



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

February 8, 2023

**DIVISION MEMORANDUM**

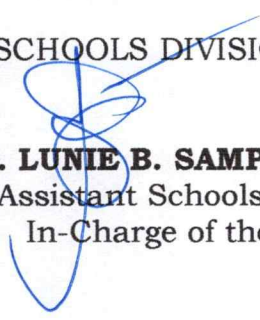
NO. **060** S. 2023

**SCHOOL HEADS ACADEMY RE-ENTRY APPLICATION PROJECT (SHA REAP) SHOWDOWN AND COMPLETION CEREMONY OF COHORT 1- Batch 1 SCHOLARS**

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. 087, s. 2023** titled “School Heads Academy Re-Entry Application Project (SHA REAP) Showdown and Completion Ceremony of Cohort 1 – Batch 1 Scholars.”
2. This office congratulates the identified scholars from our division.
3. 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 *ya*



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Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS

REGIONAL MEMORANDUM

FEB 03 2023

No. 87, s. 2023

**SCHOOL HEADS ACADEMY RE-ENTRY APPLICATION PROJECT (SHA REAP) SHOWDOWN AND COMPLETION CEREMONY OF COHORT 1 - Batch 1 SCHOLARS**

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

1. In support of the MATATAG program of the Department and in line with the Regional Mantra to produce Champion learners, teachers, and school leaders, the School Heads Academy (SHA) has been established which is first in the country.
2. The Academy is implemented through the robust partnership of the Schools Division Offices (SDOs) and partner learning institutions (SUCs/HEIs) in the delivery of professional subjects and the execution of the Re-Entry Application Project (REAP) as the final requirement of the program which is anchored on Kirkpatrick's model of training effectiveness.
3. The Regional Office (RO) and SDO SHA Committees conducted the evaluation and validation of the REAP on January 16 to 26, 2023 in the eight (8) SDOs that are in the Phase 4 implementation of the SHA with 165 scholars who have successfully executed their projects based on the set guidelines and criteria in Regional Memorandum No. 729, s. 2022.
4. In fitting recognition of the active participation of the scholars and the dynamic interplay of the various stakeholders that ensure the realization of the SHA in DepEd Region VI, this Office, through the Human Resource Development Division (HRDD), shall conduct the **Regional SHA REAP Showdown and Completion Ceremony of Cohort 1 – Batch 1 scholars on February 14, 2023** in a venue within Iloilo City.
5. The participants to this activity are the identified scholars, assigned mentors, SDO and RO SHA Committee members, representatives of the partner learning institutions (SUCs/HEIs), local government units (LGUs),



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8. All scholars shall prepare their project portfolio that contains the actual documents (letters, memoranda, pamphlets, and others) from the pre-project implementation, implementation, and post-project implementation phases to be displayed in an exhibit booth including the updated 3-fold brochure by the respective SDOs.

9. The Division winners in the 5 thematic areas and the Best Re-Entry Application Project shall set-up a banner tarpaulin/standee to be also displayed in the exhibit booth.

10. All participants in this activity are requested to observe the following dress code:

Activity	Attire
REAP Showdown (AM)	Executive (male and female)
Completion Ceremony (PM)	Male: Barong Tagalog Female: Filipiniana Gown

11. The SDO SHA Committee through the HRD SEPS should submit an updated list of candidates for completion to the HRDD through **Ms. Joni B. Gallardo, EPS-II, on or before February 6, 2023** at email [joni.gallardo@deped.gov.ph](mailto:joni.gallardo@deped.gov.ph) following the template below:

Name of Scholar	Name of School	School Address/District	REAP Title	Thematic Area (choose only one (1) area based on RM No. 729, s. 2022)	Final Rating obtained from the Evaluation	Name of the Assigned REAP Mentor	Position/ Designation of the REAP Mentor

12. Attached are the list of candidates for completion, the details in the conduct of the REAP Showdown, the specifications of the exhibit booth, project portfolio, banner tarp/standee, video presentation, the prescribed photos of the scholars, the criteria for the Best Re-Entry Application Project and Best Presenter and the members of the Technical Working Group (TWG) for the guidance of all concerned.



