



Republic of the Philippines  
**Department of Education**  
 Region VI - Western Visayas  
**SCHOOLS DIVISION OF SAGAY CITY**

**DIVISION MEMORANDUM**

No. 001, s. 2025

**DIVISION GUIDELINES AND TEMPLATES FOR THE APPLICATION OF EDUCATION (ACTION PLAN, RE-ENTRY ACTION PLAN, JOB-EMBEDDED LEARNING, IMPACT PROJECT) AND APPLICATION OF LEARNING AND DEVELOPMENT IN CONNECTION WITH THE RECRUITMENT, AND SELECTION OF DIVISION PERSONNEL**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors (SGOD & CID)  
 Public Schools District Supervisors  
 Public and Private Elementary and Secondary School Heads  
 All Others Concerned

- In compliance with DepEd Order (DO) No. 19, s. 2022, titled The Department of Education Merit Selection Plan, DO No. 7, s. 2023, titled *Guidelines on the Recruitment, Selection, and Appointment in the Department of Education*, and its amendment under DO No. 21, s. 2024, and DO No. 20, s. 2024, titled *Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Positions*, this Office, through the Division Human Resource Merit Promotion and Selection Board (HRMPSB), hereby releases the guidelines and templates to ensure the efficient and uniform appreciation of the Board on the **Application of Education** and **Application of Learning and Development**.
- The templates shall be used by all prospective applicants for the vacant items in the Division in compliance with the aforementioned DepEd Orders.
- Further, this is to clarify that the **Head of Office** refers to the **highest authority** within each governance level, as follows:

Governance Level	Head of Office
Central Office	Secretary
Regional Office	Regional Director
Schools Division Office (SDO), Schools, Community Learning Centers (CLCs)	Schools Division Superintendent

- The Review Committee Composition and approving Authorities of the Crafted Action Plans, Re-Entry Action Plan, Job-Embedded Learning, Impact Projects Accomplishment Reports, and Certification of Utilization or Adoption are shown in the tables below:

Governance Levels	Review Committee Composition	
	Chairperson / Co-Chairperson	Members
SDO	Chairperson: <b>Assistant Schools Division Superintendent (ASDS)</b>  Co-Chairperson: <b>SGOD Chief</b>	<ul style="list-style-type: none"> <li>• CID Chief</li> <li>• Administrative Officer V</li> <li>• SEPS, Planning &amp; Research</li> <li>• Administrative Officer IV – HRMO II</li> </ul> <b>Secretariat:</b> <ul style="list-style-type: none"> <li>• HRDS-SEPS</li> </ul>
Schools		
(CLCs)		





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Governance Levels	Approving Authorities	
	Recommending Approval	Approval
Schools Division Office	Assistant Schools Division Superintendent (ASDS)	Schools Division Superintendent (SDS)
Schools		
Community Learning Centers		

5. Enclosed are the following templates for Application of Education and Learning Development for School Administration, Teaching, Related-teaching, and Non-teaching Personnel.

- Enclosure No. 1: PROFESSIONAL DEVELOPMENT PROGRAM / IMPACT PROJECT TEMPLATE FOR SCHOOL ADMINISTRATION, TEACHING, AND RELATED-TEACHING PERSONNEL
- Enclosure No. 2: PROFESSIONAL DEVELOPMENT PROGRAM / IMPACT PROJECT TEMPLATE FOR NON-TEACHING PERSONNEL
- Enclosure No. 3: PD PROGRAM COMPLETION REPORT FORM
- Enclosure No. 4: WORKPLACE APPLICATION PLAN (WAP) / JOB-EMBEDDED LEARNING (JEL) TEMPLATE
- Enclosure No. 5: RE-ENTRY ACTION PLAN (REAP)/ACTION PLAN (AP) TEMPLATE APPLICATION OF L&D RE-ENTRY ACTION PLAN (REAP)
- Enclosure No. 6: GUIDE ON ACCOMPLISHING RE-ENTRY ACTION PLAN (REAP)
- Enclosure No. 7: APPLICATION OF EDUCATION & APPLICATION OF LEARNING AND DEVELOPMENT ACTION PLAN
- Enclosure No. 8: CERTIFICATION OF THE UTILIZATION/ADOPTION (APPLICATION OF EDUCATION)
- Enclosure No. 9: CERTIFICATION OF THE UTILIZATION/ADOPTION (APPLICATION OF LEARNING AND DEVELOPMENT)
- Enclosure No. 10: ACCOMPLISHMENT REPORT TEMPLATE FOR APPLICATION OF EDUCATION AND APPLICATION OF LEARNING AND DEVELOPMENT

6. All division and related issuances and guidelines inconsistent with this Memorandum are hereby repealed, modified, or superseded accordingly.

7. This guideline, along with the templates, shall be utilized by all applicants within this Division effective immediately. All previous application documents must conform to or be restructured in alignment with this format to ensure the efficient and effective appreciation of submitted documents, without invalidating or affecting the validity of the originally approved documents. Applicants are required to supplement any missing information to meet the standards of these templates and requirements. Additionally, applicants may submit older versions or the original Means of Verification (MOVs) alongside any supplementary information to comply with the new standards and requirements.

8. The Immediate Head of the concerned employee shall affix their signature/initials below the name of the recommending authority as reflected in the template.

9. It is understood that in the conduct of this activity, there shall be no discrimination in the provision of such activity on account of age, school, gender, civil status, disability, religion, or other similar factors and personal circumstances that run counter to the principles of equal opportunity.

