



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

16 OCT 2026

DIVISION MEMORANDUM
No. 506, s. 2026

**ISSUANCE OF STANDARDIZED FORMATS FOR APPLICATION OF EDUCATION AND
APPLICATION OF LEARNING AND DEVELOPMENT (L&D)**

To: OIC, Assistant Schools Division Superintendent
OIC, Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. Pursuant to **DepEd Order No. 7, s. 2023**, titled *Guidelines on Recruitment, Selection, and Appointment in the Department of Education*, this Office issues standardized formats for the documentation of **Application of Education** and **Application of Learning and Development (L&D)** as qualification criteria in the recruitment, selection, and appointment process.
2. The prescribed formats shall provide a uniform guide for applicants in documenting the **application of learning, actual accomplishments, significant positive results, and corresponding Means of Verification (MOVs)** arising from their educational qualifications and Learning and Development (L&D) interventions.
3. For **Application of Education**, the following formats are prescribed:
 - a) **Application of Education Proposal** – to document the concepts, processes, knowledge, and skills gained from the applicant's higher education degree/s or units earned and the proposed application of such learning to the workplace; and
 - b) **Application of Education Accomplishment Report** – to document the actual application of the acquired learning, accomplishments, supporting evidence, and significant positive results arising from such application.
4. For **Application of Learning and Development (L&D)**, the following formats are prescribed:
 - a) **Application of L&D Proposal** – to document the learning, knowledge, competencies, and skills gained from an L&D intervention and the proposed application of such learning in the workplace; and
 - b) **Application of L&D Accomplishment Report** – to document the actual application of the acquired learning, accomplishments, supporting evidence, utilization or adoption, and significant positive results arising from such application.



Address: Banica, Roxas City
Contact Number: (036) 6518 456/0968-869-5867
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



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5. The **Workplace Application Plan (WAP)**, **Re-entry Action Plan (REAP)**, **Job-Embedded Learning (JEL)**, or **Impact Project**, as applicable, may be used to document the proposed application of learning acquired from an L&D intervention.
6. Applicants, whether **internal or external to DepEd**, shall ensure that their submitted documents:
 - a) are based on actual learning acquired from the identified educational qualification or L&D intervention;
 - b) demonstrate the application of the acquired learning to the applicant's current or previous work, as applicable;
 - c) are supported by the prescribed and relevant MOVs; and
 - d) demonstrate actual accomplishments and **significant positive results** arising from the application of learning.
7. For **external applicants**, the L&D intervention presented for Application of L&D shall likewise be supported by appropriate documentation establishing its alignment with the core tasks of the applicant's current or previous position, as applicable.
8. The required documents shall be approved, verified, or certified by the appropriate **Head of Office**, as prescribed in DepEd Order No. 7, s. 2023. For **internal applicants**, the applicable documents shall be processed through the **Schools Division Office in accordance with the prescribed procedures**. For **external applicants**, the required documents shall be approved, verified, or certified by the **Head of Office of the applicant's current or previous organization**, as applicable.
9. The prescribed MOVs shall include the following, as applicable:
 - A. Application of Education**
 - a) **Action Plan approved by the Head of Office;**
 - b) **Accomplishment Report verified by the Head of Office;** and
 - c) **Certification of utilization/adoption signed by the Head of Office.**
 - B. Application of Learning and Development (L&D)**
 - a) **Certificate of Training or Certification of the L&D intervention**, aligned with the applicant's Individual Development Plan (IDP), where applicable;
 - b) **Action Plan/WAP, REAP, JEL, or Impact Project**, as applicable, applying the learning gained from the L&D intervention and duly approved by the appropriate authority;
 - c) **Accomplishment Report** documenting the actual application, utilization, or adoption of the learning; and
 - d) **Certification of utilization/adoption**, as applicable, supported by appropriate evidence of the application and results.
10. For **external applicants**, where an Individual Development Plan (IDP) from a DepEd office is not applicable, the applicant shall submit appropriate certification or documentation from the current or previous employer, as applicable, to establish the relevance of the L&D intervention to the core tasks of the position held.



Address: Banica, Roxas City
Contact Number: (036) 6518 456/0968-869-5867
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Website: <http://depedcapiz.ph>



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11. The **Human Resource Merit Promotion and Selection Board (HRMPSB)** and other authorized personnel shall evaluate and validate the submitted documents based on the prescribed criteria, MOVs, and applicable recruitment, selection, and appointment policies.

