

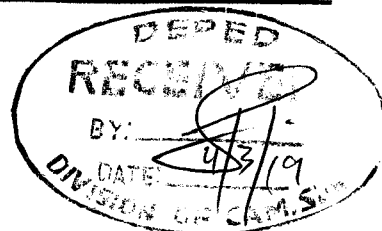


*Department of Education*  
Region V  
**DIVISION OF CAMARINES SUR**  
*Freedom Sports Complex, San Jose, Pili, Camarines Sur*



**DIVISION MEMORANDUM**

**No. 120 s. 2019**



**To :** Assistant Schools Division Superintendents  
Chief Education Supervisors, CID and SGOD  
Education Programs Supervisors  
Division Section Heads  
Public Schools District Supervisors  
Secondary and Elementary School Heads  
All others concerned

**From:**  **CECILLE BERNADETTE P. RIVERA, CESO V**  
Schools Division Superintendent

**SUBJECT: ESTABLISHMENT OF DATABASE FOR THE NEAP LEARNING AND DEVELOPMENT PROGRAMS FOR VARIOUS JOB GROUPS**

**Date:** March 28, 2019

1. Relative to DepEd Memorandum dated March 7, 2019 and Unnumbered Regional Memorandum dated March 19, 2019 entitled Establishment of Database per job Group for Various NEAP Learning and Development Programs, this Division hereby directs all the targeted learners listed below to prepare and to submit the required data.

Office	Job Groups	L & D Program
Division	1. Teachers	Competency Development Program for Teacher
	2. Master Teachers/ Head Teachers	Instructional Leadership Program for Head Teachers and Master Teachers
	3. School Heads	School Heads Development Program (SHDP) <ul style="list-style-type: none"><li>• Foundation Course</li><li>• Intermediate Course</li><li>• Advance Course</li></ul>
	4. Public Schools District Supervisors	Instructional Leadership and Management Program
Region	5. Assistant Superintendents 6. Superintendents	Superintendents Leadership Program
RO and SDO	7. Education Program Supervisors	Instructional Leadership and Management Program
	8. Senior Program Specialist	
	9. Division Chiefs	Coaching and Mentoring Program
	10. Learning Facilitators	Competency Development Program for Learning Facilitators

2. All schools must submit the Learning and Development Profile of their personnel. For easy consolidation of information, the targeted learners are required to use the links below for online demographic profiling or download the templates.

[tiny.cc/sdocamsurldprofile](http://tiny.cc/sdocamsurldprofile) (Annex A) – for all the targeted learners who underwent (regardless of the year) and potential recipients of the identified L and D Program/s. All job groups are required to use this template except School Heads who attended SHDP.

[tiny.cc/sdocamsurshdpprofile](http://tiny.cc/sdocamsurshdpprofile) (Annex B) – for School Heads who completed any of the 3 SHDP Courses

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3. However, if online profiling is not possible, the templates can be downloaded. Attach all files in one email using the **Name of District:Name of School\_LND** as subject (ex. Ocampo:OcampoNHS\_LND) and send to [depedcamsurhrd@yahoo.com](mailto:depedcamsurhrd@yahoo.com) on or before April 8, 2019.
4. All PSDS' are advised to follow up the compliance of teachers L and D Profile and school heads SHDP Profile. The Division Chiefs shall be responsible in reminding the other job groups like the PSDS', EPSs, and SEPS. All NEAP learning facilitators are also directed to fill-out the template. A certification of compliance indicating the schools and date of compliance will be required from each district to be submitted to the SGOD – Human Resource Development Section on or before April 8, 2019.
5. Rest assured that all requested information will be used only for the purpose of developing the L and 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.
6. Immediate action to this Memorandum is desired.

