October 1, 2024

DIVISION MEMORANDUM
No. _243_ ,s.2024

TEMPLATES FOR THE APPLICATION OF EDUCATION AND LEARNING AND DEVELOPMENT IN CONNECTION WITH THE HIRING OF DEPED PERSONNEL

To: Assistant Schools Division Superintendent
         Chief Education Supervisors, SGOD and CID
         Administrative Officer V
         Education Program Supervisors
         Public Schools District Supervisors/ OIC-PSDSs
         All School Heads
         All Others Concerned

1.   With reference to Regional Memorandum No. 272, s. 2023, the templates from the Human Resource Development Division and National Educators Academy-Bicol pertaining to Application of Education and Application of Learning and Development are hereby issued.

2.   The templates shall be used by prospective applicants to vacant items in the Division in compliance with DepEd Order No. 7, s. 2023.

3.   For immediate dissemination and guidance of all concerned.

WILLIAM E. GANDO, CESO VI
Schools Division Superintendent

Copy Furnished:
- The Division HRMPSB

Incls.:
- As stated

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Republic of the Philippines
Department of Education
REGION V - BICOL

Office of the Regional Director

July 11, 2023

REGIONAL MEMORANDUM
No. 272 s. 2023

TEMPLATES AND GUIDES FOR EFFICIENT AND UNIFORM APPRECIATION OF HRMPSB ON THE APPLICATION OF EDUCATION AND LEARNING AND DEVELOPMENT FOR HIRING OF DEPED PERSONNEL IN REGION V

To : Assistant Regional Director and HRMPSB
Schools Division Superintendents
Assistant Schools Division Superintendents and Division HRMPSB
All Others Concerned

1.   Department of Education (DepEd) Regional Office V thru the Human Resource Development Division and National Educators Academy of the Philippines-Bicol strengthens our talent management and professional development standards for teachers, school leaders, teaching-related and non-teaching personnel and establish such to be responsive to the professional development priorities, innovative practices, and applicability to the classroom and/or workplace.

2.   In light of the above, this Office issues the enclosed **Templates and Guides for Efficient and Uniform Appreciation of HRMPSB on the Application of Education and Learning And Development for Hiring of DepEd Personnel in DepEd Region V** to ensure that merit is only granted to optimum results of Education and Learning and Development applied in the current or previous workplace of an applicant supported by verifiable indicators as provided in **DepEd Order No. 19, s. 2022** or the Department of Education **Merit Selection Plan (MSP).**

3.   Refer to the attached templates which can also be accessed in this link: https://bit.ly/MSPtemp and shall be adopted immediately upon issuance of this memorandum and remain in effect until rescinded.

4.   Immediate dissemination and strict compliance is desired.

GILBERT T. SADSAD
Regional Director

NEAP-R/jaa

TEMPLATES FOR EFFICIENT AND UNIFORM APPRECIATION OF HRMPSB ON THE APPLICATION OF EDUCATION AND LEARNING AND DEVELOPMENT FOR HIRING OF DEPED PERSONNEL IN REGION V

A. APPLICATION OF EDUCATION

As stated in the DepEd Merit Selection Plan (DepEd Order No. 19, s. 2022), 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;

    b. **Accomplishment Report** verified by the Head of Office;

    c. **Certification of utilization/adoption** signed by the authority concerned.

B. APPLICATION OF LEARNING AND DEVELOPMENT

As stated in the DepEd Merit Selection Plan (DepEd Order No. 19, s. 2022) , 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.

    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;

    c. **Accomplishment Report** together with a General Certification that the L & D intervention was used/adopted by the office at the local level;

    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.

Consistent to DepEd Order No. 11, s. 2019 or the NEAP Transformation, NEAP as the professional development arm of the Department of Education adheres to a philosophy of standards-based professional learning based on research and best practice. As such, it ensures the immediate and effective translation of professional development into classroom application and innovations for education quality.

Hence, teachers and school leaders are expected to fulfill roles and responsibilities enumerated in the Section VI of the **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*. This includes preparation, submission and implementation of NEAP PDP Action Plan or Re-Entry Action Plan (REAP). *Therefore, this Office shall adopt the **Re-Entry Action Plan template** enclosed in the cited memorandum to be used by teachers, school leaders, teaching-related and non-teaching related personnel.*

Application of Education
ACTION PLAN

I.	Profile			
Name:		**Position Title:**		
Work Station:		**Office:**		
Higher Education Degree/Course:		**Specialization:**		
Name of School/Institution:		**Year Graduated/ Units Earned:**		

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

III. Action Steps/Technical Description

Strategies	Description	Resource Needed	Indicators of Success
Strategies are activities or steps to achieve the objectives of the proposed solution.	Briefly describe how to execute the strategy or its implementation process.	Who are the persons in-charge? What materials do you need? How much budget is needed?	What are proofs that your strategy has succeeded?
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 back up plans if the objectives are not met.

Prepared by:

_____

Noted by:

_____

Immediate Superior

Reviewed by:

_____

PDC Secretariat/HRDS

Approved by

_____

Agency Head/Schools Division Superintendent

Republic of the Philippines

Department of Education
REGION V – BICOL

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):	PROGRAM / COURSE TITLE:	COURSE DATE	
Provider Authorization No.: Program/Course Recognition No.:			

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

Prepared By:

_____
Signature of Scholar / Date

Noted:

_____
Name and Signature of Immediate Supervisor of Scholar / Date

Reviewed:

_____
PDC Secretariat/HRD SEPS

Approved:

_____
Agency Head/ Schools Division Superintendent

This must be reviewed and approved by PDC or L and D Committee and Agency Head

NEAP Bicol, DepEd Regional Office V, Rawis, Legazpi City ✉ email add: neap.r5@deped.gov.ph
Grow. Empower. Transform.

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 the Section VI of the guidelines which includes 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 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 to 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 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 through REAP.*
- *Give specific, quantifiable, observable details. Examples are: Number of non-readers in Grade 3, 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 success of the REAP?*
- *This plan will be a success when these indicators are achieved and verified through unbiased means. Provide maximum of 3 indicators.*
- *Sample indicators:*
  for cascading:
  o *Conducted one (1) training workshop for 10 teachers on Google Apps*
  o *Developed a Google Site for Science subject*
  o *At least 90% of the participants passed the posttest of the training*
  for JEL:
  o *Increased the Grade Level Ready among Grade 3 learners from 50% to 100%.*
  o *Developed a grading system using Google Sheet for all subject teachers*
  o *Established an efficient process flow in releasing school official documents*

VII.   Remarks

- *Any challenges, best practice, future plans, status, annotations*