12. The following standardized formats are attached to this Memorandum:

Enclosure No. 1 – Application of Education Proposal Format

Enclosure No. 2 – Application of Education Accomplishment Report Format

Enclosure No. 3 – Application of Learning and Development (L&D) Proposal Format

Enclosure No. 4 – Application of Learning and Development (L&D) Accomplishment Report Format

For ease of access, the prescribed templates may also be downloaded through the following link: <https://tinyurl.com/AppOfEdandLD>

13. The prescribed formats shall be used in the preparation and submission of documents for purposes of evaluation and validation under the applicable recruitment, selection, and appointment process.

14. This Memorandum shall take effect upon signing.

15. Immediate dissemination of and strict compliance with this Memorandum is directed.

ROEL F. BERMEJO

Schools Division Superintendent

Encl.: As stated

References: DepEd Order No. 7, s. 2023

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

HUMAN RESOURCE
SELECTION

LEARNING AND DEVELOPMENT

RECRUITMENT
APPOINTMENT
EDUCATION



Address: Banica, Roxas City

Contact Number: (036) 6518 456/0968-869-5867

Email Address: capiz@deped.gov.ph

Website: <http://depedcapiz.ph>



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SCHOOLS DIVISION OF CAPIZ

Enclosure No. 1 to Division Memorandum No. 506, s. 2026

**APPLICATION OF EDUCATION
PROPOSAL**

Title

S.Y. 2026-2027

Proposed by:

Position

Reviewed by:

AILEEN MAY F. ISIDERIO EdD
Senior Education Program Specialist
Planning and Research

Noted by:

MERLIE J. RUBIO EdD
Officer-in-Charge – Office of the Chief Education Supervisor
Curriculum Implementation Division

EDNA B. AZCARRAGA PhD
Officer-in-Charge – Office of the Chief Education Supervisor
School Governance and Operations Division

Recommending Approval:

MARLON P. DESTREZA EdD
Officer-in-Charge – Assistant Schools Division Superintendent

Approved:

ROEL F. BERMEJO
Schools Division Superintendent



Address: Banica, Roxas City
Contact Number: (036) 6518 456/0968-869-5867
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



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**APPLICATION OF EDUCATION
PROPOSAL**

Title

Application of [Educational Degree/Graduate Units] Concepts, Processes, and Skills
through [Name of Intervention/Project/Program]

I. Background and Rationale

- *Relevant degree/s or units earned;*
- *Concepts, processes, and skills acquired from education;*
- *Workplace concern/problem to be addressed;*
- *Basis of the identified concern;*
- *Proposed application of education and expected workplace improvement.*

II. Application of Education Framework

Educational Learning Applied	Source of Learning (Degree/Course/Unit Earned)	Applied Concepts, Processes, and Skills	Application in the Workplace
<i>[Concept/ knowledge/ skill gained]</i>	<i>[Course/ subject/ unit]</i>	<i>[Describe applicable learning]</i>	<i>[How it will be applied through the intervention]</i>

III. Action Plan

The detailed Action Plan for the proposed application of education, including the identified concerns, objectives, activities/interventions, timeline, beneficiaries, resources, and expected outputs/outcomes, is attached as Appendix A.

IV. Monitoring and Evaluation

- *Monitoring strategies and documentation to track implementation;*
- *Evaluation tools and indicators to determine effectiveness;*
- *Expected basis for assessing improvement and contribution to workplace practices.*



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Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



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V. Appendices/Mean of Verification

- A. Action Plan**
- B. Letter of Request for Approval to the Head of Office**
- C. Transcript of Records highlighting applied concepts, processes, and skills relevant to the position applied for**
- D. Certificates of relevant short courses/trainings offered by NEAP, BHROD, SEAMEO INNOTECH, and other DepEd-recognized service providers (if applicable)**
- E. Accomplishment Report verified by the Head of Office**
- F. Certification of Utilization/Adoption signed by the Head of Office**



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**Application of Education
 Action Plan**

Title of Intervention:		Implementation Period:				Remarks
KRA	Issues/Concerns/Challenges	Objectives	Activities/Interventions	Timeline	Target Recipients/Beneficiaries	
[KRA]	[Identified concern]	[Specific objective]	[Planned activities]	[Timeline]	[Beneficiaries]	
					[Persons involved]	[Expected results]
					[Resources needed]	

Prepared by:	Signature:	Date:

Reviewed and Approved by:	Signature:	Date:

Address: Banica, Roxas City
 Contact Number: (036) 6518 456/0968-869-5867
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Enclosure No. 2 to Division Memorandum No. 506, s. 2026