10. For immediate dissemination and guidance of all concerned.

**MARSETTE D. SABBALUCA, CESO VI**  
 Schools Division Superintendent



Enclosure : As Stated  
 Reference : As Stated  
 Allotment : N/A  
 No. of Pages :

To be indicate in the **Perpetual Index** under the following subjects:  
**HRMPSB RANKING HIRING**





Republic of the Philippines  
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Enclosure No. 1 of Division Memorandum No. 00, s. 2025

**PROFESSIONAL DEVELOPMENT PROGRAM / IMPACT PROJECT TEMPLATE FOR SCHOOL ADMINISTRATION, TEACHING, AND RELATED-TEACHING PERSONNEL**

<b>I. Proponent's Profile:</b>	
Name	
Office/School	
Contact No.	
Email Address	@deped.gov.ph
<b>II. Program/Project Profile</b> (Complete the following components to describe the program/project you would like to be implemented.)	
<b>Title</b>	Indicate the proposed program/project title.
<b>Rationale</b>	<p>Compose a well-structured rationale of no more than 500 words to explain the reasons for proposing the program or project. Your rationale should address the following key elements, incorporating insights from formal education and professional background:</p> <ol style="list-style-type: none"> <li><b>Context of the Program/Project</b> <ul style="list-style-type: none"> <li>Clearly describe where, when, and how the program or project was conducted.</li> <li>Include specific subject areas covered in your undergraduate, graduate, or postgraduate degree programs, or professional education courses relevant to the proposal.</li> <li>Highlight any theories, principles, or insights gained from these formal educational experiences that inform the program/project design.</li> </ul> </li> <li><b>Significant Results and Development Targets</b> <ul style="list-style-type: none"> <li>Highlight the notable outcomes of the program or project. Specify the key development targets it aims to address.</li> <li>Connect these targets to the competencies or skills developed during your academic or professional training.</li> </ul> </li> <li><b>Legal Basis (if applicable)</b> <ul style="list-style-type: none"> <li>Reference relevant legal documents, such as DepEd issuances, Republic Acts, or other regulations, that justify the need for the proposed program or project.</li> <li>Explain how these legal bases align with your academic or professional expertise.</li> </ul> </li> <li><b>Supporting Literature</b> <ul style="list-style-type: none"> <li>Cite pertinent local and international studies or literature. These should validate the identified professional development needs and provide a basis for the chosen key content and methodologies.</li> <li>Highlight how your academic background or research studies support the selection of these methodologies and content areas.</li> </ul> </li> </ol> <p><b>Documentation Requirements</b>            Attach relevant documents to support the rationale and demonstrate that the program is grounded in formal education and expertise:</p> <ul style="list-style-type: none"> <li><b>Transcript of Records (TOR):</b> Highlight relevant subjects that informed the program/project.</li> <li><b>Diploma or Certificates:</b> Include degrees or certifications aligned with the program objectives.</li> <li><b>Other Evidence:</b> Professional education course outputs, research works, or project reports that contribute to the program design.</li> </ul>
<b>Program/Project Description</b>	<p>Write a concise description of the proposed program or project in no more than 300 words. Ensure your description clearly addresses the following:</p> <ol style="list-style-type: none"> <li><b>Main Intention</b> <ul style="list-style-type: none"> <li>Highlight the primary purpose or objective of the program or project.</li> </ul> </li> <li><b>Key Content or Tasks</b> <ul style="list-style-type: none"> <li>Outline the main tasks to be accomplished or the essential content to be delivered.</li> </ul> </li> <li><b>Knowledge and Skills Development</b> <ul style="list-style-type: none"> <li>Specify the knowledge and skills participants are expected to acquire through their involvement.</li> </ul> </li> <li><b>Benefits for Participants</b> <ul style="list-style-type: none"> <li>Explain how the program or project will contribute to the professional growth or personal development of the participants.</li> </ul> </li> </ol> <p>Ensure the description is clear, engaging, and focused on the most critical aspects of the proposed initiative.</p>
<b>Program/Project</b>	State the following task/learning objectives:





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<b>Objectives</b>	<p><b>Result Objective:</b> As a result of the participants' improved competence and performance: (State what the program/project will be able to contribute to the attainment of organization goals as a result of participants' improved competency and performance.)</p> <p><b>Application Objective:</b> Back in the workplace, the participants will be able to: (State what the participants will be able to perform back in their workplace as a result of their improved competence.)</p> <p><b>Terminal Objective:</b> By the end of the program/project, the participants /persons responsible will be able to: (State what the participants/persons responsible will be able to do immediately after the program/ project.)</p> <p>Example:</p> <ul style="list-style-type: none"> <li>"By the end of the program, participants will be able to create a detailed action plan for integrating digital tools into their teaching practices."</li> </ul> <p><b>Enabling Objectives:</b></p> <ul style="list-style-type: none"> <li>Break down major tasks or learning blocks participants must achieve to meet the terminal objective. Write these in specific, measurable behavioral terms.</li> </ul> <p>Example:</p> <ul style="list-style-type: none"> <li>"Identify and evaluate various digital tools suitable for classroom use."</li> <li>"Develop lesson plans incorporating selected digital tools to enhance student engagement."</li> <li>"Demonstrate the ability to troubleshoot common technical issues during implementation."</li> </ul>		
<b>Target Professional Standard</b> with specific Domain/s, Strand/s, and Indicator/s (PPST/PPSSH/PPSS) or applicable KRAs	<b>Professional Standard:</b>		
	<i>Domain/s</i>	<i>Strands/s</i>	<i>Indicator/s</i>
<b>Target Participants</b>	<b>Participants Profile:</b>		
	<p>Specify the target participants based on their career stage, job group, position, subject area, grade level, etc. Indicate your participants' selection criteria.</p> <ul style="list-style-type: none"> <li>Total number of target participants:</li> <li>How many participants does this program/project proposal plan to cater?</li> <li>Number of Implementations:</li> <li>Number of batches per implementation (if applicable):</li> <li>Number of participants per batch:</li> <li>To how many batches do you plan to deliver this program/ project proposal:</li> <li>How many participants will there be in a batch?</li> <li>Number of Implementations:</li> <li>How many times do you plan to implement this program/project proposal?</li> <li>Other relevant profiling requirement for the PPAs</li> </ul>		
<b>Delivery Platform</b>	<ul style="list-style-type: none"> <li>Indicate the delivery platform here</li> </ul>		
<b>Indicative Dates of Implementation</b>	<ul style="list-style-type: none"> <li>From Start Date to End Date</li> </ul>		

