



Republic of the Philippines  
**Department of Education**  
REGION XII  
SCHOOLS DIVISION OF SOUTH COTABATO

**Office of Schools Division  
Superintendent**

**17 Oct 2023**

DIVISION MEMORANDUM  
OSDS No. **136**, s. 2023

**POLICY GUIDELINES ON IDENTIFICATION, MONITORING, AND EVALUATION OF  
LEARNING FACILITATORS, SUBJECT AREA EXPERTS AND LEARNING SERVICE  
PROVIDERS**

To: Schools Division  
Public Schools District Supervisors/Principals In-Charge  
Public Elementary and Secondary School Heads  
All Others Concerned

1. In line with the goal of this division to institutionalize excellence in all its Human Resource Management Services specifically in the delivery of its Learning and Development Interventions, the field is hereby informed of the attached approved **"Policy Guidelines on the Identification, Monitoring, and Evaluation of Learning Facilitators, Subject Matter Experts, and Learning Service Providers"**. Please see attached enclosure for the copy of the policy guidelines.
2. These policy guidelines are in support to the Professional Development for all teaching, related teaching and non-teaching personnel through the provision of quality, timely, and relevant Learning and Development Programs.
3. For more information and inquiry on this memorandum and attached policy guidelines, you may contact the Schools Governance and Operations Division – Human Resource Development Section
4. Immediate dissemination of this memorandum is directed.

  
**LEONARDO M. BALALA, CESE**  
Schools Division Superintendent





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Encl.: As stated

Reference: As stated

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

TRAINING

ALA/DM- policy guidelines on identification, monitoring, and evaluation of learning facilitators, subject area experts and learning service providers  
0000/October 17, 2023







**POLICY GUIDELINES ON THE IDENTIFICATION,  
MONITORING, AND EVALUATION OF LEARNING  
FACILITATORS/SUBJECT MATTER EXPERTS /  
LEARNING SERVICE PROVIDERS**

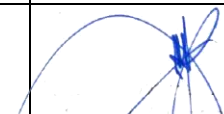


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**APPROVAL SHEET**

<b>PREPARED BY</b>	<b>DESIGNATION</b>	<b>SIGNATURE</b>	<b>DATE</b>
BERT D. LABUAYA	Senior Education Program Specialist – SGOD-HRD Section		08/28/2023

<b>REVIEWED AND RECOMMENDED FOR APPROVAL</b>	<b>DESIGNATION</b>	<b>SIGNATURE</b>	<b>DATE</b>
JASMIN P. ISLA	Assistant Schools Division Superintendent		08/28/2023

<b>APPROVED</b>	<b>DESIGNATION</b>	<b>SIGNATURE</b>	<b>DATE</b>
LEORNARDO M. BALALA, CESE	Schools Division Superintendent		08/28/2023



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**I. RATIONALE**

The Schools Division of South Cotabato acknowledges the importance of Professional Development of its teaching, related teaching, and non-teaching personnel through the provision of quality appropriate, timely and relevant Learning and Development (L&D) initiatives. As such this division shall ensure that selection of Learning Facilitators (LFs), Subject Matter Experts (SMEs), Learning Service Providers (LSPs) are selected, screened, monitored, and evaluated through standardized guidelines to meet the organizational target.

**II. POLICY STATEMENT**

The Schools Division of South Cotabato through the Schools Governance and Operations Division- Human Resource Development Section in coordination with its Human Resource Development Committee shall select, screen, monitor and evaluate Learning Facilitators, Subject Matter Experts in accordance to set criteria and guidelines.

**III. SCOPE**

This policy shall be applied in the program management of all SDO South Cotabato initiated L&D interventions for teaching, related teaching, and non-teaching personnel.

**IV. IMPLEMENTING RULES AND REGULATIONS**

**A. Criteria**

To ensure the quality of L&D Program of SDO South Cotabato, the following shall be considered in selecting individual Learning Facilitator, Subject Matter Experts, Learning Service Provider and groups, organizations, and institutions:

**1. DepEd-Individual**

Qualification / Criteria:

- a. NEAP facilitators (if possible) and if applicable with updated PRC license.
- b. Expertise/background/exposure/immersion on the topic.



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- Background on area of specialization or a subject or an area specialist with at least master's degree evidenced with Personal Data Sheet (PDS) or Curriculum Vitae/Portfolio that can substantiate any claims to the competencies.
- c. Facilitation Skills:
  - Demonstrates respect for the ideas and opinion of others.
  - Communicates and articulates own and other's ideas effectively.
  - Demonstrated competence in the use of technology/platform.
- d. Knowledgeable in netiquettes and other applicable training modality.
- e. Physically, mentally, and emotionally fit for the task/role;
- f. Absence of critical incidents that might otherwise taint or put to question the credibility, character, ethical behavior, or intellectual integrity as LF/SME; and
- g. With at least "Very Satisfactory Rating" for the least three (3) training facilitated.

## 2. Non-DepEd Individual

### Qualification/Criteria

- a. Expertise/background/exposure/immersion on the topic
  - Background on the area of specialization (at least master's degree, a subject of area specialist), evidence with Personal Data Sheet (PDS Curriculum Vitae/ Portfolio that can substantiate any claims to the competencies, and preferably with documented outcomes.
- b. Facilitation Skills
  - Demonstrates knowledge on the key elements of facilitation and its application.
  - Demonstrates excellent listening skills, clarifies, and probes for understanding.
  - Demonstrates respect for the ideas and opinions of others.
  - Communicates and articulated ow and other's ideas effectively.
  - Demonstrates competence in the use of technology/platform.



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**3. Non-DepEd-Organization/Institution**

Qualification/Criteria

- a. Credentials show expertise on the subject.
- b. Authorized/Recognized by the National Educators Academy of the Philippines (NEAP), in adherence to DepEd Order 1, s. 2020, “Guidelines for NEAP Recognition of Professional Development Programs and courses for Teachers and School Leaders by the Civil Service Commission and other recognized and reputable institutions.
- c. Absence of critical incidents that might otherwise taint or put to question the credibility, character, ethical behavior, or intellectual integrity as a LF/SME; and
- d. With at least “Very Satisfactory Rating” for the last three (3) training facilitated (if applicable).

**B. Honoraria**

Professional fees or honoraria of non-DepEd LFs -/SMEs/LSPs shall be subject to existing Department of Budget and Management (DBM) and Commission on Audit (COA) rules and regulations.

**C. Monitoring and Evaluation**

The performance of the LFs/SMEs/LSPs shall be monitored and evaluated on a per program basis to ensure that they are meeting the competency requirements for the assigned roles. Those who obtained a Very Satisfactory rating shall be retained in the LFs/SMEs/LSPs Pool.



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