



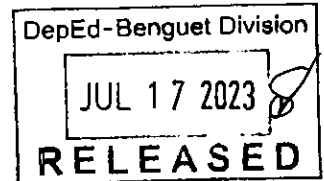
Republic of the Philippines
Department of Education
Schools Division of Benguet

06 July 2023

DIVISION MEMORANDUM

No. 235 s. 2023

TO: Office of the Assistant Schools Division Superintendent
School Governance and Operations Division
Curriculum Implementation Division
Schools District Offices
All Public Schools
All Others Concerned



**STANDARD FORMAT IN PREPARING ACTION PLANS/ PROJECT PROPOSALS RE
APPLICATION OF LEARNING AND DEVELOPMENT ACTIVITIES
AND APPLICATION OF EDUCATION**

1. With the issuance of DepEd Order No. 007 s. 2023 also known as the Guidelines on Recruitment, Selection, and Appointment in the Department of Education which upholds the principles of merit, fitness, competence, equal opportunity, transparency, and accountability pursuant to the DepEd Merit Selection Plan (MSP), this office further strengthens its capacity to emphasize the Application of Learning and Development activities and Application of Education as part of the criteria and point system for the evaluative assessment of applicants across school administration, teaching, teaching-related and non-teaching positions.
2. **Application of Education** refers to the contributions made that have led to positive outcomes in their current or previous work as a result of their learnings from higher education earned while **Application of Learning and Development activities** refers to the contribution made by an applicant that has led to positive outcomes in their current or previous work as a result of their learnings gained from the human resource development interventions done or attended
3. The following enclosures are herein provided for the reference and guidance of all concerned, to wit:
 - a. Enclosure No. 1- Application of Learning and Development Activities Template;
 - b. Enclosure No. 2- Application of Education Template; and
 - c. Enclosure No. 3- Accomplishment Report Template
4. To be given credits, all Project Proposals, Action Plans or Re-entry Action Plans must be quality assured by the Division Review and Evaluation Committee (DREC) and approved by the SDS.
5. Immediate and widest dissemination of this memorandum is directed.


SALLY L. BANAKEN-ULLALIM CESO V
Schools Division Superintendent



Encl. included



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

Enclosure No. 1

ACTION PLAN/ RE-ENTRY ACTION PLAN TEMPLATE
(Application of Learning and Development)

Name: _____ Position / Designation: _____
Office and Address: _____ Contact Number: _____

I. Summary Information of L & D Activity Attended

- A. Title of the L & D Activity:
- B. Date/s attended:
- C. Organizer of the L & D Activity:
- D. Participants of the activity: (*Teachers/ School Heads/ Non-teaching/ BAC members/ etc*)
- E. Objective/s of the L&D Activity:
- F. Major Topics covered:
- G. Learning gained to be Applied:

II. Workplace Development Objectives/ KRA

(Based on your Position Competency Profile objectives, IPDP or Mandates)

III. Situation

(Describe current situation – problem / opportunity – in your workplace that you need to Address or improve through your Action Plan/ REAP)

IV. Objectives and Expected Outputs

V. Overview of the Proposed Intervention/ Project/ Innovation

A. Scope of the Intervention:

- Define the boundaries of the project, including what is included and what is not included. This helps to clarify expectations and prevent scope creep

B. Methodology:



- Briefly explain the intervention, the approach/es, and mechanics that will be done to achieve the project objectives.

C. Timeline:

- Provide an estimated timeline for the project, including milestones and key deliverable dates. This helps to set expectations for the project timeline and ensures that stakeholders are aware of the project's progress. (1 month minimum)

VI. Implementation Plan

Activities & Tasks	Schedule (Timeline)	Person/s Responsible	Expected Outputs	MOVs
A. Pre-implementation				

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B. Implementation Proper				
C. Post Implementation				

VI. Budgetary Requirements

Materials Needed per Activity	Quantity	Unit	Unit Cost	Total Cost
A. Pre-Implementation				
- Write major activities and the needed detailed resources				
B. Implementation Proper				
C. Post Implementation				

