



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

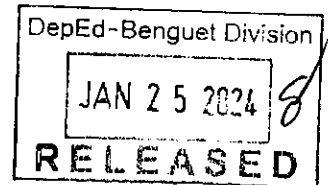
19 Jan. 2024

DIVISION MEMORANDUM

No. 27, 52024

**ADDENDUM TO AND REITERATION OF DM NO. 235, S. 2023 RE: STANDARD
FORMAT IN PREPARING ACTIONS PLANS/PROJECT PROPOSALS RE
APPLICATION OF LEARNING AND DEVELOPMENT ACTIVITIES AND
APPLICATION OF EDUCATION**

TO: Office of the Schools Division Superintendent
Curriculum Implementation Division
School Governance and Operations Division
Public Elementary and Secondary School Heads
All Others Concerned



1. To ensure the continuous delivery of quality programs, projects, and activities in the Division, Districts, and Schools; and to sustain the transfer of knowledge and skills among school leaders, teachers, non-teaching and learners; this office reiterates the strict compliance to the guidelines stipulated in DM no. 235, s. 2023 and to include the following:
 - a. All REAP proposals for Application of Learning and Development **MUST** be submitted within thirty days after attendance to the professional development or learning and development activity;
 - b. All REAP accomplishment reports **MUST** be submitted within thirty days after the indicated last day of REAP application evident in the REAP proposal implementation plan; and
 - c. Receiving of REAP proposals and accomplishment reports by the DO Records Section must also be within the allotted thirty days.
2. Failure to submit both REAP proposal and accomplishment reports within the allotted number of days may not be reconsidered for review by the Professional Development Committee unless otherwise justified in writing by the proponent and clearly stating **situations that are inevitable** which may have caused the delay. The justification letter must be noted and confirmed by the proponent's immediate supervisor before its submission to the Division Office Records Section.
3. For immediate dissemination, strict compliance, and guidance.


SALLY L. BANAKEN - ULLALIM CESO V
Schools Division Superintendent



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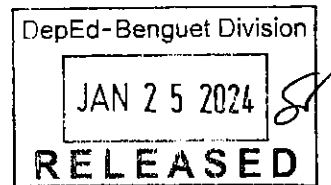
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