



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

February 21, 2024

REGIONAL MEMORANDUM

HRDD-2024- **185**

CORRIGENDUM AND ADDENDUM TO REGIONAL MEMORANDA NOS. 354 AND 403, S. 2023 RE: 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
 Regional Office Division Chiefs
 Public Elementary and Secondary School Heads
 All Others Concerned

1. Pursuant to DepEd Order No. 7, s. 2023 titled Guidelines on Recruitment, Selection, and Appointment in the Department of Education, the Head of Office refers to the highest authority within each governance level, as follows:

Governance Level	Head of Office
Central Office	Secretary
Regional Office	Regional Director
Schools Division Office, Schools, and Community Learning Centers	Schools Division Superintendent

2. Paragraphs 4 and 5 of RM No. 354, s. 2023 which refer to the Review Committee Composition and Approving Authorities of the crafted Action Plan/Re-Entry Action Plan/Job-Embedded Learning/Impact Project are hereby revised as shown in the tables below.

Governance Level	Review Committee Composition	
	Chairperson/ Co-Chairperson	Members
Regional Office (RO)	Chairperson: Assistant Regional Director (ARD) Co-Chairperson: Chief, HRDD	Chief, Administrative Division Chief, CLMD Chief, PPRD Chief, QAD HRMO Secretariat: NEAP Focal Person and HRDD SEPS

Schools Division Office (SDO), Schools, and Community Learning Centers (CLCs)	Chairperson: Assistant Schools Division Superintendent (ASDS)	CID Chief Administrative Officer V SEPS, Planning and Research HRMO
	Co-Chairperson: SGOD Chief	Secretariat: HRDS SEPS
Governance Level	Approving Authorities	
	Recommending Approval	Approval
Regional Office (RO)	Assistant Regional Director (ARD)	Regional Director (RD)
Schools Division Office (SDO), Schools, and Community Learning Centers (CLCs)	Assistant Schools Division Superintendent (ASDS)	Schools Division Superintendent (SDS)

- Attached are the revised and new templates for the Professional Development Program/Impact Project/ Work Application Plan (WAP)/Job-Embedded Learning (JEL)/Re-Entry Action Plan (REAP)/Action Plan (AP) for School Administration, Teaching, Related-Teaching, and Non-Teaching Personnel.
- Also attached are the templates for the accomplishment report and certification of utilization or adoption of the Applications of Education and Learning and Development.
- The immediate head of the concerned employee shall affix his/her initial below the name of the recommending authority as reflected in the template.
- Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO CESO IV
 Regional Director

Enclosures: As stated

References: As stated

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

ACTION PLAN
 APPLICATION OF EDUCATION
 APPLICATION OF LEARNING AND DEVELOPMENT
 CERTIFICATION
 IMPACT PROJECT
 JOB-EMBEDDED LEARNING
 PROFESSIONAL DEVELOPMENT PROGRAM
 RE-ENTRY ACTION PLAN
 WORKPLACE APPLICATION PLAN



HRDD-CDPA

Enclosure 1 to Regional Memorandum No. 185, s. 2024

**PROFESSIONAL DEVELOPMENT PROGRAM/IMPACT PROJECT TEMPLATE
FOR SCHOOL ADMINISTRATION, TEACHING, AND RELATED-TEACHING
PERSONNEL**

I. Proponent's Profile	
Proponent's Name:	
Office/School:	
Complete Office/School Address:	
Contact Number:	
DepEd email address:	
II. Program/Project Profile (Complete the following components to describe the program/project you would like to be implemented.)	
Title	Indicate the proposed program/project title.
Rationale	<p>Discuss in no more than 600 words the reasons for proposing this program/project. A substantially written rationale shall capture the following:</p> <p>a. The context of the program/project: where, when, and how it was conducted.</p> <p>b. The significant results of the program/project: specific targets for development.</p> <p>c. Relevant legal bases (if applicable) such as but not limited to DepEd issuances supporting the need for the proposed program/project.</p> <p>d. Relevant local and international literature validating the identified professional development needs and the selected key contents and methodologies.</p>
Program/Project Description	State in no more than 350 words the main intention of the proposed program/project highlighting the main task to be accomplished or the key content to be delivered, knowledge and skills to be learned and how they will benefit the participants.
Program/Project Objectives	<p>State the following task/learning objectives:</p> <p>Result Objective: As a result of the participants' improved competence and performance:</p> <p>(State what the program/project will be able to contribute to the attainment of organization goals as a result of participants' improved competency and performance.)</p> <p>Application Objective: Back in the workplace, the participants will be able to:</p> <p>(State what the participants will be able to perform back in their workplace as a result of their improved competence.)</p> <p>Terminal Objective: By the end of the program/project, the participants/persons responsible will be able to:</p>