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13. The SDOs of those involved are requested to ensure continuity of the teaching and learning activities despite the absence of the participants.
14. The members of the Regional PMT are expected to be at the venue on February 13 in the afternoon as Day 0 for the final preparation and rehearsal of the program flow.
15. Other participants are allowed to travel to the venue one day before (February 13) and one day after (February 15) the activity to give time in the setting-up of their respective exhibit booths and in the retrieval of the materials used, respectively.
16. Travel and other incidental expenses of all the participants and the accommodation of the Regional Office PMT shall be charged against their respective local funds subject to the usual auditing and accounting rules and regulations.
17. 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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**“ANNEX A”**

**LIST OF CANDIDATES FOR COMPLETION CEREMONY AND ASSIGNED  
REAP MENTORS**

**SDO Antique**

<b>No</b>	<b>Name of Scholar</b>	<b>Name of School</b>	<b>REAP Mentor</b>
1	Gina T. Ortega		Alfredo S. Montalban
2	Dolorosa T. Ucag	Hon. Francisco Zabala Memorial Elementary School	Miguela A. Checa
3	Ramon G. Suyat, Jr.	Bongbongan I-II Elementary School	Fabian M. Niebre
4	Edsel F. Eimar	San Roque-Ezpelcta Elementary School	Ma. Rowena T. Elisterio
5	Scarlett C. Lagao	Gelacio Autajay Sr. Elementary School	Ma. Rowena T. Elisterio
6	Lenny S. Songcayawon	Liberato Elementary School	Almer S. Necesito
7	Ma. Eva S. Nuevacobita	Calala Elementary School	Sylvia A. Obani
8	Josefat E. Prado	Bulanao Elementary School	Bonilyn U. Varon
9	Roderick M. Calcana	Libertad National Vocational School	Noel G. Tunguia
10	Katherine A. Hechanova	San Antonio National High School	Joemar A. Semillano
11	Ellen Candelario	Sibato Elementary School	Mariam Y. Lababit
12	Noeme Prieto	Bacalabn Elementary School	Melchie A. Caduada
13	Jean Tunguia	Sebaste High School	Ruthieda V. Abong, PhD



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23	Mary A. Escobar	Guanzon-Balgos Elementary School	Mila N. Melocoton, EdD
24	Ralph Aries L. Torres	C.A Dormido Elementary School	Randy E. Andales
25	Rosalie D. De La Rosa	ALS	Emeliana A. Sayco Sheleste T. Sormela
26	Rodel Q. Macarang Jr.	RT Louisiana National High School	Judith Espende
27	Rogclyn V. Roque		
28	Ronilo E. Cadigal Jr.		
29	Sherwin June P. Ramirez		
30	Wenceslao Narazo		
31	Wilmae A. Tingson	Bago City Elementary School	Alegria M. Portal, PhD

**SDO Capiz**

No	Name of Scholar	Name of School	REAP Mentor
1	Leo B. Barroa	Daga Elementary School	Zaldy B. Caalam
2	Edmar Dequiña	Victoria Dais Elementary School	Noe B. Bebita, PhD
3	Loel C. Pamoso	Lucero National High School	Fatima L. Escutin, PhD
4	Kristine Mae Alvaira	Quinayuya Elementary School	Reynaldo D. Azcarraga, PhD
5	Anthonietta R. Berganio	Diosdado Bayit Elementary School	Ma. Theresa V. Villagrancia, PhD
6	Sol L. Blanco	Cabangahan Elementary School	Angel D. Payo Jr., PhD
7	Esmeralda A. Dagmil	Manoling Elementary School	Ruth G. Gervero, PhD
8	Maricel D. Macatangay	Intongcan Elementary School	Zaldy B. Caalam
9	Sandra V. Fabella	Almon PS	Fe B. Bañes
10	Fatima Mae Animas	Arsenio R. Frial Elementary School	Angel F. Payo, Jr., PhD



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**SDO Bago City**

No	Name of Scholar	Name of School	REAP Mentor
1	Agnes M. Salhay	M.L. Araneta Elementary School	Marivic Dormido
2	Ana Maria Espende	M.R. Araneta Elementary School	Ma. Dinah Pinky D. Tanajura
3	Angelec Grace C. Rojo	RT Dulao National High School	Gizelle G. Sabusap
4	Annie Shica V. Tamon	R.M Araneta Elementary School	Randy E. Andales, PhD
5	Benedicte Farnce P. Dulamn	RT Malingin Nahtional High School	Roger Raymundo
6	Bonard M. Supe	R.M Salas Elementary School	Lourdes G. Ubas
7	Febus O. Eriman	Najaba Elementary School	Marika Beverly V. Gamilla
8	France Dawn M. Mondoy	RT National High School	Judith Espende
9	Gladys M. Noble	RT Louisiana National High School	Helen Dela Cruz
10	Honey J. Pacete	M.L Araneta Elementary School	Marivic Dormido
11	Asylle L. Oroceo	M.R Araneta Elementary School	Ma. Dinah Pinky D. Tanajura
12	Joy Grace O. Jara	RT Sagasa National High School	Ma. Eden Macarampat
13	Leah V. Gico	RT Louisiana National High School	Helen Dela Cruz
14	Lourdes G. Ubas	R.M Salas Elementary School	Ma. Corazon B. Espartero
15	Ma. Fe S. Sol	RT Louisiana National High School	Helen Dela Cruz
16	Maria Therese N. Trojillo		Judith Espende
17	Mary Jane M. Mendez		
18	Maybelle T. Villar		
19	Melanie E. Guanzon		
20	Merianne S. Zambales		
21	Myrna F. Defalo		
22	Pompei John V. Aligonza		