**APPLICATION OF EDUCATION
ACCOMPLISHMENT REPORT**

Title

S.Y. 2026-2027

Proposed by:

Position

Reviewed by:

AILEEN MAY F. ISIDERIO EdD
Senior Education Program Specialist
Planning and Research

Noted by:

MERLIE J. RUBIO EdD
Officer-in-Charge – Office of the Chief Education Supervisor
Curriculum Implementation Division

EDNA B. AZCARRAGA PhD
Officer-in-Charge – Office of the Chief Education Supervisor
School Governance and Operations Division

Recommending Approval:

MARLON P. DESTREZA EdD
Officer-in-Charge – Assistant Schools Division Superintendent

Approved:

ROEL F. BERMEJO
Schools Division Superintendent



Address: Banica, Roxas City
Contact Number: (036) 6518 456/0968-869-5867
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Website: <http://depedcapiz.ph>



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**APPLICATION OF EDUCATION
ACCOMPLISHMENT REPORT**

Title

Application of [Educational Degree/Graduate Units] Concepts, Processes, and Skills
through [Name of Intervention/Project/Program]

I. Background and Rationale

- *Relevant degree/s or units earned;*
- *Concepts, processes, and skills acquired and applied;*
- *Workplace concern/problem addressed;*
- *Basis of the identified concern;*
- *Brief description of the intervention implemented and its intended contribution to workplace improvement.*

II. Application of Education Accomplishment Report

The accomplishments of the implemented L&D intervention, based on the approved Action Plan/REAP/JEL/Impact Project, including the activities/interventions undertaken, timeline, beneficiaries, resources utilized, outputs achieved, and outcomes attained, are attached as Appendix C.

III. Monitoring and Evaluation

- *Monitoring activities conducted to track the application of the L&D learning;*
- *Evaluation tools, indicators, and processes used;*
- *Findings and results of the implementation;*
- *Evidence of improvement in workplace practices, processes, or performance;*
- *Contribution of the L&D application to workplace improvement.*

IV. Appendices/Means of Verification

- Approved Application of Education Proposal and Action Plan**
- Letter of Request for Approval of Accomplishment Report to the Head of Office**
- Accomplishment Report Verified by the Head of Office**
- Certification of Utilization/Adoption Signed by the Head of Office**
- Monitoring and Evaluation Report**
- Other Relevant MOVs/Documentation**



Address: Banica, Roxas City
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Application of Education
Accomplishment Report

Title of Intervention:		Actual Accomplishment [Activities completed/ outputs produced]	Date/Period Implemented [Date/period]	Implementation Period: Evidence/Means of Verification [Reports, photos, outputs, records, tools/materials, etc.]	Results/ Impact [Positive results/ improvements achieved]
KRA	Planned Activity/ Intervention [Activity/ intervention indicated in the approved Action Plan]				
[KRA]					

Prepared by:	Signature:	Date:

Reviewed and Approved by:	Signature:	Date:

Address: Banica, Roxas City
Contact Number: (036) 6518 456/0968-869-5867
Email Address: capiz@deped.gov.ph
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Enclosure No. 3 to Division Memorandum No. 506, s. 2026

**APPLICATION OF LEARNING AND DEVELOPMENT
PROPOSAL**

Title

S.Y. 2026-2027

Proposed by:

Position

Reviewed by:

IMMACULADA J. AMORES PhD
Senior Education Program Specialist
Human Resource and Development

Noted by:

MERLIE J. RUBIO EdD
Officer-in-Charge – Office of the Chief Education Supervisor
Curriculum Implementation Division

EDNA B. AZCARRAGA PhD
Officer-in-Charge – Office of the Chief Education Supervisor
School Governance and Operations Division

Recommending Approval:

MARLON P. DESTREZA EdD
Officer-in-Charge – Assistant Schools Division Superintendent

Approved:

ROEL F. BERMEJO
Schools Division Superintendent



Address: Banica, Roxas City
Contact Number: (036) 6518 456/0968-869-5867
Email Address: capiZ@deped.gov.ph
Website: <http://depedcapiZ.ph>



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**APPLICATION OF LEARNING AND DEVELOPMENT
PROPOSAL**

Title

Application of Learning from [Name of L&D Intervention/Training] through
[Name of Workplace Intervention/Project/Program]

I. Background and Rationale

- *Name and details of the L&D intervention attended;*
- *Key learnings, competencies, knowledge, and skills gained from the L&D intervention;*
- *Workplace need or concern to which the learning will be applied;*
- *Expected contribution of the L&D learning to the applicant's work and/or workplace practices;*
- *Expected positive results from the application.*

II. Application of L&D Framework

Learning and Development Intervention	Learning/ Competencies Gained	Application in the Workplace	Expected Result
[Name of training/L&D intervention]	[Knowledge, skills, competencies, practices, or strategies gained]	[How the learning will be applied in the workplace]	[Expected improvement/result]

III. Action Plan

The Workplace Application Plan (WAP) detailing the Key Result Area/s, application objective, action steps/activities, timeline, indicators of success, and support needed shall serve as the implementation plan for the proposed application of L&D. The duly accomplished and approved WAP is attached as Appendix A.