		<p><i>(State what the participants/ persons responsible will be able to do immediately after the program/ project.)</i></p> <p>Enabling Objectives: Specifically, the participants will be able to:</p> <p><i>(Identify major task or learning blocks. Each block shall focus on enabling knowledge or skill/s participants/ persons responsible should acquire/ accomplish in order to attain the terminal objective. State in specific behavioral terms what participants/ persons responsible will be able to do by the end of each task/ learning block.</i></p>				
Target Professional Standard with specific Domain/s, Strand/s, and Indicator/s	Professional Standard:					
	Domain/s	Strand/s	Indicator/s			
Target Participants	<p>Participants' Profile:</p> <p><i>Specify the target participants based on their career stage, job group, position, subject area, grade level, etc. Indicate your participants' selection criteria.</i></p>					
	Total number of target participants :	How many participants does this program /project proposal plan to cater?	Number of batches per implementation (if applicable) :	To how many batches do you plan to deliver this program /project proposal ?	Number of Implementations:	How many times do you plan to implement this program /project proposal ?
			Number of participants per batch:	How many participants will there be in a batch?		
Delivery Platform		Indicate the delivery platform here.				
Indicative Dates of Implementation		From Start Date to End Date				
III. Course/Activities List						
<i>(List down courses/ activities in the table below and provide detailed description of each course/ activity on the COURSE/ ACTIVITY DESIGN table.)</i>						
Course/ Activity No.	Title	Functions/ Professional Standards Covered (Compendium of Functions/ KRAs, PPST, PPSSH,	Schedule (From Start Date to End Date)	Modality (Training Course, Seminar, Conference, Benchmarking, Degree Program,		

		PPSS with specific domain/s and strand/s, indicator/s)		Job-Embedded Learning, Learning Action Cell, Coaching and Mentoring)
1				
2				
3				

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: *Indicate the course/activity title.*

Course/Activity Description: *Indicate the course/activity description.*

S e s s i o n / T a s k N u m b e r	Duration	Topic/Task	Session/ Task Objectives	Methodology	Outputs	Learning Facilitator/ Resource Speaker/ Person Responsible
		<i>Determine time allocation for each session/task, considering the session/task objectives and output to be accomplished.</i>	<i>List content areas/tasks essential to attaining the learning objectives (producing the outputs).</i>	<i>State in behavioral terms what participant will be to do right after a learning session/task.</i>	<i>Describe in detail or step-by-step procedure the task/s shall be done or how the assigned Resource Speaker will deliver content and engage the participants. Indicate the resources or learning resources that will be used to support accomplishment of the task/s or the delivery of content and the attainment of the task/session objectives. Incorporate the use of varied formative assessments such as multiple checks for understanding, guided practice, independent practice, etc.</i>	<i>Identify concrete outputs (e.g. recommendations, lesson exemplars, proposals, TA Plan, reflection journal, instructional material, etc.) that will be produced by the participant or person responsible during and by the end of each task or session.</i>

1						
2						

Add more rows to add sessions/tasks.

V. Program/Course Implementation Plan

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

Total Targeted Participants:		Number of Batches:	
Target Date/s:		Proposed Venue/Location:	
Budget Breakdown per Batch			
Particulars	No. of Pax	No. of Days	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

(This is the M and E Plan template following the Kirkpatrick Evaluation Model.)

Level of M and E	Objectives (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?)
Level 4 – Results <i>(The degree to which targeted outcomes as a result of the training and support and accountability package.)</i>							
Level 3 - Behavior <i>(The degree to which participant apply what they learned during training when they are back on the job. This can be found in the application objective.)</i>							
Level 2 – Learning <i>(The degree to which participants acquire the intended knowledge, skills, attitude, confidence, and commitment based on their participation in the training.)</i>							
Level 1 – Reaction <i>(The degree to which participant find the training favorable, engaging, and</i>							

relevant to their jobs.)							
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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.

I agree that the Department of Education (DepEd) to be the co-owner of all the data gathered and the copyright of any publication of the use of these data.