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**SDO Roxas City**

No	Name of Scholar	Name of School	REAP Mentor
1	Rosalinda A. Almasol	Dumulog Elementary School	Nin A. Dalmino
2	Rachelle B. Amoroso	Anotonio Villasis Memorial School	Marites F. Flazo
3	Maricel A. Artillero	Dumulog Elementary School	Rosalinda A. Almasol
4	Dean Pierre H. Besana	Don Amando Bayot Sr. Memorial Integrated School	Othelo R. Monzon
5	Loraine C. De Olino	Culasi National High School	Tessie D. Ortega
6	Mary Jane A. Laurino	Talon Elementary School	Joshua A. Garingo, EdD
7	Gina F. Nobleza	Pres. Manuel Roxas Mem'l Int'd School South	Irene L. Billones
8	Jros D. San Juan	Lawa-an Integrated School	Tomas S. Hupeda

**SDO Guimaras**

No	Name of Scholar	Name of School	REAP Mentor
1	Karen S. Sumadic	TVC – Sta Teresa National High School	Sarah Ganancial, PhD
2	Virgie Joy Gabasa		
3	William G. Tacodoro		
4	Mac Lou T. Pugaja		
5	John Philip G. Nava	Magamay Elementary School	Nelia T. Lambarte, PhDinEdD
6	Alvi T. Sumbanon	Guiwanon Elementary School	Evrod M. Jardeleza, PhD
7	Jasmin G. Gelera	Cabalagnan National High School	Maria Lea M. Cuadra, PhD
8	Rose T. Palao		
9	Joerrie G. Enerido	Supang National High School	June V. Umadhay, PhD
10	Sharon G. Galapin		



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**SDO Cadiz City**

No	Name of Scholar	Name of School	REAP Mentor
1	Al P. Jopanda	Daga Elementary School	Wilfredo R. Pelinio
2	Amilenc A. Tolentino	Dr. Vicente F. Gustilo MNHS	Conrado L. Lobaton
3	Gemma J. Dolorosa		Ana Marjelyn M. Rubin
4	Mac A. Geresola		Dindo M. Ampalla
5	Arlene L. Ditangco		
6	Lovella A. Diosana		
7	Mae Rose Macasiling		
8	May Love Salinas		
9	Aisa P. Alladin		
10	Mary Jane Borres		Caduha-an National High School
11	Rowena S. Descalsota		
12	Carryl Decon		
13	Mary Jenny Rose Mosquera		
14	Glenn D. Merabe	SPED High School	
15	Cindy Mae M. Monteciano		
16	Crisanto Quijano	Hon. Pedro R. Villena Mem'l Elementary School	Hazel A. Temura
17	Dairin L. dela Peña	San Andres Elementary School	Nelson H. Villalobos Jr.
18	Doris S. Britania	Hon. Pedro R. Villena Mem'l Elementary School	Analyn S. Bermco
19	Eareckson Delicana	Sombito Elementary School	Warren S. Marcella
20	Emelda V. Britania	Sicaba National High School	Leora C. Teguihanon
21	Fatima Benedicto	Escolastica Elementary School	Tcodora A. Lamis, PhD
22	Alver A. Mijares	Andres Bonifacio Elementary School	Erah S. Ardo
23	Glenda D. Libertad	Paniqui-on Elementary School	Alejandrita A. Zaldivar
24	Jodelle Suren	Villacin Elementary School	Roldan B. Geronga
25	Joomar L. Gersabalino	Caduha-an National High School Luna Ext HS	Allan R. Rivera, PhD
26	Jovel J. Oberio		Arellano B. Adion



