



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

April 24, 2023

REGIONAL MEMORANDUM

No. **354** s. 2023

GUIDELINES ON THE CRAFTING OF ACTION PLAN/RE-ENTRY ACTION PLAN/JOB-EMBEDDED LEARNING/IMPACT PROJECT – APPLICATION OF EDUCATION AND APPLICATION OF LEARNING AND DEVELOPMENT

To: Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. Department of Education (DepEd) issued DepEd Order No. 7, s. 2023 titled 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. The issuance of the specific guidelines, procedures, and criteria is necessary to ensure the placement of the right people for the right job at the right time.
2. Action Plan/Re-Entry Action Plan/Job-Embedded Learning/Impact Project is one of the Means of Verification required in the Application of Education and Application of Learning and Development (L & D) in the Criteria and Point System for Hiring and Promotion to School Administration (SA), Related-Teaching (RT), and Non-Teaching (NT) positions.
3. In support of the specific guidelines, procedures, and criteria enclosed in DO 7, s. 2023, this Office issues the attached template in crafting the Action Plan/Re-Entry Action Plan/Job-Embedded Learning/Impact Project applying the learnings from the L & D intervention done or attended.
4. SDOs and/or schools shall also create a committee to review the Action Plan/Re-Entry Action Plan/Job-Embedded Learning/Impact Project submitted for approval. Members of the committee per governance level are specified on the table below.

Governance Level	Review Committee Composition	
	Chairperson/ Co-Chairperson	Members
Regional Office	Chairperson: Assistant Regional Director Co-Chairperson: Chief, HRDD	Chief, Administrative Division Chief, CLMD Chief, PPRD HRMO



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		Secretariat: HRDD SEPS
Schools Division Office	Chairperson: Assistant Schools Division Superintendent Co-Chairperson: SGOD Chief	CID Chief Administrative Officer V SEPS, Planning and Research HRMO
School	Assistant School Principal/Department Head (For schools who have Department Heads/Assistant School Principals)	Secretariat: HRDS SEPS 1 Assistant School Principal 1 Department Head 1 Master Teacher 1 Teacher I-III -Representative Secretariat: 1 Teacher-Designate
	Master Teacher or any experienced Teacher designated by the School Head (if no Master Teacher) (For schools who do NOT have Department Heads/Assistant School Principals)	1 Master Teacher 1 Teacher III 1 Teacher II 1 Teacher 1 Secretariat: 1 Teacher-Designate

5. Crafted Action Plan/Re-Entry Action Plan/Job-Embedded Learning/Impact Project shall be duly approved by the Head of Office. Please refer to the table below for the signing authorities in the different governance levels.

Office/Positions	Approving Authorities	
	Recommending Approval	Approval
a. Regional Office		
a.1 Assistant Regional Director (ARD)		Regional Director (RD)
a.2 Division Chief	ARD	RD
a.3 Below Division Chief	Division Chief	RD
b. Schools Division Office		
b.1 Schools Division Superintendent (SDS)	ARD	RD
b.2 Assistant Schools Division Superintendent (ASDS)		SDS
b.3 Division Chief	ASDS	SDS
b.4 Below Division Chief including Public Schools District Supervisors	Division Chief / ASDS <i>(For those without Division Chiefs)</i>	SDS
c. School		
c.1 School Head	ASDS	SDS



c.2 Teaching Personnel	Assistant School Principal/Department Head <i>(For schools who have Department Heads/ Assistant School Principals)</i>	School Head
	Chairperson of the Review Committee <i>(For schools who have no Department Heads/ Assistant School Principals)</i>	School Head
c.2 Non-Teaching Personnel	Chairperson of the Review Committee	School Head

6. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO III
 Regional Director 

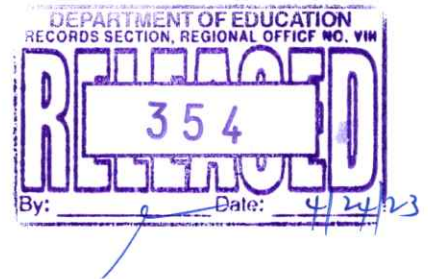
Enclosures: As stated

References: As stated

To be indicated in the Perpetual Index under the following subjects:

- ACTION PLAN
- IMPACT PROJECT
- JOB-EMBEDDED LEARNING
- LEARNING AND DEVELOPMENT
- MERIT SELECTION PLAN
- RECRUITMENT, SELECTION, AND APPOINTMENT
- RE-ENTRY ACTION PLAN