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/Project Proponent Signature over Printed Name

Recommending Approval:

ARD for RO/ASDS for SDO, Schools, and CLCs

Signature over Printed Name of the Chairperson of the Review Committee

Approved:

RD for RO/SDS for SDO, Schools, and CLCs

Signature over Printed Name of the Approving Authority

Enclosure 2 to Regional Memorandum No. _____, s. 2024

**PROFESSIONAL DEVELOPMENT PROGRAM / IMPACT PROJECT TEMPLATE
FOR NON-TEACHING PERSONNEL**

I. Proponent's Profile	
Proponent's Name:	
Office/School:	
Complete Office/School Address:	
Contact Number:	
DepEd email address:	
II. Program/Project Profile (Complete the following components to describe the program/plan/project you would like to be implemented.)	
Title	Indicate the proposed program/project title.
Rationale	<p>Discuss in no more than 600 words the reasons for proposing this PD program/project. A substantially written rationale shall capture the following:</p> <p>a. The context of the program/project: where, when, and how it was conducted.</p> <p>b. The significant results of the program/project: specific targets for development.</p> <p>c. Relevant legal bases (if applicable) such as but not limited to DepEd issuances supporting the need for the proposed program/project.</p> <p>d. Relevant local and international literature validating the identified professional development needs and the selected key contents and methodologies.</p>
Program/Project Description	State in no more than 350 words the main intention of the proposed program/project highlighting the main task to be accomplished or the key content to be delivered, knowledge and skills to be learned and how they will benefit the participants.
Program/Project Objectives	<p>State the following task/learning objectives:</p> <p>Result Objective: As a result of the participants' improved competence and performance:</p> <p>(State what the program/project will be able to contribute to the attainment of organization goals as a result of participants' improved competency and performance.)</p> <p>Application Objective: Back in the workplace, the participants will be able to:</p> <p>(State what the participants will be able to perform back in their workplace as a result of their improved competence.)</p> <p>Terminal Objective: By the end of the program/project, the participants/persons responsible will be able to:</p>

		<i>(State what the participants/persons responsible will be able to do immediately after the program/plan/project.)</i>			
		Enabling Objectives: Specifically, the participants will be able to:			
		<i>(Identify major task or learning blocks. Each block shall focus on enabling knowledge or skill/s participants/persons responsible should acquire/accomplish in order to attain the terminal objective. State in specific behavioral terms what participants/persons responsible will be able to do by the end of each task/learning block.</i>			
Target Professional Standard with specific Domain/s, Strand/s, and Indicator/s	Professional Standard:				
	Domain/s	Strand/s		Indicator/s	
Target Participants	Participants' Profile:				
	<i>Specify the target participants based on their career stage, job group, position, subject area, grade level, etc. Indicate your participants' selection criteria.</i>				
	Total number of target participants :	<i>How many participants does this program/project proposal plan to cater?</i>	Number of batches per implementation (if applicable):	<i>To how many batches do you plan to deliver this program/project proposal?</i>	Number of Implementations:
		Number of participants per batch:	<i>How many participants will there be in a batch?</i>		
Delivery Platform	<i>Indicate the delivery platform here.</i>				
Indicative Dates of Implementation	<i>From Start Date to End Date</i>				
III. Activities List					
<i>(List down activities in the table below and provide detailed description of each activity on the ACTIVITY DESIGN table.)</i>					
Activity Number	Activity	Function/s Covered (Compendium of Functions/KRAs)		Schedule (From Start Date to End Date)	Modality (Job-Embedded Learning, Coaching and Mentoring)
1					
2					
<i>(Add more rows to add activities.)</i>					
IV. Activity Design					
<i>(Provide a detailed description of each activity by breaking it into discrete tasks. You may</i>					

create a copy of this table below if you have two or more activities.)

Activity 1:

**Activity 1
Description:**

Task Number	Task/s Describe its task. (May be a listing of main tasks.)	Outputs Describe what employees' outputs to achieve the different tasks.	Duration/ Date of Implementation	Person/s Responsible Identify the Person responsible for this task.	Resources		Source of Fund
					Financial	Physical	
1							
2							

(Add more rows to add tasks.)

V. Monitoring and Evaluation Plan

	Indicator	Definition How is it calculated?	Baseline What is the current status?	Target What is the target?	Data Source How will it be measured?	Frequency How often will it be measured?	Person Responsible Who will measure it?	Reporting Where will it be reported?
Goal								
Outcomes								
Outputs								

Declaration:

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

I agree that the Department of Education (DepEd) to be the co-owner of all the data gathered and the copyright of any publication of the use of these data.

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/Project Proponent Signature over Printed Name

Recommending Approval:

ARD for RO/ASDS for SDO, Schools, and CLCs

Signature over Printed Name of the Chairperson of the Review Committee

Approved:

RD for RO/SDS for SDO, Schools, and CLCs

Signature over Printed Name of the Approving Authority

Enclosure 3 to Regional Memorandum No. _____, s. 2024

WORKPLACE APPLICATION PLAN (WAP) / JOB-EMBEDDED LEARNING (JEL) TEMPLATE

Name of Learner/Employee		Office and Position		
Title of PD Program/s		Date of Delivery		
		PD Program Provider		
Name of Immediate Supervisor		Office and Position		
Background and Rationale of WAP/JEL Plan:	<i>Briefly describe why the WAP/JEL will be implemented. Identify the competency gaps that will be addressed and current performance level on key result area(s).</i>			
Expected Performance Improvement				
Competencies for Development	Key Result Area(s)	Expected Improvement in Performance Indicator	Means of Verification	
<i>Please add more rows as needed.</i>				
Type of Intervention <i>(Please tick the box that applies.)</i>				
<input type="checkbox"/> Committee Work	<input type="checkbox"/> Job Shadowing	<input type="checkbox"/> Informal JEL Activities <i>(Please specify)</i>	<input type="checkbox"/> Others <i>(Please specify)</i>	
<input type="checkbox"/> Job Expansion	<input type="checkbox"/> Special Project			
<input type="checkbox"/> Job Rotation	<input type="checkbox"/> Stretch Assignments	<input type="checkbox"/> WAP Implementation		
Briefly describe the intervention <i>(e.g. type of special project, nature of Committee, and role of learners, etc.), and specify duration and offices where learner will be assigned, if appropriate. Use one to two paragraphs.</i>				
Application Objective	<i>State what learner will be able to do by the end of the WAP/JEL, following ABCD (Audience-Behavior-Condition-Degree) guidelines.</i>			
Learning Objectives <i>(What learner be able to do by the end of an activity/learning session)</i>	Activities <i>(Activities that learner will engage in to meet each learning objective)</i>	Timeline <i>(Start-end of each activity)</i>	Learning Facilitator <i>(Immediate Supervisor or Peer assigned to guide learner)</i>	Support/ Resources <i>(Office Order, information, etc. needed)</i>
<i>Please add more rows as needed.</i>				

Prepared by:

Signature over Printed Name of the Proponent

Recommending Approval:

ARD for RO/ASDS for SDO, Schools, and CLCs

Signature over Printed Name of the Chairperson of the Review Committee

Approved:

RD for RO/SDS for SDO, Schools, and CLCs

Signature over Printed Name of the Approving Authority

Enclosure 4 to Regional Memorandum No. _____, s. 2024

RE-ENTRY ACTION PLAN (REAP)/ACTION PLAN (AP) TEMPLATE

Name:		Position Title/Designation:				
Work Station (School/Office/Unit):			Schools Division Office:			
Region:						
Service Provider (name of DSP/LSP) <i>if applicable:</i>						
Program or Course Title <i>if applicable:</i>						
Course Date <i>if applicable:</i>						
Workplace Development Objective	Situationer <i>Describe current situation problem or opportunity in your workplace that you need to address through your REAP or AP.</i>	Date of Implementation	Expected Output	Expected Beneficiaries	Success Indicators: <i>What will serve as evidence of success of the REAP or AP?</i>	Remarks

Note: Please add more rows as needed.

Prepared by:

Signature over Printed Name of the Proponent

Recommending Approval:

ARD for RO/ASDS for SDO, Schools, and CLCs

Signature over Printed Name of the Chairperson of the Review Committee

Approved:

RD for RO/SDS for SDO, Schools, and CLCs

Signature over Printed Name of the Approving Authority

Enclosure 5 to Regional Memorandum No. _____, s. 2024
Certification of the Utilization/Adoption (Application of Education)

CERTIFICATION

THIS IS TO CERTIFY that the application of education of

_____,
(Applicant's Name)

_____,
(Position)

(Office/ School)

was duly utilized/adopted that led to significant positive results in Mr./Ms./Mrs.

(Applicant's Surname) current or previous work.

Issued this _____ day of _____

(Month & Year)

at _____ for
(Office & Complete Address of the Office)

whatever purpose it may serve.

Signature over Printed Name of the Head of Office

Enclosure 6 to Regional Memorandum No. _____, s. 2024
Certification of the Utilization/Adoption (Application of Learning and Development)

CERTIFICATION

THIS IS TO CERTIFY that the application of Learning and Development of

_____, _____, _____
(Applicant's Name) (Position) (Office/ School)

was duly utilized/adopted by _____ at the _____
(Specify the Office) (Specify the level)

that led to significant positive results in Mr./Ms./Mrs. _____ current
(Applicant's Surname)

or previous work.

Issued this _____ day of _____
(Month & Year)

at _____ for
(Office & Complete Address of the Office)

whatever purpose it may serve.

Signature over Printed Name of the Head of Office

Enclosure 7 to Regional Memorandum No. _____, s. 2024

Accomplishment Report Template for Application of Education and Application of Learning and Development

ACCOMPLISHMENT REPORT

Purpose:		
Date	Target	Output/Accomplishment

Prepared by:

Applicant's Signature over Printed Name

Approved:

Signature over Printed Name of the Head of Office