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27	Judelyn B. Sitjar	Jerusalem National High School – Yee on Extension	Ana Marjelyn M. Rubin
28	Kim A. Magallanes	Cadiz West 2 Elementary School	Paul G. Castor
29	Leora C. Teguihanon	Sicaba National High School	Allan R. Rivera, PhD
30	Antonio V. Baylon Jr.	Manara Elementary School	Alejandrita Zaldivar
31	Ma. Aileen B. Bermudo	SDO Cadiz City	Dondy A. Depositario, PhD
32	Ma. Sufia C. Depositario	Burgos National High School	Allan R. Rivera, PhD
33	Crisostomo A. Razo	Andres Bonifacio National High School	Marilou J. Dunago
34	Marilou J. Dumago		Allan R. Rivera, PhD
35	Mary Aineth C. Saturinas	Banquerohan National High School	Marwin D. Descalsota
36	Cherry A. Ocon	Martin A. Quiachon Elementary School	Ma. Fe L. Cañete
37	May-Ar J. Salutin	Sewahon Elementary School	Reylan B. Libre
38	Raquel Dawn M. Gocon	SPED High School	Hel S. Patricio, PhD
39	Retzel B. Tupaz	Villacin National High School	Erol Janc P. Bandiola
40	Reylan B. Libre	Sewahon Elementary School Sewahon Extension High School	Ma. Fe L. Cañete Maricor R. Becaro, PhD
41	Ana Marjelyn M. Rubin	Jerusalem National High School	Susan B. Pastera, PhD
42	Roxanne Anoché	Daga Elementary School/SGOD	Conrado Lobaton
43	Ryan D. Jamandre	MNHS-Alimatoc Extension High School	Maricor E. Becaro, PhD
44	Sandra Mae Ardenia	Daga Extension	Susan B. Pastera, PhD
45	Sarah Nova F. Dolorosa	Bayabas Elementary School	Arnel B. Geronga
46	Suzette B. Gulmatico	CNHS – Tagbanon Extension	Allan R. Rivera, PhD
47	Teresa G. Arino	Dr. Vicente F. Gustilo MNHS	Dindo M. Ampalla
48	Alexis Espinosa	Pedro E. Ramos Sr. Elementary School	Jessica Tio



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**SDO Escalante City**

No	Name of Scholar	Name of School	REAP Mentor
1	Melinda P. Alingasa	Cervantes Elementary School	Anjeanette A. Calumpita
2	Helen I. Bangay	Bucnavista National High School	Jesus V. Tabelino
3	Anabelle A. Burgos	Dian-ay Elementary School	Annie R. Tuto
4	Shiela M. Carambacan	Japitan National High School	Jesus V. Tabelino
5	Pedro S. Casipong	Pinapugasan National High School	Joy J. Villaflor
6	Margie I. Cualbar	Magsaysay National High School	Joy J. Villaflor
7	Lorie Ann P. Fernandez	Escalante Central Elementary School	Lilia O. Tapia
8	Robic Nefhretire E. Jarina	Dona Rosario C. Valdivia Elementary School	Annie R. Tuto
9	Cyrus Yonel D. Lao	SGOD - SDO Escalante City	Alicia A. Olid
10	Mitchelle T. Lao	Jonobjonob Elementary School	Fely V. Tabotabo
11	Peva D. Legario	Dian-ay Elementary School	Annie R. Tuto
12	Myra M. Mahinay	Japitan National high School	Sheila M. Carambacan
13	Ronald L. Mahinay	Escalante National High School	Jesus V. Tabclino
14	Rizalina P. Maxilom	Washington National High School	Joy J. Villaflor
15	Joan A. Mondin	Old Poblacion National High School	Mac Joy M. Tan
16	Melanie S. Oro	Dian-ay Elementary School	Annie R. Tuto
17	Maria Chresty B. Ponteras	Escalante National high School	Quince Jane S. Tingson
18	Jessie T. Rebutada	Libertad National high School	Joy J. Villaflor
19	Elvira G. Talbo	Dian-ay Elementary School	Annie R. Tuto
20	Gigina S. Villaflor	Mabini National High School	Andrew T. Bangay



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**SDO Sagay City**

No	Name of Scholar	Name of School	REAP Mentor
1	Haide Rublico	Pedro R. Katalbas Sr. Elementary School	Dondy A. Depositario, PhD
2	Nenita Logatiman	Macamilco Elementary School	
3	Sandra S. Compania	Serafin V. Aguilar Integrated School	
4	Dennis L. Solivio	Suyac Elementary School	
5	Ronel S. Malundo	Sagay City Senior High School	
6	Erlinda T. Pabuaya	Bulanon FS - Onofre Extension	
7	Ma. Analyn T. Villamor	Sagay City Senior High School	
8	Joe Arvy S. Natan	Uychiat Elementary School	
9	Jovito H. Fernandez, Jr.	Trinidad Lopez de Gonzaga National high School	
10	Loramie E. Banyola	Sagay City Senior High School	
11	Carolyn A. Navales	Rocardo L. Gamboa Elementary School	
12	Joseph P. Baja	General Luna Elementary School	
13	Catherine Juanico	Gloria Poblador Dela Paz National High School	
14	Flordeliza V. Saratobias	Campo Himoga-an Elementary School	
15	Roberto A. Basas	Himogaan Baybay Integrated School	
16	Genelyn R. Fuentesfina	Sagay National High School	
17	Regielee C. Flores	Buenaventura Mahilum Elementary School/Annex	
18	Mariane P. Lacuesta	Gil Lopez Elementary School	
19	Jerry Zarragoza	Colonia Divina Integrated School	
20	Ryan Alvarez	Valeriana G. Añalucas Elementary School	Dondy A. Depositario, PhD Glendame E. Flores, PhD



