



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
**SCHOOLS DIVISION OF CAPIZ**

January 18, 2023

**DIVISION MEMORANDUM**  
NO. **028** S. 2022

**RE-ENTRY APPLICATION PROJECT (REAP) VALIDATION OF THE  
SCHOOL HEADS ACADEMY (SHA) SCHOLARS OF DEPED REGION VI –  
BATCH 1**

To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors  
Curriculum Implementation Division  
School Governance and Operations Division  
Public Schools District Supervisors  
School Heads of Public Elementary, Secondary and  
Integrated Schools  
All Others Concerned

1. Attached is Regional Memorandum No. 10, s. 2023 titled “Re-Entry Application Project (REAP) Validation of the School Heads Academy (SHA) Scholars of DepEd Region VI – Batch 1”.
2. Immediate dissemination of this Memorandum is desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

**MA. LUNIE B. SAMPANI CPA, MPA**  
OIC, Office of the Assistant Schools Division Superintendent  
In-Charge of the Division *LS*



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REGION VI – WESTERN VISAYAS

REGIONAL MEMORANDUM  
No. 10, s. 2023

JAN 06 2023

**RE-ENTRY APPLICATION PROJECT (REAP) VALIDATION OF THE  
SCHOOL HEADS ACADEMY (SHA) SCHOLARS OF DEPED REGION VI –  
Batch 1**

**To: Schools Division Superintendents  
All Others Concerned**

1. The implementation of the School Heads Academy (SHA) of DepEd Region VI through Regional Memorandum No. 339, s. 2021 necessitates the execution of the Re-Entry Application Projects (REAP) by the scholars to operationalize their learnings in the professional subjects under the partner learning institutions (SUC/HEI).
2. The REAP constitutes the Phase 4 of the SHA implementation and considered as the major requirement of the scholars prior their completion to the program. The implementation is closely monitored and supervised by the partner SUCs/HEIs, SDO and RO SHA committees, and the assigned mentor as stipulated in Regional Memorandum No. 729, s. 2022 titled *Institutionalization of the Re-Entry Program of the SHA of DepEd Region VI*.
3. There are currently **eight (8) Schools Division Offices (SDOs)** in the Phase 4 implementation of the SHA with **164 scholars** who have executed their REAP.
4. As part of the implementation process and to ensure the adherence of the projects to responsiveness and relevance criteria set in the guidelines, there will be an onsite validation of schools and REAP Completion Report of the SHA scholars on the following schedule:

| SDO                                  | No. of Scholars | Schedule of Onsite Validation   |
|--------------------------------------|-----------------|---|
| <b>Bago City</b><br>(NONESCOST)      | 33              | January 16 (AM) – onsite validation of schools<br>(PM) – REAP Report validation (SDO) |
| <b>Cadiz City</b><br>(PNU – Visayas) | 25              | January 17 (AM) – REAP Report validation (SDO)<br>(PM) – onsite validation of schools |



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|                                      |            |   |
|--------------------------------------|------------|---|
| <b>Cadiz City</b><br>(NONESCOST)     | 25         | January 18 (AM) – REAP Report validation (SDO)<br>(PM) – onsite validation of schools |
| <b>Sagay City</b><br>(NONESCOST)     | 18         | January 19 (AM) – onsite validation of schools<br>(PM) – REAP Report validation (SDO) |
| <b>Escalante City</b><br>(NONESCOST) | 20         | January 20 (AM) – REAP Report validation (SDO)<br>(PM) – onsite validation of schools |
| <b>Roxas City</b><br>(CPC)           | 10         | January 23 (AM) – onsite validation of schools<br>(PM) – REAP Report validation (SDO) |
| <b>Capiz</b><br>(CPC)                | 10         | January 24 (AM) – REAP Report validation (SDO)<br>(PM) – onsite validation of schools |
| <b>Antique</b><br>(UA)               | 13         | January 25 (AM) – REAP Report validation (SDO)<br>(PM) – onsite validation of schools |
| <b>Guimaras</b><br>(GSU)             | 10         | January 26 (AM) – onsite validation of schools<br>(PM) – REAP Report validation (SDO) |
| <b>Total</b>                         | <b>164</b> |   |

5. Attached are the specific guidelines in the preparation and implementation of the validation activities for the guidance of all concerned.

6. The scholars who have successfully completed and presented their REAP Completion Report as validated by the SDO and RO SHA Committees will be conferred a Certificate of Completion during the **Regional SHA REAP Showdown and Completion Ceremony** on **February 14, 2023** (*specific venue and details of the activity shall be announced in a separate memorandum*).

7. In preparation for the said activities, the HRD specialists of the eight SDOs are requested to submit the list of completers using the following format **on or before January 11, 2023** through Dr. Leonerico E. Barredo, Education Program Supervisor and SHA Focal Person:

| Name of Scholar | Name of School | School Address/<br>District | REAP Title | Thematic Area | REAP Mentor | Position/<br>Designation |
|-----------------|----------------|-----------------------------|------------|---------------|-------------|--------------------------|
|                 |                |                             |            |               |             |                          |
|                 |                |                             |            |               |             |                          |

8. Food and travel expenses of all the participants and the accommodation of the RO SHA Committee validation team shall be charged



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against their respective local funds subject to the usual auditing and accounting rules and regulations.