### III. Course/Activities List

(List down courses/ activities in the table below and provide a detailed description of each course/ activity on the **Course/ Activity Design table.**)

Course/ Activity No.	Title	Functions/ Professional Standards Covered <small>(Compendium of Functions / KRAs, PPST, PPSSH, PPSS with specific domain/s and strand/s, indicator/s)</small>	Schedule <small>(From Start Date to End Date)</small>	Modality <small>(Training Course, Seminar, Conference, benchmarking, Degree Program, Job-Embedded Learning, Learning Action Cell, Coaching and Mentoring)</small>
1				
2...	Add more rows to add courses/activities.			

### IV. Course/Activity Design:

(Provide a detailed description of each course/activity by breaking it into discrete sessions/tasks. You may create a copy of this page if you have two or more courses/activities)

Course/Activity Title:				Indicate the course/ activity title.		
Course/Activity Description:				Indicate the course/activity description.		
Session No.	Duration	Topic/Task	Session/ Task Objectives	Methodology	Outputs	Learning Facilitator/ Resource Speaker/ Person Responsible
	Determine time allocation for each session/ task considering the objectives and output to be accomplished.	List content/tasks essential to attaining the learning objectives (producing the outputs).	State in behavioral terms what participant will be to right after a learning session/task.	Describe in detail or step-by-step procedure the task/s shall be done or how the assigned Resource Speaker will deliver content and engage the participants. Indicate the resources or learning resources that will be used to support the accomplishment of the task/s or the delivery of content and the attainment of the task/ session objectives. Incorporate the use of varied formative assessments such as multiple checks for understanding, guided practice, independent practice, etc.	Identify concrete outputs (e.g. recommendations, lesson exemplars, proposals, TA Plan reflection journal, instructional material, etc.) that will be produced by the participant or person responsible during and by the end of each task or session.	Indicate the appropriate Resource Speaker/ Learning Facilitator/ Person responsible who will deliver the session or who will accomplish the task.
1						
2	Add more rows to add sessions/ tasks.					



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<b>V. Program/ Course Implementation Plan</b>				
<b>Funding Source:</b>	<i>How the program will be funded?</i>	<b>Budget Requirements:</b>	<i>(Provide details on how the funds will be allocated. If registration, how much will be collected in each course?)</i>	
<b>Budget Estimate:</b>				
Source of Funds:		Registration Fee per Participant:		
Total Targeted Participants:		Number of Batches:		
Target Date/s:		Proposed Venue/Location:		
<b>Budget Breakdown per Batch</b>				
<b>Particulars</b>	No. of Pax	No. of Days	Unit Cost	Total Estimated Cost
Board and Lodging				
Transportation of Project Management Team				
Supplies and Materials				
Honorarium (If allowed by the applicable guidelines)				
Contingency (If allowed by the applicable guidelines)				
<b>Total Estimated Cost per Batch:</b>				

<b>VI. Monitoring and Evaluation Plan</b>							
<i>(This is the M and E Plan template following the Kirkpatrick Evaluation Model.)</i>							
Level of M and E	Objectives <small>(What will be measured?)</small>	Methods & Tools <small>(What methods/tools will be used to collect data?)</small>	Data Sources <small>(Who and/or what documents will provide data or evidence on the indicators?)</small>	Schedule of M&E <small>(When will M&amp;E activities be undertaken?)</small>	Person/s Responsible <small>(Who will be accountable for ensuring that M&amp;E activities are done?)</small>	Support Needed <small>(What resources are needed to implement M&amp;E activities?)</small>	User of M&E Data <small>(Who will use the data gathered?)</small>
<b>Level 4 - Results</b> <i>(The degree to which targeted outcomes as a result of the training and support and accountability package.)</i>							
<b>Level 3 - Behavior</b> <i>(The degree to which the participant apply what they learned during training when they are back on the job. This can be found in the application objective.)</i>							
<b>Level 2 - Learning</b> <i>(The degree to which participants acquire the intended knowledge, skills, attitude, confidence, and commitment based on their participation in the training.)</i>							
<b>Level 1 - Reaction</b> <i>(The degree to which participant find the training favorable, engaging, and relevant to their jobs.)</i>							

**Declaration:**

I hereby declare the information provided in this application is true and correct and there have been no misleading statements, omission of any relevant facts or any misinterpretation made.

I agree that the Department of Education (DepEd) to be the co-owner of all the data gathered and the copyright of any publication of the use of these data.

*Sign off by the Program/Plan/Project Proponent:*

Program/Plan/Project Proponent	
Signature	
Date	

\*This Form is not valid if not signed.