HRDD-RVR



Enclosure to Regional Memorandum No. 354, s. 2023

**ACTION PLAN/RE-ENTRY ACTION PLAN/JOB EMBEDDED LEARNING/
IMPACT PROJECT TEMPLATE**

I. Proponent's Profile	
Proponent's Name:	
Office/School:	
Complete Office/School Address:	
Contact Number:	
DepEd email address:	
II. Program/Plan/Project Profile	
<i>(Complete the following components to describe the program/plan/project you would like to be implemented.)</i>	
Title	
Rationale	
<p>300-350 minimum words</p> <p>(Outline the reasons for implementing this program/plan/ project. You should consider the need this program/plan/ project addresses for teachers/offices and include an overview of how relevant and reliable research relates to the content and/or delivery of the program/plan/ project. Include citations in your overview. Also, provide references to the sources outlined.)</p>	
Program/Plan/Project Description	
<p>100-150 minimum words</p> <p>(Provide a brief description of the program/plan/ project. State the Terminal Objective/s and Enabling Objective/s of the program/plan/ project by referring to what participants will gain in terms of their professional knowledge, professional practice and/or professional engagement. Objectives should follow the SMART principle.)</p> <p>Terminal Objective is defined as what the</p>	



<p>participants will achieve upon successful completion of a program or course.</p> <p>STEM STATEMENT/S:</p> <p>By the end of this Program, participants will be able to:</p> <p>Enabling Objectives are the specific objectives that support the Terminal Objective/s.</p>	
<p>Professional Development Priorities</p> <p>(State the DepEd Professional Development Priorities this program/plan/ project covered or DM 50 s. 2020, DepEd MATATAG agenda, and/or other emerging needs of the Department.)</p>	
<p>Target Participant</p> <p>(Please specify your participants based on their career stage, subject area, grade level, etc.)</p>	
<p>Delivery Platform</p> <p>Identify delivery platform (online, face-to-face, blended delivery).</p>	
<p>Date of Implementation</p> <p>(From Start Date to End Date)</p>	

III. Course/Activities List

(List down courses/activities in the table below and provide detailed description of each course/activity on the COURSE/ACTIVITY DESIGN table.)

Course/Activity	Title	Functions/Professional Standards Covered	Schedule	Modality
		(Compendium of Functions/KRAs, PPST, PPSSH, PPSS with specific domain/s and strand/s, indicator/s)	(From Start Date to End Date)	(Training Course, Seminar, Conference, Benchmarking, Degree Program, Job-Embedded Learning, Learning Action Cell, Coaching and Mentoring)
1				
2				

Add more row to add courses/activities.



IV. Course/Activity Design

(Provide a detailed description of each course/activity by breaking it into discrete sessions/tasks. You may create a copy of this page if you have two or more courses/activities.)

Course/Activity Title:	
Course/Activity Description:	

	Duration	Topic/Task	Session/Task Objectives	Methodology	Assessment Strategies	Outputs	Learning Facilitator/Resource Person/ Person Responsible
	State its duration, e.g. 90 minutes	Describe its task or topic (focus, content and key learning points or what teachers will be learning about). (May be a listing of main topics or key messages)	Describe its session or task objectives. (30-50 words)	Explain, in detail, the tasks done per employee's KRA or professional development activities including the learning resources that teachers/ school leaders/ employees will engage in, clearly describing how the presenter will facilitate each session and how the participants will engage with the content and meet the domain/s, strand/s and indicator/s in the selected Professional Standards. (100-150 words)	Explain how the learning outcomes or the activity will be assessed; if possible attach an assessment tool. (50-75 words)	Describe what employees/ teachers/ school leaders' outputs to achieve learning outcomes or activity targets. (50-75 words)	Identify the Resource Person/ Learning Facilitator/ Person responsible for this session or task.
1							
2							

Add more rows to add sessions/tasks.

V. Program/Course Implementation Plan

Funding Source: <small>(How the program will be funded?)</small>		Budget Requirements: <small>(Provide details on how the funds will be allocated. If registration, how much will be collected in each course?)</small>	
Budget Estimate			
Source of Funds:		Registration Fee per Participant:	



Total Targeted Participants:		Number of Batches:					
Target Date/s:		Proposed Venue/Location:					
Budget Breakdown per Batch							
Particulars	No. of Pax	No. of Days	Unit Cost	Total Estimated Cost			
Board and Lodging							
Transportation of Project Management Team							
Supplies and Materials							
Honorarium							
Contingency							
Total Estimated Cost per Batch							
VI. Monitoring and Evaluation Plan							
<i>(This is a sample M and E Plan following the Kirkpatrick Evaluation Model, if you have an existing M and E Plan you may use that instead.)</i>							
Level of M and E	Indicators (What will be measured?)	Methods and Tools (What methods/tools will be used to collect data?)	Data Sources (Who and/or what documents will provide data or evidence on the indicators?)	Schedule of M and E (When will M and E activities be undertaken?)	Person/s Responsible (Who will be accountable for ensuring that M and E activities are done?)	Support Needed (What resources are needed to implement M and E activities?)	User of M and E Data (Who will use the data gathered?)
Results							
Behaviour							
Learning							
Reaction							

Declaration:

I hereby declare the information provided in this application is true and correct and there have been no misleading statements, omission of any relevant facts nor any misinterpretation made.

Sign off by the Program/Plan/Project Proponent:

Program/Plan/Project Proponent	
Signature	
Date	

This Form is not valid if not signed.

Prepared by:

Program/Plan/Project Proponent



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Recommending Approval:

ARD/FD Chief/ASDS/Division Chief/
Assistant School Principal/
Chairperson of the Review Committee

Approved:

RD/SDS/School Head

