



Republic of the Philippines
Department of Education
 Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

May 10, 2024

DIVISION MEMORANDUM
 No. 261s. 2024

**REITERATION OF TEMPLATES AND GUIDES FOR THE APPLICATION OF
 EDUCATION AND LEARNING AND DEVELOPMENT IN REGION V**

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 CID and SGOD Personnel
 OSDS Unit Heads and Personnel
 Public Elementary and Secondary School Heads
 Teaching and Non-Teaching Personnel
 All Others Concerned


1. This Office reiterates the templates and guides on the **Application of Education and Learning and Development** for DepEd personnel earlier issued in a division memorandum dated July 19, 2023 in consonance with Regional Memorandum No. 272, s. 2023 "Templates and Guides for Efficient and Uniform Appreciation of HRMPSB o the Application of Education and Learning and Development for Hiring of DepEd Personnel in Region V".

2. Special attention is requested on the use of the template provided in the regional memo and is hereby re-issued as:

- Enclosure 1: Action Plan for the Application of Education
- Enclosure 2: Re-Entry Action Plan (REAP) for the Application of Learning and Development

3. The Personnel Development Committee is tasked to review all proposals on the **Application of L & D** and **Application for Education** before they are submitted for approval to the Office of the SDS.

4. Strict compliance to this memorandum is desired.


SOCORRO V. DELA ROSA CESO V
 Schools Division Superintendent



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Republic of the Philippines
Department of Education
 REGION V - BICOL

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 <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>	

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III. Action Steps/Technical Description			
Strategies	Description	Resource Needed	Indicators of Success
<i>Strategies are activities or steps to achieve the objectives of the proposed solution.</i>	<i>Briefly describe how to execute the strategy or its implementation process.</i>	<i>Who are the persons in-charge? What materials do you need? How much budget is needed?</i>	<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 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:
SERVICE PROVIDER (Name of DSP/LSP):	PROGRAM / COURSE TITLE:
Provider Authorization No.:	REGION:
Program/Course Recognition No.:	COURSE DATE:

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

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 received and approved by PDC or Lead D Committee and Agency Head



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:*
 - *Conducted one (1) training workshop for 10 teachers on Google Apps*
 - *Developed a Google Site for Science subject*
 - *At least 90% of the participants passed the posttest of the training*
 - for JEL:*
 - *Increased the Grade Level Ready among Grade 3 learners from 50% to 100%.*
 - *Developed a grading system using Google Sheet for all subject teachers*
 - *Established an efficient process flow in releasing school official documents*

VII. Remarks

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