Prepared by: \_\_\_\_\_ Noted by: \_\_\_\_\_

Program/Project Proponent Signature Over Printed Name
Signature Over Printed Name of Immediate Superior

Recommending Approval:

**ARD for RO/ASDS for SDO, Schools, and CLCs**  
*Signature over Printed Name of the Chairperson of the Review Committee*

Approved:

**RD for RO/SDS for SDO, Schools, and CLCs**  
*Signature over Printed Name of the Approving Authority*





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Enclosure No. 2 to Division Memorandum No. 001, s.2025

**PROFESSIONAL DEVELOPMENT PROGRAM / IMPACT PROJECT TEMPLATE  
 FOR NON-TEACHING PERSONNEL**

<b>I. Proponent's Profile</b>	
Proponent's Name:	
Office/School:	
Complete Office/School Address:	
Contact Number:	
DepEd email address:	

**II. Program/Project Profile:**

*(Complete the following components to describe the program/plan/project you would like to be implemented.)*

<b>Title</b>	<i>Indicate the proposed program/ project title.</i>
<b>Rationale</b>	<p>Compose a well-structured rationale of no more than 500 words to explain the reasons for proposing the program or project. Your rationale should address the following key elements, incorporating insights from formal education and professional background:</p> <p><b>1. Context of the Program/Project</b>  <i>Clearly describe where, when, and how the program or project was conducted. Include specific subject areas covered in your undergraduate, graduate, or postgraduate degree programs, or professional education courses relevant to the proposal. Highlight any theories, principles, or insights gained from these formal educational experiences that inform the program/project design.</i></p> <p><b>2. Significant Results and Development Targets</b>  <i>Highlight the notable outcomes of the program or project. Specify the key development targets it aims to address. Connect these targets to the competencies or skills developed during your academic or professional training.</i></p> <p><b>3. Legal Basis (if applicable)</b>  <i>Reference relevant legal documents, such as DepEd issuances, Republic Acts, or other regulations, that justify the need for the proposed program or project. Explain how these legal bases align with your academic or professional expertise.</i></p> <p><b>4. Supporting Literature</b>  <i>Cite pertinent local and international studies or literature. These should validate the identified professional development needs and provide a basis for the chosen key content and methodologies. Highlight how your academic background or research studies support the selection of these methodologies and content areas.</i></p> <p><b>Documentation Requirements</b>  <i>Attach relevant documents to support the rationale and demonstrate that the program is grounded in formal education and expertise:          Transcript of Records (TOR): Highlight relevant subjects that informed the program/project.          Diploma or Certificates: Include degrees or certifications aligned with the program objectives.          Other Evidence: Professional education course outputs, research works, or project reports that contribute to the program design.</i></p>
<b>Program/Project Description</b>	<p>Write a concise description of the proposed program or project in no more than 300 words. Ensure your description clearly addresses the following:</p> <p><b>Main Intention</b>  <i>Highlight the primary purpose or objective of the program or project.</i></p> <p><b>Key Content or Tasks</b>  <i>Outline the main tasks to be accomplished or the essential content to be delivered.</i></p> <p><b>Knowledge and Skills Development</b>  <i>Specify the knowledge and skills participants are expected to acquire through their involvement.</i></p> <p><b>Benefits for Participants</b>  <i>Explain how the program or project will contribute to the professional growth or personal development of the participants. Ensure the description is clear, engaging, and focused on the most critical aspects of the proposed initiative.</i></p>
<b>Program/Project Objectives</b>	<p>State the following task/learning objectives:</p> <p><b>Result Objective:</b> <i>As a result of the participants' improved competence and performance: (State what the program/project will be able to contribute to the attainment of organization goals as a result of participants' improved competency and performance.)</i></p> <p><b>Application Objective:</b> <i>Back in the workplace, the participants will be able to: (State what the participants will be able to perform back in their workplace as a result of their improved competence.)</i></p> <p><b>Terminal Objective:</b> <i>By the end of the program/project, the participants /persons responsible will be able to: (State what the participants/persons responsible will be able to do immediately after the program/ project.)</i></p> <p>Example:</p> <ul style="list-style-type: none"> <li>"By the end of the program, participants will be able to create a detailed action plan for integrating digital tools into their teaching practices."</li> </ul> <p><b>Enabling Objectives:</b></p> <ul style="list-style-type: none"> <li>Break down major tasks or learning blocks participants must achieve to meet the terminal objective. Write these in specific, measurable behavioral terms.</li> </ul> <p>Example:</p> <ul style="list-style-type: none"> <li>"Identify and evaluate various digital tools suitable for classroom use."</li> <li>"Develop lesson plans incorporating selected digital tools to enhance student engagement."</li> <li>"Demonstrate the ability to troubleshoot common technical issues during implementation."</li> </ul>





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<b>Target Professional Standards with specific KRAs, Domain/s, Strand/s, &amp; Indicator/s</b>	<b>Professional Standard:</b>		
	<i>Domain/s</i>	<i>Strand/s</i>	<i>Indicator/s</i>
<b>Target Participants</b>	<b>Participants' Profile:</b>		
	<i>Specify the target participants based on their career stage, job group, position, subject area, grade level, etc. Indicate your participants' selection criteria.</i>		
	<i>Total number of target participants</i>		
	<i>How many participants does this program/project proposal plan to cater?</i>		
	<i>Number of batches per implementation (if applicable):</i>		
<i>Number of participants per batch:</i>			
<i>To how many batches, do you plan to deliver this program/project proposal?</i>			
<i>How many participants will there be in a batch?</i>			
<i>The number of implementations:</i>			
<i>How many times do you plan to implement this program/project proposal?</i>			
<b>Delivery Platform</b>	<i>Indicate the delivery platform here.</i>		
<b>Indicative Dates of Implementation</b>	<i>From Start Date to End Date</i>		