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

  
**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

Encl.: None

Reference: As stated

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

PROGRAMS

PROJECTS

TEACHERS



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**Guidelines on the Validation of the Re-Entry Application Project (REAP)  
of the SHA Scholars**

**Objectives:**

The validation of the REAP by the RO and SDO SHA Committees has the following objectives:

1. To ensure that the project of the scholars is implemented in accordance with the approved execution plan.
2. To determine the immediate result of the project to the identified beneficiaries.
3. To assess the leadership and managerial competence of the scholar in school setting.
4. To provide further inputs for the project's sustainability.

**Procedures:**

**\*(Pre-Validation Activities)**

1. The RO and SDO SHA Committee validation team shall be composed of the following personnel and divided into four (4) sub-groups. Each group will be assigned number of scholars for the validation of REAP completion reports:

|                           | <b>Team 1</b>                    | <b>Team 2</b>    | <b>Team 3</b>  | <b>Team 4</b>     |
|---------------------------|----------------------------------|------------------|----------------|-------------------|
| Leader:                   | ASDS                             | SGOD Chief       | Susan Severino | Leonerico Barredo |
| Members:                  | CID Chief                        | Rolly Ben Madera | Joni Gallardo  | Joven Madera      |
|                           | Joan Sandoval<br>SGOD/CID<br>EPS | HRD SEPS         | HRD EPS-II     | SGOD/CID EPS      |
| Bago City                 | 8                                | 8                | 8              | 9                 |
| Cadiz City<br>(PNU-Vis)   | 7                                | 6                | 6              | 6                 |
| Cadiz City<br>(NONESCOST) | 6                                | 6                | 7              | 6                 |
| Sagay City                | 4                                | 5                | 5              | 4                 |
| Escalante<br>City         | 5                                | 5                | 5              | 5                 |
| Roxas City                | 2                                | 2                | 3              | 3                 |
| Capiz                     | 3                                | 3                | 2              | 2                 |
| Antique                   | 4                                | 3                | 3              | 3                 |
| Guimaras                  | 2                                | 2                | 3              | 3                 |



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2. The scholars are expected to prepare a 5 to 7-minute video presentation that showcases the over-all design and implementation of the project. The presentation will include, but not limited to the following:

- a. Rationale of the project
- b. Focus/thematic area of the project
- c. Project Title and Objectives
- d. Target PPSSH Competencies to be achieved
- e. Project execution steps (summary only)
- f. Major project milestones
- g. Brief Interview with the project beneficiaries
- h. Lessons learned/Personal notes on his/her leadership journey

3. A project portfolio is likewise prepared by the scholar that contains the actual documents (letters, memoranda, pamphlets, brochures, etc.) in the execution of the project. It also contains relevant photo documentation that clearly conveys the various activities undergone by the scholar throughout the project execution phase (*Regional Memorandum No. 729, s. 2022, c.5.1 – Preparation of the REAP Completion Report*).

4. The SDO SHA Committee shall prepare a summary of ratings obtained by the scholars during the project evaluation by the panel of evaluators (if done by the partner SUC/HEI and SDO SHA Committee prior the validation activity) together with the list of winners in the various award categories as stipulated in RM 729, s. 2022, c.6.1 – Conduct of the Division SHA REAP Showdown.

**\*(Validation Proper)**

1. The SDO SHA Committee shall prepare a venue for the validation of the REAP with tables, chairs, and audio-visual equipment. The venue is preferably accessible to all the scholars and members of the validation team.

2. The scholar may start the presentation with a short self-introductory statement followed by the 5 to 7-minute video presentation to give the panel an over-all gist of the project.

3. A question and answer portion by the validation team will follow to clarify some issues and gray areas in the implementation and also to reiterate the strengths of the project and notable practices of the scholar.



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4. The activities in Nos. 2 and 3 will last for 15 to 20 minutes per scholar.
5. The validation team will also conduct onsite visit to the official workstation of the scholar to ascertain that the project is implemented accordingly as planned. The team may conduct a random interview to the stakeholders to determine the impact of the project to the identified beneficiaries.
6. The SDO SHA committee shall identify the schools to be visited by the validation team to consider the proximity, access, and safety of the team.
7. Half-day is intended for school visits and half-day for the validation of the REAP completion report.

***\*(Post-Validation Activity)***

1. A debriefing activity of all the SHA scholars will be conducted at the end of the validation activity to gather additional information on REAP implementation in general. This will serve as basis for improvement of the Re-Entry Program (REP) of the SHA and possible amendments in the implementing guidelines (*Regional Memorandum No. 729, s. 2022, VIII d – Briefing and Debriefing of the Scholar*).
2. The RO SHA Committee validation team will give further instructions to the scholars and SDO SHA Committee on the requirements in the conduct of the Regional SHA REAP Showdown and Completion Ceremony.



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**RE-ENTRY APPLICATION PROJECT (REAP) VALIDATION REPORT**

|   |  |
|---|--|
| Name of Scholar:                        |  |
| Name of School Assignment:              |  |
| Schools Division & Cluster/District:    |  |
| Current Position/Designation:           |  |
| Name of the REAP Mentor:                |  |
| Position/Designation:                   |  |
| Date of Panel Presentation and Defense: |  |
| Title of the Project:                   |  |
| Date of Validation:                     |  |

**Observation Notes:**

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|                                  |  |
|----------------------------------|--|
| Name and Signature of Validator: |  |
|----------------------------------|--|



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