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22	Julius Juanico	Raynor D. Mesa Elementary School	
23	Roel Jaluag	Old Sagay National High School	Dondy A. Depositario, PhD Boy Lagoyo
24	Ruby B. Jonota	Old Sagay National High School	
25	Tisa L. Villacran	Maquiling Elementary School - Crossing Bago Extension	Dondy A. Depositario, PhD



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**“ANNEX B”**

**Guidelines on the Conduct of the School Heads Academy (SHA) Re-Entry Application Project (REAP) Showdown and Completion Ceremony of Cohort 1-Batch 1 Scholars**

**A. Re-Entry Application Project Showdown**

1. The order of the presentation will be by draw lots. This will be done on February 14 before the start of the morning program.
2. The scholars shall prepare a 5 to 7-minute video presentation that showcases the over-all design and implementation of the project. The presentation shall 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 expected to achieve
  - e. Project execution steps from pre-implementation, implementation, and post-implementation
  - f. Major project milestones
  - g. Brief interview with the beneficiaries to capture the project outcome/benefits derived from the project
  - h. Conclusion
3. The time allotment for the presentation is as follows:
  - a. Five (5)-minute self-introduction and delivery of written speech on the lessons learned in the implementation of the project or personal notes of his/her leadership journey.
  - b. 5 to 7 minutes video presentation
  - c. Eight (8) minutes for clarifications and feedback from the panel of evaluators to clarify some issues and gray areas in the implementation and to reiterate the strengths of the project and notable practices in the implementation of the scholar
4. The following are the guide questions for the speech:
  - a. What are the lessons that the School Heads Academy and the REAP has given you? How did you apply the lessons gained from the program? Give concrete examples.



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- b. What are the ideas learned from the SHA that helped you in conceptualizing your project?
  - c. How are you supposed to pass on the lessons learned from the SHA to your colleagues, your learners, and the community in general?
  - d. After joining the SHA, what are the changes in your perspective as a school leader?
5. **Do remember that the clarity of the storyline is much more important than the video presentation.**

**B. Criteria for the Best Re-Entry Application Project**

1. The panel of evaluators will be selecting the Best REAP based on the following criteria (based on Regional Memorandum No. 729, s. 2022):

SCHOOL HEADS ACADEMY (SHA) CRITERIA FOR THE BEST RE-ENTRY APPLICATION PROJECT (REAP)			
CRITERIA	DESCRIPTION	RATING	SCORE
Content	<i>The REAP clearly identifies the problem and the key result changes that are expected to take place in the school or learning center as a result of its implementation.</i>	25%	
Standards-Based	<i>The REAP shows the area of focus based on the identified domain of the professional standards for school heads and clearly articulates how these standards are attained in the course of project implementation.</i>	20%	
Documentation	<i>The REAP contains all essential information and substantive elements that clearly conveys the phases of project implementation from pre- to post-implementation.</i>	20%	
Leadership & Management Competence	<i>The REAP able to show the needed skills of the scholar in carrying-out the project and clearly articulates the achievement of the standard competencies expected of a school leader while addressing the need of the school / learning center.</i>	35%	
	<b>Total</b>	<b>100%</b>	



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- The projects will be ranked based on the accumulated average score of the panel and will be awarded as follows:
  - 3<sup>rd</sup> Runner Up
  - 2<sup>nd</sup> Runner Up
  - 1<sup>st</sup> Runner Up
  - Champion – Best Re-Entry Application Project
- The winners will be given a Plaque and a Certificate of Recognition, while the assigned REAP Mentor will be given a Certificate of Recognition for the support and technical assistance extended to the scholar in the implementation of the project.

