



Republic of the Philippines

Department of Education  
Cordillera Administrative Region  
Schools Division of Benguet

May 17, 2021

**DIVISION MEMORANDUM**

No. 171 S. 2021

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

DepEd-Benguet Division  
MAY 18 2021  
RELEASED

**SUBJECT: SUBMISSION OF RE-ENTRY PLAN BY SCHOLARSHIP PROGRAM COMPLETERS**

1. In support to sustaining the quality implementation of Learning and Development programs in the Division and the continuous transfer and sharing of knowledge for professional development; this office calls for the mandatory submission of Re-Entry plan (enclosure 1) by the following scholars who have completed the program:

SEAMEO GURO 21 COURSE 1		SEAMEO TEACH EXCELS	
Analyn N. Kodangos	Junnie C. Bobod	Agnes B. Malinias	Aida A. Pe
Ayla L. Bayas	Marina M. Dacpano	Wilber G. Gondales	Donaville Bistid
Cristobal Dinamling	Merlyn L. Egsaen	Emily T. Bagayao	Faustino Sab-it
Erlindaliza L. Ignas	Sanny Dokipen	Grace T. Calatan	Nancy M. Pantaleon
Eugene A. Espiritu	Shaiane T. Cabuten	Roselie Anhibey	Winnie Freda Domerez
Jona Kiwas	Juliet Mae Dumepnas	SEAMEO SUPER EXCELS	
Jufelia D. De Olon	Melinda Tan	Xylene Grail D. Kinomis	Cristeta E. Igueldo
SEAMEO GURO 21 COURSE 2		QITEP	
Melody T. Gomeng-ad	Darlyn S. Sibayan	Mary Jane Bayeng	Joemar Soriano
Denver P. Dokey	Jomar Palileng	Rachel B. Basalong	
Heather Banagui	Mark Aljon E. Valenciano		

2. Scholars whose names are not included in the list but are completers of a scholarship program either sponsored or not by the Department of Education are enjoined to submit the same requirement.
3. Scholars are to submit the accomplished Re-Entry Plan on or before May 31, 2021 to the Human Resource Development Section through the Division Records Section, while Monitoring and Evaluation form (Enclosure 2) shall be included in the REAP accomplishment report.
4. The implementation of the Re-Entry Plan shall start within the Calendar Year and must be monitored by the scholar's immediate supervisor.
5. At the end of the Re-Entry Plan Implementation, scholars will be required to submit an accomplishment report, which is a prerequisite for receiving a certificate of recognition. The format shall be communicated by the HRD Section through FB messenger or e-mail.
6. For further inquiries related to this concern, do not hesitate to contact the HRD Section through this number: 09187432221.
7. Strict compliance to and widest dissemination of this memorandum is desired.

GLORIA B. BUYA-AR  
Schools Division Superintendent

//sgod/hrds/xdk



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**Schools Division of Benguet**

Enclosure 1

	Republic of the Philippines Department of Education Cordillera Administrative Region <b>SCHOOLS DIVISION of BENGUET</b>		Document No.:	SDO-BENG-QF-SGOD-HRD-004
			Revision No.:	01
RE-ENTRY ACTION PLAN (REAP)			Name of Office/ Position Title	SGOD-HRD
			Effective Date:	January 08, 2021

CONTROL NUMBER: \_\_\_\_\_

To Ensure that learning gained from the development interventions(s) will be integrated and applied following Key Result Areas of position and designation handled. This mechanism is a proactive process that will provide avenue to subordinate and supervisor to discuss and agree on what has been gained / learned and how it shall be applied at work.

Name: \_\_\_\_\_ Position / Designation: \_\_\_\_\_

Section / Unit/ School: \_\_\_\_\_ Office / Division/ District: \_\_\_\_\_

Sex: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Scholarship Program: \_\_\_\_\_ (e.g. SUPERXCELS)

Agency / Organization offering the Scholarship Program: \_\_\_\_\_ (e.g. SEAMEO)

Duration of the Scholarship Program: \_\_\_\_\_

**RE-ENTRY ACTION PLAN**

A. Workplace Development Objectives (Based on your Position Competency Profile objectives and / or DepED VIIV)

\_\_\_\_\_

B. Situation (Describe current situation – problem / opportunity – in your workplace that you need to address through your REAP)

\_\_\_\_\_

REAP Title: \_\_\_\_\_

A. REAP Objectives (at least 3)

B. Responsible Person(s)  
(Identify all that are significantly involved in accomplishing this plan – e.g. committees)

C. Date of Implementation

D. Budgetary Requirements  
(include budgetary source and table of item breakdown)

E. Expected Outputs of the Action

F. Expected Beneficiaries

G. Success Indicators  
(Identify indicators that you may use to determine that the action you will implement will be considered a success)