**III. Activities List**

*(List down activities in the table below and provide a detailed description of each activity on the ACTIVITY DESIGN table.)*

Activity Number	Activity/ies	Function/s Covered (Compendium of Functions/KRAs)	Schedule (From Start Date to End Date)	Modality (Job-Embedded Learning, Coaching, and Mentoring)
1				
2				

*(Add more rows to add activities.)*

**IV. Activity Design**

*(Provide a detailed description of each activity by breaking it into discrete tasks. You may create a copy of this table below if you have two or more activities)*

**Activity 1 Description:**

No.	Task/s <i>Describe its task. (May be a listing of main tasks.)</i>	Outputs <i>Describe what employees' outputs to achieve the different tasks.</i>	Duration/ Date of Implementation	Person/s Responsible <i>Identify the person responsible for this task.</i>	Resources		Source of Fund
					Financial	Physical	
1							
2	<i>(Add more rows to add tasks.)</i>						

**V. Monitoring and Evaluation Plan**

	Indicator	Definition	Baseline	Target	Data Source	Frequency	Person Responsible	Reporting
		<i>How is it calculated?</i>	<i>What is the current status?</i>	<i>What is the target?</i>	<i>How will it be measured?</i>	<i>How often will it be measured?</i>	<i>Who will measure it?</i>	<i>Where will it be reported?</i>
<b>Goal</b>								
<b>Outcomes</b>								
<b>Outputs</b>								

**Declaration:**

I hereby declare the information provided in this application is true and correct and there have been no misleading statements, omission of any relevant facts or any misinterpretation made.

I agree that the Department of Education (DepEd) to be the co-owner of all the data gathered and the copyright of any publication of the use of these data.

*Sign off by the Program/Plan/Project Proponent:*

Program/Plan/Project Proponent	
Signature	
Date	

*\*This Form is not valid if not signed.*

Prepared by: \_\_\_\_\_

Noted by: \_\_\_\_\_

\_\_\_\_\_  
*Program/Project Proponent Signature Over Printed Name*

\_\_\_\_\_  
*Signature Over Printed Name of Immediate Superior*

Recommending Approval:

**ARD for RO/ASDS for SDO, Schools, and CLCs**  
*Signature over Printed Name of the Chairperson of the Review Committee*

Approved:

**RD for RO/SDS for SDO, Schools, and CLCs**  
*Signature over Printed Name of the Approving Authority*





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Enclosure No. 3 to Division Memorandum No. 001, s.2025

**PD PROGRAM COMPLETION REPORT FORM**

<b>PD Program Owner:</b>		
<b>Contact Person:</b>	<b>Designation:</b>	
<b>Contact No.:</b>	<b>Email Address:</b>	
<b>Program Title:</b>		
<b>Date of Conduct:</b>		
<b>Venue:</b>		
<b>Total No. of Participants:</b>	<b>Male:</b>	<b>Female:</b>
<b>Executive Summary:</b> <i>May include the program description and its objectives, and the daily proceedings of the conduct of the program.</i>		
<b>M and E Analysis</b> <i>Analysis should include:</i> <ul style="list-style-type: none"> <li>• Summary of results from the participants' evaluation of the program (level 1)</li> <li>• Summary of results from the participants' learning of the program (pre/post-test)</li> </ul> <i>Strengths and areas for improvement should be identified in this section</i> <i>*Use separate page if necessary</i>		
<b>General Comments and Issues Encountered</b> <i>In this section make any general comments about the program and identify any issues encountered in relation to:</i> <ul style="list-style-type: none"> <li>• its delivery           <ul style="list-style-type: none"> <li>- resource persons/learning facilitators</li> <li>- participants</li> <li>- content of program</li> <li>- delivery strategies</li> <li>- training materials</li> </ul> </li> <li>• its management           <ul style="list-style-type: none"> <li>- prior to delivery</li> <li>- during the training proper</li> </ul> </li> <li>• Other issues</li> </ul>		
<b>Photo Documentation</b> <ul style="list-style-type: none"> <li>• Must be PDF File</li> <li>• 5 pictures per day only</li> <li>• Each day should contain descriptions</li> </ul>		
<b>Recommendations</b> <i>In this section discuss any recommendations you may have to improve future programs and for policy actions. Suggestions may cover program management, facilitation, session guides, resource materials, other concerns.</i>		

**Declaration:**

I hereby declare the information provided in this application is true and correct and there have been no misleading statements, omission of any relevant facts or any misinterpretation made.

I agree that the Department of Education (DepEd) to be the co-owner of all the data gathered and the copyright of any publication of the use of these data.

Prepared by: \_\_\_\_\_

Noted by: \_\_\_\_\_

*Program/Project Proponent Signature Over Printed Name / Date*

*Signature Over Printed Name of Immediate Superior / Date*

Recommending Approval: \_\_\_\_\_

**ARD for RO/ASDS for SDO, Schools, and CLCs**

*Signature over Printed Name of the Chairperson of the Review Committee*

Approved: \_\_\_\_\_

**RD for RO/SDS for SDO, Schools, and CLCs**

*Signature over Printed Name of the Approving Authority*

\*Attached here are the **Actual Participants Profile Sheet** and **Financial Report**



Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental  
 Telephone Nos. 488-02-15; 722-0597 / [sagaycity001@deped.gov.ph](mailto:sagaycity001@deped.gov.ph)



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Region VI - Western Visayas  
SCHOOLS DIVISION OF SAGAY CITY