**C. Criteria for the Best REAP Presenter**

- The panel of evaluators will be selecting the Best REAP Presenter based on the following criteria (based on Regional Memorandum No. 729, s. 2022):

SCHOOL HEADS ACADEMY (SHA) CRITERIA FOR THE BEST RE-ENTRY APPLICATION PROJECT (REAP) PRESENTER			
CRITERIA	DESCRIPTION	RATING	SCORE
Content Knowledge and Creativity	<i>The scholar conveys the ideas clearly (basic reasoning, logical conclusions, adequate evidence), and the report was presented in a creative way that held the audience's attention.</i>	30%	
Coherence and Organization	<i>The scholar selected appropriate and effective organizing methods for the messages he/she conveys. The transition was smooth and the flow was easy to follow. Slides and/or videos were error-free and logically presented.</i>	30%	
Communication Skills	<i>The scholar demonstrates competence and comfort with the information (well-prepared, knows the content, answers questions confidently), and the presentation fits into the time allotment.</i>	20%	
Composure	<i>The scholar exudes enthusiasm and confidence in reporting. Maintains poise and had clear articulation of the spoken words. Maintains eye contact with the audience.</i>	20%	



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	<b>Total</b>	<b>100%</b>	
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2. There shall only be one (1) winner in this category and will be given a Plaque and a Certificate of Recognition.

**D. Specifications for the Banner Tarpaulin/Standee**

1. The Division winners in the five (5) Thematic areas (*Best Strategic Leadership-Focused project, Best School Operations and Management-Focused project, Best Teaching and Learning-Focused project, Best Personal and Professional Development-Focused project, and Best Partnership Building-Focused project*) and the Best Re-Entry Application Project will prepare a banner tarp/standee to be displayed in the exhibit booth prepared by the SDO SHA Committee for this purpose.
2. The following are the specifications to be strictly followed in the preparation of the banner tarp/standee:

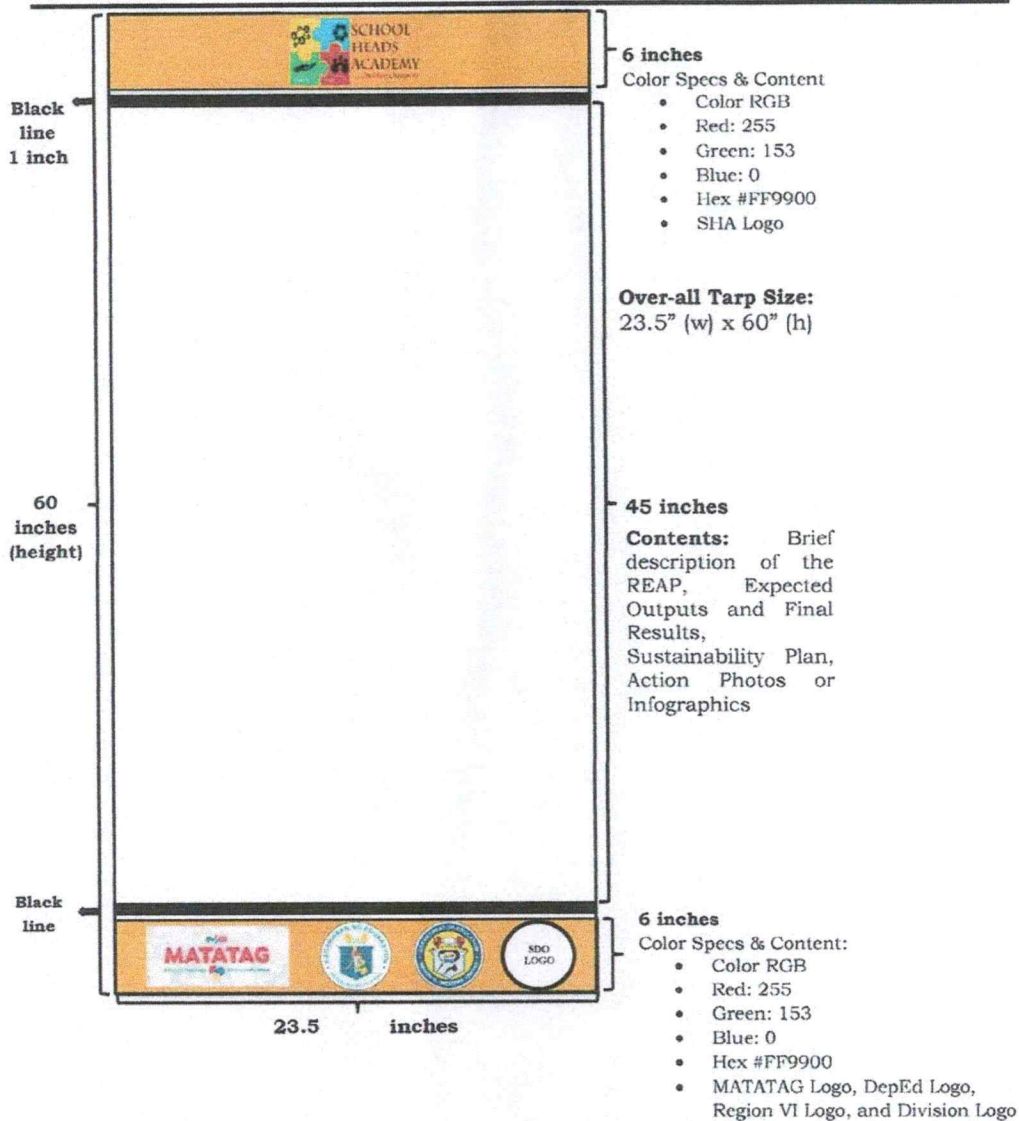
Material	Tarpaulin with stand
Size	23.5" (width) x 60" (height)
Content	Brief description of the REAP, Expected Outputs and Final Results, Sustainability Plan, Action Photos or Infographics