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

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

Immediate Supervisor



YOU MAY DOWNLOAD THE SOFT COPY FROM THIS LINK: [http://bit.ly/REAP\\_SDOBENGUET](http://bit.ly/REAP_SDOBENGUET)



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Enclosure 2

	Republic of the Philippines Department of Education Cordillera Administrative Region <b>SCHOOLS DIVISION OF BENGUET</b>		Document No.:	SDO-BENG-QF-SGOD-HRD-005
			Revision No.:	01
			Name of Office/ Position Title	SGOD-HRD
			Effective Date:	January 08, 2021

**MONITORING AND EVALUATION OF REAP**

CONTROL NUMBER: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

School: \_\_\_\_\_ District: \_\_\_\_\_ Sex: \_\_\_\_\_

FOR employees with REAP for training/s attended:

Training / Seminar Attended: \_\_\_\_\_

Inclusive date/s: \_\_\_\_\_ Venue: \_\_\_\_\_

FOR employees with REAP for scholarship program completers:

Scholarship Program enrolled in: \_\_\_\_\_

Agency / Organization offering the Scholarship Program: \_\_\_\_\_

Duration of the Scholarship Program: \_\_\_\_\_

*This monitoring and evaluation tool is intended for the REAP implementer to accomplish with the certification of the immediate supervisor as evidenced by his/her direct supervision of the REAP implementation. Mode of Verification may be required by the immediate supervisor to ensure the correctness of statements indicated in this form.*

Date of Initial Assessment: \_\_\_\_\_

<b>What is the current status of your Re-entry Action Plan?</b> <i>(place a check mark on the boxes provided in the left side of the statements)</i>	
<input type="checkbox"/>	REAP output is approved by Supervisor and/or top management
<input type="checkbox"/>	REAP output has been fully implemented in at least 1 office/unit/ school/ district
<input type="checkbox"/>	REAP output has been replicated in other work units/ office/unit/ school/ district
<input type="checkbox"/>	REAP Outcomes are evident
<input type="checkbox"/>	Outcomes are considered a benchmark practice by the organization or other organizations
<b>Indicate approximate status of on-going REAPs:</b>	
<input type="checkbox"/>	REAP is still ongoing, 76-99% completed. This means you are nearing completion of your REAP objective/s
<input type="checkbox"/>	REAP is still ongoing, 51-75% completed. This means you have achieved more than 50% of your REAP objective/s
<input type="checkbox"/>	REAP is still ongoing, 26-50% completed. This means you have achieved almost 50% of your REAP objective/s.
<input type="checkbox"/>	REAP is still ongoing, 1-25% completed. This means you are still in the early stages of your REAP implementation and has not gained any significant achievements.
<input type="checkbox"/>	REAP has not been implemented/ discontinued (please answer #5 below)



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<b>MONITORING AND EVALUATION OF REAP</b>				

- Please describe what has been achieved so far (if REAP is ongoing) or final results (if REAP is completed) vis-à-vis the objectives of the REAP. Include unintended/ unplanned outcomes or results, if any.
- What targeted competencies have you acquired or enhanced?
- What helped carry out your Re-entry Action Plan? Place a check mark (left column) to all categories that apply and provide further information on the right column
 

<input type="checkbox"/>	Organization's readiness for change	
<input type="checkbox"/>	Support of Co-workers/ teammates	
<input type="checkbox"/>	Resources provided	
<input type="checkbox"/>	External support	
<input type="checkbox"/>	others	
- What difficulties, if any, have you encountered in implementing your Re-entry Action Plan?
 

Issues or difficulties encountered	Please explain how the issue or difficulty hindered you from carrying out your REAP	Please cite what you have done to address these issues or difficulties
- What do you consider as significant lessons in implementing change in your organization through your REAP?
- If you were to develop and implement the REAP again, or to expand or replicate it, how will you do it differently? Please explain

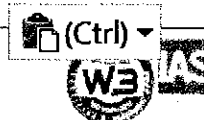
Prepared by: \_\_\_\_\_

Signature Over Printed Name of Trained Participant / Scholar

*I certify that I have noted, supervised, and observed the implementation of the Re-Entry Plan of the trained participant or scholar, and that all information indicated in this M&E form is true and correct.*

\_\_\_\_\_  
 Signature Over Printed Name of Immediate Supervisor

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