Enclosure No. 4 to Division Memorandum No. 001, s.2025

**WORKPLACE APPLICATION PLAN (WAP) /  
JOB-EMBEDDED LEARNING (JEL) TEMPLATE**

<b>Name of Learner/Employee</b>		<b>Office and Position</b>		
<b>Title of PD Program/s</b>		<b>Date of Delivery</b>		
		<b>PD Program Provider</b>		
<b>Name of Immediate Supervisor</b>		<b>Office and Position</b>		
<b>Background and Rationale of WAP/JEL Plan:</b>	<i>Briefly describe why the WAP/JEL will be implemented. Identify the competency gaps that will be addressed and current performance level on key result area(s).</i>			
<b>Expected Performance Improvement</b>				
Competencies for Development	Key Result Area(s)	Expected Improvement In Performance Indicator	Means of Verification	
<i>Please add more rows as needed.</i>				
<b>Type of Intervention (Please tick the box that applies.)</b>				
<input type="checkbox"/> Committee Work	<input type="checkbox"/> Job Shadowing	<input type="checkbox"/> Informal JEL Activities (Please specify)	<input type="checkbox"/> Others (Please specify)	
<input type="checkbox"/> Job Expansion	<input type="checkbox"/> Special Project	<input type="checkbox"/> WAP Implementation		
<input type="checkbox"/> Job Rotation	<input type="checkbox"/> Stretch Assignments			
<b>Briefly describe the intervention:</b> <i>(e.g. type of special project, nature of committee, and role of learners, etc.), and specify the duration and offices where the learner will be assigned, if appropriate. Use one to two paragraphs.</i>				
<b>Application Objective</b>	<i>State what the learner will be able to do by the end of the WAP/JEL, following ABCD (Audience-Behavior- Condition-Degree) guidelines.</i>			
<b>Learning Objectives</b>	<b>Activities</b>	<b>Timeline</b>	<b>Learning Facilitator</b>	<b>Support/Resources</b>
<i>(What learner be able to do by the end of an activity/learning session)</i>	<i>(Activities that learner will engage in to meet each learning objective)</i>	<i>(Start-end of each activity)</i>	<i>(Immediate Supervisor or Peer assigned to guide learner)</i>	<i>(Office Order, information, etc. needed)</i>
<i>Please add more rows as needed.</i>				

**Declaration:**

I hereby declare the information provided in this application is true and correct and there have been no misleading statements, omission of any relevant facts or any misinterpretation made.

I agree that the Department of Education (DepEd) to be the co-owner of all the data gathered and the copyright of any publication of the use of these data.

Prepared by:

Noted by:

*Program/Project Proponent Signature Over Printed Name / Date*

*Signature Over Printed Name of Immediate Superior / Date*

Recommending Approval:

**ARD for RO/ASDS for SDO, Schools, and CLCs**

*Signature over Printed Name of the Chairperson of the Review Committee*

Approved:

**RD for RO/SDS for SDO, Schools, and CLCs**

*Signature over Printed Name of the Approving Authority*





Republic of the Philippines  
**Department of Education**  
 Region VI - Western Visayas  
**SCHOOLS DIVISION OF SAGAY CITY**

Enclosure No. 5 of Division Memorandum No. 001, s. 2025

**RE-ENTRY ACTION PLAN (REAP)/ACTION PLAN (AP) TEMPLATE**

<b>Name:</b>						
<b>Position Title/Designation:</b>						
<b>Work Station</b> <i>(School/Office/Unit)</i>						
<b>Schools Division Office:</b>						
<b>Region:</b>						
<b>Service Provider</b> <i>(Name of DSP/LSP if applicable)</i>						
<b>Program or Course Title</b> <i>(if applicable)</i>						
<b>Course Date</b> <i>(if applicable)</i>						
Workplace Development Objective	Situationer	Date of Implementation	Expected Output	Expected Beneficiaries	Success Indicators:	Remarks
	Describe current situation problem or opportunity in your workplace that you need to address through your REAP or AP.				What will serve as evidence of success of the REAP or AP?	

Note: Please add more rows as needed.

**Declaration:**

I hereby declare the information provided in this application is true and correct and there have been no misleading statements, omission of any relevant facts or any misinterpretation made.

I agree that the Department of Education (DepEd) to be the co-owner of all the data gathered and the copyright of any publication of the use of these data.

Prepared by:

Noted by:

\_\_\_\_\_  
*Program/Project Proponent Signature Over Printed Name / Date*

\_\_\_\_\_  
*Signature Over Printed Name of Immediate Superior / Date*

Recommending Approval:

**ARD for RO/ASDS for SDO, Schools, and CLCs**

*Signature over Printed Name of the Chairperson of the Review Committee*

Approved:

**RD for RO/SDS for SDO, Schools, and CLCs**

*Signature over Printed Name of the Approving Authority*





Republic of the Philippines  
**Department of Education**  
 Region VI - Western Visayas  
**SCHOOLS DIVISION OF SAGAY CITY**

Enclosure No. 5 of Division Memorandum No. 001 s. 2025

**APPLICATION OF LEARNING AND DEVELOPMENT  
 RE-ENTRY ACTION PLAN (REAP)**

PLEASE PRINT ALL INFORMATION REQUESTED		
NAME:	POSITION TITLE / DESIGNATION:	
WORK STATION (School / Office Unit)	SCHOOLS DIVISION OFFICE:	REGION:
SERVICE PROVIDER (Name of DSP/LSP): Provider Authorization No.: Program/Course Recognition No.:	PROGRAM / COURSE TITLE:	COURSE DATE

