



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

January 8, 2025

DIVISION MEMORANDUM

No. 017, s. 2025

**ADDENDUM TO DIVISION MEMORANDUM NO. 1, S. 2025 RE:
DIVISION GUIDELINES AND TEMPLATES ON APPLICATION OF
EDUCATION AND APPLICATION OF LEARNING AND DEVELOPMENT**

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

1. Relative to Division Memorandum No. 1, s. 2025 re *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*, enclosed are the additional guides and corrected templates.
2. For immediate dissemination and guidance of all concerned.


MARSETTE D. SABBALUCA, CESO VI
Schools Division Superintendent

For the SDS:


MARK ANTHONY J. TAN, PhD
OIC Assistant Schools Division Superintendent



Enclosure : As Stated
Reference : As Stated
Allotment : N/A
No. of Pages : 4

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



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Enclosure No. 1 of Division Memorandum No. 017, s. 2025

**GUIDES FOR EFFICIENT AND UNIFORM APPRECIATION OF
HRMP SB ON THE APPLICATION OF EDUCATION AND
LEARNING AND DEVELOPMENT**

A. APPLICATION OF EDUCATION

As stated in the DepEd Merit Selection Plan (DepEd Order No. 19, s. 2022), the Application of Education can be measured by the MOVs to be submitted by the applicant, which may include but are not limited to the following:

- a. Action Plan approved by the Head of Office;
 - *Enclosure No. 7, of Division Memorandum No. 1, s. 2025, ACTION PLAN TEMPLATE*
- b. Accomplishment Report verified by the Head of Office;
 - *Enclosure No. 10, of DM No. 1, s. 2025, ACCOMPLISHMENT REPORT TEMPLATE*
- c. Certification of utilization/adoption signed by the authority concerned.
 - *Enclosure No. 8, of DM No. 1, s. 2025, CERTIFICATION OF THE UTILIZATION/ADOPTION*

B. APPLICATION OF LEARNING AND DEVELOPMENT

As stated in the DepEd Merit Selection Plan (DepEd Order No. 19, s. 2022), the Application of L and D can be measured by the MOVs to be submitted by the applicant, which may include but are not limited to the following:

- a. **Certificate of Training or Certification** on any applicable L & D intervention acquired that must be aligned to Individual Development Plan (IDP); for an external applicant, a certification from HR stating that the L & D intervention is aligned to the core tasks of the applicant in their current or previous position shall be required.
 - *Certificate of Training or Certification must be verifiable by the Board.*
- b. Action Plan/Re-Entry Action Plan (REAP) /Job Embedded Learning (JEL) /Impact Project applying the learnings from the L and D intervention done/attended, duly approved by the Head of Office;
 - *Enclosure No. 1, of DM No. 1, s. 2025, PROFESSIONAL DEVELOPMENT PROGRAM / IMPACT PROJECT TEMPLATE FOR SCHOOL ADMINISTRATION, TEACHING, AND RELATED-TEACHING PERSONNEL*
 - *Enclosure No. 2, of DM No. 1, s. 2025, PROFESSIONAL DEVELOPMENT PROGRAM / IMPACT PROJECT TEMPLATE FOR NON-TEACHING PERSONNEL*
 - *Enclosure No. 3, of DM No. 1, s. 2025, PD PROGRAM COMPLETION REPORT FORM*
 - *Enclosure No. 4, of DM No. 1, s. 2025, WORKPLACE APPLICATION PLAN (WAP) / Job-EMBEDDED LEARNING (JEL) TEMPLATE*
 - *Enclosure No. 5, of DM No. 1, s. 2025, RE-ENTRY ACTION PLAN (REAP)/ACTION PLAN (AP) TEMPLATE*
 - *Enclosure No. 6, of DM No. 1, s. 2025, GUIDE ON ACCOMPLISHING RE-ENTRY ACTION PLAN (REAP)*
 - *Enclosure No. 2, of DM No. 1, s. 2025, ACTION PLAN TEMPLATE FOR APPLICATION OF LEARNING AND DEVELOPMENT*



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- c. Accomplishment Report together with a General Certification that the L & D intervention was used/adopted by the office at the local level;
- *Enclosure No. 9, of DM No. 1, s. 2025, CERTIFICATION OF THE UTILIZATION/ADOPTION*
 - *Enclosure No. 10, of DM No. 1, s. 2025, ACCOMPLISHMENT REPORT TEMPLATE*
- d. Accomplishment Report together with a General Certification that the L & D intervention was used/adopted by a different office at the local or higher level.
- *Enclosure No. 9, of DM No. 1, s. 2025, CERTIFICATION OF THE UTILIZATION/ADOPTION*
 - *Enclosure No. 10, of DM No. 1, s. 2025, ACCOMPLISHMENT REPORT TEMPLATE*

The Division Office, through the HRMPSB and its Secretariat, will conduct a General Orientation for all applicants. This session aims to address specific queries and provide clarifications regarding the recruitment, selection, and appointment process within the Department of Education. Please note that attendance at this orientation is voluntary and will not result in any additional or preferential points during the board's deliberations. To ensure transparency and fairness in the process, the HRMPSB will employ an open ranking system to evaluate the applicants. Applicant's participation is encouraged to gain a better understanding of the procedures and expectations.



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Action Plan Template for Application of Learning and Development

ACTION PLAN

I. Profile			
Name:		Position Title:	
Work Station:		Office/Designations:	
Training Provider		PPST/PPSSH/PPSS/KRA:	
Address of Training Provider		Date Completed	
Accreditation No. (If Applicable)			

II. Context	
Situationer <i>Describe the situation in your current or target workplace/position that you need to address.</i>	
Proposed Solution <i>Explain your proposed solution which is anchored on relevant concepts, processes, principles, skills or activities that you learned from higher education.</i>	
Desired Results <i>What desired changes do you want to see as a result of your solution? Indicate specific, verifiable indicators of these changes.</i>	
Objectives <i>Give at least two (2) SMART objectives</i>	
Beneficiaries <i>Who (person or entity) are the direct and indirect beneficiaries of the solution?</i>	
Duration <i>Indicate the date of implementation and completion.</i>	

III. Action Steps/Technical Description			
Strategies <i>Strategies are activities or steps to achieve the objectives of the proposed solution.</i>	Description <i>Briefly describe how to execute the strategy or its implementation process.</i>	Resource Needed <i>Who are the persons in-charge? What materials do you need? How much budget is needed?</i>	Indicators of Success <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