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**E. Project Portfolio**

1. As part of the implementation process, the scholars shall prepare a project portfolio that contains the actual documents developed or produced in the entire duration of the project execution.
2. Actual documents shall include but not limited to school memoranda, designation letters, official communications received and sent, minutes of the meeting, attendance sheets, Memorandum of Agreement or Understanding, Commitment Forms, Training Designs, LAC Plans, Session Guides, Learning Resource Materials, Test Results, Statistical Analysis results, action photos, and other documents that could clearly convey the execution of the project.
3. The portfolio must be arranged based on the major phases of the implementation (*as stipulated in Regional Memorandum No. 729, s. 2022*):

**1. Pre-Implementation Stage**

*a. Conceptualization Phase*

- Project Concept Note
- REAP Proposal
- Project Revision Form (*if any*)
- Approval of the Proposal and Notice to Execute the Project
- Assignment of the REAP Mentor

**2. Implementation Stage**

*b. Execution Phase*

- Designation letters for the Project Management Team
- Notice of PMT Meetings
- Approved Training Designs/LAC Plans
- Session Guides used for Capacity Building activities
- Memorandum of Agreement or Understanding
- LRs developed
- Baseline and Endline data with statistical analysis result if applicable
- Certificates of Recognition or Approval, Certification from the LR supervisor or designates in case of quality assurance of LRs
- Project Termination activities / Stakeholders' Appreciation activities (program, invitation letters, attendance sheets, etc.)



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- Captioned action photos that convey the actual conduct of the activities
- Project Execution Adjustment Form *(if any)*
- c. *Monitoring Phase*
  - Progress Monitoring Report Forms
  - Captioned action photos that convey the onsite and/or virtual validation of the project by the SDO and/or SHA Committees

**3. Post-Implementation Stage**

- d. *Evaluation Phase*
  - REAP Completion Report
  - Pre-Evaluation Checklist and Endorsement Form
  - REAP Final Report Feedback Form
  - Project Revision Form *(if any)*
  - Captioned action photos that convey the final presentation and defense of the scholar of his/her project
  - Accomplished Evaluation Criteria Form
- e. *Recognition Phase*
  - Certificates of Recognition received *(if any)*
  - Captioned action photos that convey the conduct of the SDO REAP Showdown and Recognition Ceremony

4. The project portfolio must be in one folder only regardless of the number of documents contained therein. Proper tabbing of the major stages and phases of the project must be ensured for easy reference of the RO and SDO SHA Committees and guests.

**F. Exhibit/Display Booth & Brochure**

1. The SHA Committee of the eight (8) SDOs (*Bago City, Cadiz City, Sagay City, Escalante City, Roxas City, Capiz, Antique, and Guimaras*) are expected to put-up an exhibit or display booth in the venue to showcase the REAP portfolio of **ALL the scholars** regardless of the award/recognition received.
2. Round/long tables(s) will be provided to each SDO for this purpose that is proportionate to the number of scholars:



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SDO	No. of Scholars	No. of Tables
Bago City	31	3
Cadiz City	48	4
Sagay City	25	2
Escalante City	20	2
Roxas City	8	1
Capiz	10	1
Antique	13	1
Guimaras	10	1
<b>Total</b>	<b>165</b>	<b>15</b>

- The SDOs are encouraged to bring materials for decoration purposes (*labels, extra cloth, etc.*) to add aesthetic value to the display booth. Action photos may also be included as part of the display.
- An **updated 3-fold brochure** of the SDO shall likewise be included in the display booth that will contain but not limited to the following:
  - name, position, and official station of the Cohort 1 scholars
  - pertinent information about the partner learning institution (SUC/HEI) and the sponsoring organization/LGU
  - winners in the Division REAP Showdown in the 5 thematic areas and the Best REAP
  - SDO SHA Committee members
  - relevant photos
- The brochure will have the following specifications:



**Lay-out size:** A4  
**Color:** Division Color  
**No. of Copies:** at least 30 pcs



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**G. Specifications for the Scholar's Photo**

