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<td>1.</td>
<td>Teachers</td>
<td>Competency Development Program for Teachers</td>
</tr>
<tr>
<td>2.</td>
<td>Master Teachers/Head Teachers</td>
<td>Instructional Leadership Program for Head Teachers and Master Teachers</td>
</tr>
</tbody>
</table>
| 3.       | School Heads        | School Heads Development Program (SHDP)

- Foundation Course
- Intermediate Course
- Advance Course
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 Leah Patricia M. Galgo at PDD Office Telephone no. 633 9455.

8. For your immediate action.