



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF ESCALANTE CITY



May 15, 2025

DIVISION MEMORANDUM

No. 274 s. 2025

MASTERING FACILITATION: SHAPING TRAINERS AS LEARNING CATALYST

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors of CID & SGOD
Education Program Supervisors/Specialists
Elementary and Secondary School Heads, TICs
Non-Teaching Personnel, Master Teachers
All Others Concerned

1. In support of the Department of Education's continuous professional development framework pursuant to DepEd Order No. 21, s. 2021 (Policy Guidelines on the Training and Development Program), and DepEd Memorandum No. 082, s. 2022 (National Educators Academy of the Philippines (NEAP) Professional Development Management System), the Schools Division Office of Escalante City shall conduct a **Division Training of Trainers (DTOT)** to capacitate and enhance the facilitation competencies of selected education personnel in the Division.

2. In consonance with this, there will be a **Search for the Division Pool of Trainers**, which is open to all Teachers, Master Teachers, School Heads, and Non-teaching Personnel of DepEd SDO Escalante City who have the following qualifications:

- Must be a full-fledged Masters Degree graduate or have completed at least 45 academic units in a master's degree program.
- Has earned an Outstanding rating in the IPCRF/OPCRF for SY 2023–2024.
- Demonstrates outstanding communication and facilitation skills.
- Has served as a facilitator in a division-wide training in the last three (3) years.
- Must be below 50 years old at the time of application and no prevailing health concerns.

3. Interested applicants must submit the following documents in one PDF File to this link, <https://bit.ly/PoolofTrainers> or before **May 19, 2025**:

- Letter of Intent addressed to the Schools Division Superintendent;
- Curriculum Vitae (PRC Format)
- Certification of IPCRF Rating or a copy of the IPCRF (SY 2023–2024)
- Certificate of Recognition or equivalent proof as Facilitator/Trainer in a Division-wide training/seminar

4. Deliberation for the selection of the Pool of Trainers will be on **May 21, 2025**.

5. Qualified applicants will undergo a 3-day Division Training of Trainers titled "Mastering Facilitation: Shaping Trainers as Learning Catalyst," aimed at developing a cadre of skilled trainers equipped to lead professional development activities and learning sessions across the Division.

6. In preparation for this training, all designated facilitators of the Division TOT shall attend a **Facilitators' Conference** on **May 28, 2025, 9:30 AM** at the **CID Office**, which will focus on the crafting of a comprehensive resource package including session guides, slide decks, and other learning materials aligned with NEAP standards and training objectives. This collaborative session ensures the coherence and quality of the training delivery.



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7. Quality Assurance and Walk Through of the crafted session guides, slides and other learning materials will be on **May 29, 2025** at the CID Office.
6. Immediate dissemination of and compliance with this Memorandum are desired.

PETER J. GALIMBA

Assistant Schools Division Superintendent
OIC – Schools Division Superintendent

for the SMS:


MARITES C. CAMILIAN
OIC - Assistant Schools Division Superintendent

REBUTADA, A./SGOD/ 05/ 15/ 2024

HRDS

Enclosures: : None

Reference : None

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

Division Trainers LAC INSET PD Programs



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