Workplace Development Objective/s	Situationer	Date of Implementation	Expected Output	Expected Beneficiaries	Success Indicators:	Remarks
Title of the Training/Project:  Objective/s:						

Prepared By: \_\_\_\_\_

Noted: \_\_\_\_\_  
 Name and Signature of Immediate Supervisor of Personnel / Date

Reviewed: \_\_\_\_\_  
 Signature of Scholar / Date

Approved: \_\_\_\_\_  
 Agency Head/ Schools Division Superintendent SDS / Asst. SDS



PDC Secretariat/HRD SEPS  
 Sitio Chloé, Brgy. Rizal, Sagay City, Negros Occidental  
 Telephone Nos. 488-02-15; 722-0597 / [sagaycity001@deped.gov.ph](mailto:sagaycity001@deped.gov.ph)

**\*This must be reviewed and approved by PDC or L and D Committees and Agency Head**



Republic of the Philippines  
**Department of Education**  
Region VI - Western Visayas  
**SCHOOLS DIVISION OF SAGAY CITY**

**Enclosure No. 6 of Division Memorandum No. 001, s. 2025**

**Guide on Accomplishing Re-Entry Action Plan (REAP)**

As per **DepEd Memorandum No. 082 s. 2020** titled the Guidelines on the Registration of Teachers and School Leaders for NEAP-recognized Professional Development Programs and Courses, Teachers and School Leaders are expected to fulfill roles and responsibilities enumerated in Section VI of the guidelines which include preparation, submission, and implementation of NEAP PDP Action Plan or Re-Entry Action Plan (REAP) following the prescribed NEAP template.

The **REAP** may focus on **job-embedded learning (JEL)** or **cascading**. The JEL is simply the application of your acquired learning in your workplace. For instance, you learned about Google Sites during the training or course program. In the application, you develop a Google Site for your Science subject. On the other hand, cascading is an echo or rollout of your training to your colleagues in school, district, or division.

You have the freedom to choose your action plan, whether JEL or cascading. However, the latter is suggested to multiply your learning among your colleagues.

In accomplishing the REAP template, consider the following factors for each element or column:

**I. Workplace Development Objective**

- *What key changes do you want to see in your school as a result of your attendance at the course? What are your specific, verifiable indicators of these changes?*
- *For example, you attended a training on literacy:*
  - *To increase the Grade Level Ready among Grade 3 learners from 50% to 100%. (this can be a JEL or cascading)*
  - *To equip the teachers with relevant research-based strategies on beginning reading. (cascading)*

**II. Situationer**

- *Describe the current situation, problem, or opportunity in your workplace that you need to address through your REAP. Clearly state the situation that prompted you to address it through REAP.*
- *Give specific, quantifiable, observable details. Examples are the number of non-readers in Grade 3, the number of untrained teachers on the use of educational online tools, or the specific development needs of personnel as indicated in their Individual Development Plan (IDP).*

**III. Date of Implementation**

- *When is the target implementation of your action?*
- *It could be the specific date of the rollout or cascading of training, or a duration of time when you will apply your learning in the workplace (JEL).*
- *The project should be completed within 3 to 6 months.*

**IV. Expected Output**

- *What is the result of your course of action?*
- *Specify and quantify the expected output.*
- *Examples:*
  - for cascading:**
    - *The participants will be able to make a lesson plan, learning resources, action plan, demonstration, presentation or any output as evidence of learning*
  - for JEL:**
    - *Lesson plan, learning resources, demonstration teaching, learning evident in classroom observation notes of observer, or any evidence of application of learning in the workplace*

**V. Expected Beneficiaries**

- *Who will directly benefit from the course of action?*
- *Specify and quantify. Example: 5 Teachers, 10 Head Teachers, 3 School Heads, etc.*

**VI. Success Indicators**

- *What will serve as evidence of the success of the REAP?*
- *This plan will be a success when these indicators are achieved and verified through unbiased means. Provide a maximum of 3 indicators.*
- *Sample indicators:*
  - for cascading:**
    - *Conducted one (1) training workshop for 10 teachers on Google Apps*
    - *Developed a Google site for Science subject*
    - *At least 90% of the participants passed the posttest of the training*
  - for JEL:**
    - *Increased the Grade Level Ready among Grade 3 learners from 50% to 100%.*
    - *Developed a grading system using Google sheet for all subject teachers*
    - *Established an efficient process flow in releasing school official documents*

**VII. Remarks**

- *Any challenges, best practices, plans, status, annotations*



Republic of the Philippines  
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**SCHOOLS DIVISION OF SAGAY CITY**

Enclosure No. 1 of Division Memorandum No. 01, s. 2025

**Action Plan Template for Application of Education**

**ACTION PLAN**

<b>I. Profile</b>			
<b>Name:</b>		<b>Position Title:</b>	
<b>Work Station:</b>		<b>Office:</b>	
<b>Higher Education Degree/Course:</b>		<b>Specialization:</b>	
<b>Name of School/Institution:</b>		<b>Year Graduated/ Units Earned:</b>	
<b>II. Context</b>			
<b>Situationer</b> <i>Describe the situation in your current or target workplace/position that you need to address.</i>			
<b>Proposed Solution</b> <i>Explain your proposed solution which is anchored on relevant concepts, processes, principles, skills or activities that you learned from higher education.</i>			
<b>Desired Results</b> <i>What desired changes do you want to see as a result of your solution? Indicate specific, verifiable indicators of these changes.</i>			
<b>Objectives</b> <i>Give at least two (2) SMART objectives</i>			
<b>Beneficiaries</b> <i>Who (person or entity) are the direct and indirect beneficiaries of the solution?</i>			
<b>Duration</b> <i>Indicate the date of implementation and completion.</i>			
<b>III. Action Steps/Technical Description</b>			
<b>Strategies</b> <i>Strategies are activities or steps to achieve the objectives of the proposed solution.</i>	<b>Description</b> <i>Briefly describe how to execute the strategy or its implementation process.</i>	<b>Resource Needed</b> <i>Who are the persons in-charge? What materials do you need? How much budget is needed?</i>	<b>Indicators of Success</b> <i>What are proofs that your strategy has succeeded?</i>
Pre-Implementation			
Implementation			
Post-Implementation			

**IV. Sustainability/Contingency Plan**

Discuss your plans on how to sustain the desired results of your proposed solution or your backup plans if the objectives are not met.