1. The RO SHA Committee will prepare a program booklet that will serve as the souvenir program.
2. This will contain the information of the candidates for completion particularly their name, school assignment, REAP Title, and the assigned mentor.
3. For this purpose, **ALL** the scholar-candidates for completion shall submit their photos to the Human Resource Development Section (HRDS) SEPS or EPS-II who in turn shall submit to the Regional HRDD through **Ms. Joni B. Gallardo, EPS-II, on or before February 3, 2023** at email [joni.gallardo@deped.gov.ph](mailto:joni.gallardo@deped.gov.ph) in one folder and individually renamed as: ***Surname\_FirstName\_MI\_SDO\_Body Angle (front, left tilt, or right tilt)***
4. The following specifications must be strictly adhered to by the scholar in their photo:
  - a. Wear Barong or Filipiniana with slacks or skirt.
  - b. The orientation of the photo should be portrait.
  - c. Photo should capture from head to thigh. Also, include a space above the head and around both sides.
  - d. Camera should be at eye level.
  - e. Photo should be taken with adequate lightings for the best color image possible.
  - f. Background must be in white color for easy editing and to distinguish the color of the clothes worn.
  - g. Use the best possible camera to ensure quality image.
  - h. Three (3) photos with different angles are required (front, slight left tilt, and slight right tilt)
5. Sample pictures are given for easy reference.



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**Slight Left Tilt**



**Center**



**Slight Right Tilt**

Photo Credits: <https://barongworld.com/products/organza-barong-dress-filipiniana-kath-mr2>  
<https://www.kulturafilipino.com/collections/filipiniana>



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**TECHNICAL WORKING GROUP MEMBERS**

Consultants:	<b>Dr. Ramir B. Uytico, CESO III</b> <i>Regional Director</i> <b>Dr. Pedro T. Escobarte Jr., CESO V</b> <i>Asst. Regional Director</i>	
Honorary Chairman:	<b>Dr. Susan D. Severino</b> <i>Chief, HRDD</i>	
Over-All Chairman:	<b>Dr. Leonerico E. Barredo</b> <i>EPS, HRDD</i>	
	<b>REAP Showdown, Criteria &amp; Tabulation Sheets</b>	<b>Program Booklet</b>
	<b>Chairman:</b> Dr. Joan Sandoval - HRDD <b>Members:</b> Ms. Arlyn C. Aducal - Roxas City Mr. Jay Blancaflor - Roxas City Mr. Nelson Gellera - Sagay City	<b>Chairman:</b> Ms. Joni B. Gallardo - HRDD <b>Members:</b> Ms. Jocelyn Fontiveros - HRDD Ms. Anna Gracia Lim - Bago City Ms. Roxanne Anocha - Cadiz City Ms. Jecen Despi - Sagay City Dr. Jewel Oliveros - Escalante City Mr. Jay Blancaflor - Roxas City Mr. Jerry Mosqueti - Capiz Mr. Richard Nolasco - Antique Mr. Nanette Galuno - Guimaras
	<b>Trophies/Tokens/Certificates of Recognition</b>	<b>Invitations/Honorarium/Airfare Tickets</b>
	<b>Chairman:</b> Dr. Joven M. Madera - HRDD <b>Members:</b> Mr. Gelourd Pilla - Iloilo City Mr. Lester John Arroyo - Iloilo City Mr. Edwin Gyn Onceno - HRDD	<b>Chairman:</b> Ms. Lilibeth G. Sanchez - HRDD <b>Member:</b> Mr. Edwin Gyn Onceno - HRDD
	<b>Teaser/Tarpaulins/Banners</b>	<b>Program Videos/Facebook Live</b>
	<b>Chairman:</b> Mr. Rolly Ben M. Madera - HRDD <b>Members:</b> Mr. Jonathan Mosquera - Iloilo City Mr. Tobias Binueza - Iloilo City Mr. Lester John Arroyo - Iloilo City Mr. Gelourd Pilla - Iloilo City	<b>Chairman:</b> Mr. Noel Donell Narida - ICTU <b>Members:</b> Mr. John Mark Gegantoni - ICTU Mr. Justin Abuela - ICTU Mr. Clint Belleza - ICTU
	<b>Certificates of Completion</b>	<b>Leis</b>
	<b>Chairman:</b> Mr. Zander Frofunga - HRDD <b>Members:</b> Mr. Jan Remar Arquelada - FTAD Mr. Edwin Gyn Onceno - HRDD	<b>Chairman:</b> Ms. Amalia N. Abarrientos - HRDD <b>Members:</b> Dr. Joan D. Sandoval - HRDD Ms. Jocelyn Fontiveros - HRDD



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