VII. Monitoring and Evaluation

- A. Describe the M&E plan: Provide a detailed explanation of the M&E plan for your project. This should include the objectives, scope, and methods that you will use to monitor and evaluate the project's progress and impact.
- B. Identify the indicators: Identify the specific indicators that you will use to measure the project's progress and results/ impact. These indicators should be relevant, measurable, and meaningful to the project's goals and objectives.
- C. Explain the data collection methods: Describe the data collection methods that you will use to gather information on the project's progress and results/ impact. This may include surveys, interviews, focus groups, or other methods.
- D. Discuss the data analysis techniques: Explain the techniques that you will use to analyze the data collected during the M&E process. This may include statistical analysis, qualitative analysis, or other techniques.
- E. Explain how and when you will report the findings of the M&E process to stakeholders and other interested parties.

VIII. Replicability and Sustainability

- Describe how the findings/ effects of the intervention be utilized, sustained, and shared.

Prepared by: _____

Noted by the School Head/ Immediate Supervisor: _____

(To be evaluated by the Division Review and Evaluation Committee- DREC before it will be recommended for approval)



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Enclosure No. 2

Action Plan Format on the Application of Education

Name: _____ Position / Designation: _____
 Office and Address: _____ Contact Number: _____

I. Summary Information on Higher Education Units or Degree/s earned to be Applied

A. Course and Specific Subject Taken

- Course: [insert course name]
- Subject: [insert subject name]
- Year attended: _____

B. Learning/s Acquired to be applied:

- Insert Specific Concept, skill, process 1
- Insert Specific Concept, skill, process 2
- Insert Specific Concept, skill, process 3

II. Rationale

III. Objectives and Expected Outcomes

IV. Overview of the Project (Innovation/ Intervention/ Enhancement/ etc.)

- A. Scope**
- B. Methodology**
- C. Timeline**

V. Implementation Plan

Activities	Schedule (Time Frame)	Person/s Responsible	Expected Outputs	MOVs
A. Pre-implementation				
B. Implementation Proper				
C. Post Implementation				

VI. Budgetary Requirements

Materials Needed per Activity <i>(Write major activities and the needed detailed resources)</i>	Quantity	Unit	Unit Cost	Total Cost
A. Pre-implementation				
-				



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B. Implementation Proper				
C. Post Implementation				

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- E. Explain how and when you will report the findings of the M&E process to stakeholders and other interested parties.

VII. Replicability and Sustainability

- Describe how the findings/ effects of the intervention be utilized, sustained, and shared.

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Noted by the School Head/ Immediate Supervisor: _____

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**FORMAT OF A PROJECT ACCOMPLISHMENT/
COMPLETION REPORT
(Application of L & D Activities and Application of Education)**

PROJECT TITLE

I. PROJECT INFORMATION

- A. Nature of Project: (Specify if Application of L & D Activities or Application of Education)
- B. Project Proponent
- C. Proponent School/ Office
- D. Project Location
- E. Target Beneficiaries
- F. Project Duration and Implementation
- G. Total Project Cost

II. PROJECT SUMMARY

(Reference: Project Proposal)

- A. Project Background and Rationale
- B. Project Objective/s and expected outputs
- C. Project Description
- D. Monitoring and Evaluation

III. ACTUAL RESULTS OR OUTCOMES OF THE PROJECT

- A. Results and Discussion
- B. Conclusion and Recommendation
- C. Institutionalization and/ or Upscaling (If applicable)

IV. PROBLEM/S MET AND SOLUTION/S APPLIED

V. LESSONS LEARNED

VI. RECOMMENDATION FOR REPLICATION AND SUSTAINABILITY

VII. ANNEXES

(Attach the following documents)

- A. Duly approved Project Proposal
- B. Photocopy of Certification of the utilization of the innovation/ project within the school/ office duly signed by the Head of Office/ School
- C. Photocopy of Certification of adoption by another school/ office duly signed by the head of office if there is.
- D. Progress reports and Monitoring and Evaluation reports signed by the immediate supervisor
- E. (Instructional Design, DLP, WLP, Sample LRs, big/small books, evaluation tools, etc. for curriculum related projects)
- F. Other relevant documents