Prepared by:

\_\_\_\_\_

Noted by:

\_\_\_\_\_

*Immediate Superior*

Reviewed by:

\_\_\_\_\_

*PDC Secretariat/HRDS*

Recommending approval:

\_\_\_\_\_

*Agency Head/ SDS*

Approved by:

\_\_\_\_\_

*Agency Head/ SDS*





Republic of the Philippines  
**Department of Education**  
 Region VI - Western Visayas  
**SCHOOLS DIVISION OF SAGAY CITY**

Enclosure No. 8 of Division Memorandum No. 001, s. 2025

**Certification of the Utilization/Adoption (Application of Education)**

**CERTIFICATION**

THIS IS TO CERTIFY that the **APPLICATION OF EDUCATION** of

\_\_\_\_\_ *(Applicant's Name)*

\_\_\_\_\_ *(Position)*

\_\_\_\_\_ *(Office/School)*

was duly utilized/adopted which led to significant positive results in Mr./Ms./Mrs.

\_\_\_\_\_ current or previous work.  
 \_\_\_\_\_ *(Applicant's Surname)*

Issued this \_\_\_\_\_ day of \_\_\_\_\_  
*(Month & Year)*

at \_\_\_\_\_ for  
*(Office & Complete Address of the Office)*

whatever purpose it may serve.

\_\_\_\_\_  
 Signature over Printed Name of the Head of Office





Republic of the Philippines  
**Department of Education**  
Region VI - Western Visayas  
SCHOOLS DIVISION OF SAGAY CITY

Enclosure No. 9 of Division Memorandum No. 001, s. 2025

**Certification of the Utilization/Adoption (Application of Learning and Development)**

**CERTIFICATION**

THIS IS TO CERTIFY that the **APPLICATION OF LEARNING AND DEVELOPMENT** of

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Applicant's Surname) (Position) (Office/School)

was duly utilized/ adopted BY \_\_\_\_\_ at the \_\_\_\_\_  
(Specify the Office) (Specify the level)

that led to significant positive results in Mr./Ms./Mrs. \_\_\_\_\_ current or  
(Applicant's Surname)  
previous work.

Issued this \_\_\_\_\_ day of \_\_\_\_\_  
(Month & Year)

at \_\_\_\_\_ for  
(Office & Complete Address of the Office)

whatever purpose it may serve.

\_\_\_\_\_  
Signature over Printed Name of the Head of Office



Republic of the Philippines  
**Department of Education**  
 Region VI - Western Visayas  
**SCHOOLS DIVISION OF SAGAY CITY**

**Enclosure No. 10 of Division Memorandum No. 001, s. 2025**

**Accomplishment Report Template for Application of Education and Application of Learning and Development**

**ACCOMPLISHMENT REPORT**

**I. IDENTIFYING INFORMATION**

Name of Project	
Activity/ies	
Project Proponent/s	
No. of Participants	
Venue	
Date Accomplished	
Total Expenditures	
Name of School Head	
Name of PSDS	

**II. NARRATIVE REPORT/EXECUTIVE SUMMARY**

**Guide questions:**

- What is the significance of the project/activity?
- What happened in the implementation of the project/activity?
- When and where was the project/activity implemented?
- Who are the attendees?
- What are the highlights of the project/activity?

**III. ACCOMPLISHMENT OF OBJECTIVES**

OBJECTIVES	STRATEGIES	ACTIVITIES	RESULTS
What are the objectives of the project?	What are the strategies that helped accomplish the objectives?	What are the specific activities in each objective?	Were the objectives attained? What are the accomplishments?
Sample: Conduct an orientation on the Different health hazard	Invited personnel from Rural Health Unit (RHU)	Health Hazard Symposium Open Forum	- Accomplished - Students and Teachers were able to identify the different health hazard

**V. MAJOR PROBLEMS ENCOUNTERED**

Describe the problems encountered, how these affected project implementation and what measures were implemented to address the problems.

**VI. OTHER INSIGHTS/RECOMMENDATIONS**

May include other highlights of project implementation such as:

- Comments and feedback from the students, teachers and other personnel involved;
- Participation of other stakeholders (LGUs, NGOs, media)
- Specific recommendations for future project implementation can also be included in this part.

**VII. ANNEXES**

The following are required:

- Photo (4 to 6 photos with caption)
- Video documentation (Video URL only that is uploaded or saved in the cloud)
- Other additional documents such as draft of press release and letter/feedbacks

Prepared by:

\_\_\_\_\_  
*Applicant's Signature over Printed Name*

Reviewed / Checked by:

\_\_\_\_\_  
*Immediate Superior*

Noted by:

\_\_\_\_\_  
*PSDS/Program Coordinator*

Recommending approval:

\_\_\_\_\_  
*ASDS Office*

Approved:

\_\_\_\_\_  
*Signature over Printed Name of the Head of Office*