IV. Monitoring and Evaluation

- *Monitoring strategies and documentation to track the implementation of the WAP;*
- *Indicators and evidence to determine whether the learning gained from the L&D intervention has been successfully applied;*
- *Evaluation of the resulting improvement in work practices, processes, outputs, or performance.*



Address: Banica, Roxas City
Contact Number: (036) 6518 456/0968-869-5867
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



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V. Appendices/Mean of Verification

A. Accomplished and Approved Workplace Application Plan (WAP)

B. Certificate of Training/Certification of L&D Intervention

- Aligned with the applicant's Individual Development Plan (IDP), where applicable.

C. Letter of Request for Approval to the Head of Office

D. Accomplishment Report Verified by the Head of Office

E. General Certification of Utilization/Adoption

- Certification that the L&D learning/intervention was used or adopted by the office at the local level; or by a different office at the local/higher level, as applicable.

F. Other Relevant MOVs/Documentation

- Outputs, lesson plans, assessment tools, observation forms, photos, reports, feedback, and other evidence of application.



Address: Banica, Roxas City
Contact Number: (036) 6518 456/0968-869-5867
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



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Workplace Application Plan



I. PROPONENT'S PROFILE

Proponent's Name:		Position:	
School:		School ID:	
Region and Schools Division Office:		PD Program Attended:	
Coach:		Position:	
Assistant Schools Division Superintendent:		Schools Division Superintendent:	

II. PROGRAM/ PROJECT PROFILE

Title	Indicate the proposed program/ project title.	Type of intervention	(Committee work, Job Expansion, Job Rotation, Job Shadowing, Special Project, Stretch Assignments, Informal JEL Activities, others please specify)
Rationale	Briefly describe why the WAP will be implemented Identify the competency gaps that will be addressed and the current performance level on the key results area(s). This may include the following, but not limited to: • Context of the program/ project or connection to the NASH PDI • Relevant legal bases • Relevant local and international literature • What is the goal of WAP? See the objective statement.		
Program/ Project Description	State the primary intention of the proposed program/ project, including but not limited to: • the main task to be accomplished or key content to be delivered, • knowledge, skills, and abilities to be learned, and		



Address: Banica, Roxas City
Contact Number: (036) 6518 456/0968-869-5867
Email Address: capiz@deped.gov.ph
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Workplace Application Plan

	expected significant results of the program/ project or how it will impact the workstation or constituents of the proponent (project beneficiaries/ participants)
Program/ Project Objective(s) (Application Objectives)	State one (1) general objective and at least three (3) specific objectives
Delivery Platform	Modality of the program/ project
Timeline	From Start Date to End Date, per NASH PDI guidelines, this should not exceed 6 months.

III. FUNDING DETAILS

Amount Needed:	Will the project need funding? Indicate the total amount.	Budget Allocation (Breakdown)	(Provide details on how the fund will be allocated in the conduct of the program/ project.)
Funding Source:	How will the program be funded?		

IV. ACTION PLAN

Milestones	Activities	Timeline	Resources Needed	Expected Output / Outcome	Coaching Schedule
Milestone 1: Situational Analysis and Problem Framing		1 month	(Materials, funds, resources)		(Indicate date and time to discuss the results of this milestone/ activities with



Address: Banica, Roxas City
 Contact Number: (036) 6518 456/0968-869-5867
 Email Address: capiz@depd.gov.ph
 Website: <http://depdcapiz.ph>



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Workplace Application Plan




Milestones	Activities	Timeline	Resources Needed	Expected Output / Outcome	Coaching Schedule <i>your coach. The coach's signature at the end of this document indicates that s/he agrees with the indicated dates for coaching.</i>
Validate innovation need and align with SIP priorities					
Milestone 2: Innovation Design and Operational Planning Finalize innovation framework and secure stakeholder commitment		1.5 months			
Milestone 3: Implementation and Learning Session(s) Monitor implementation status and gather early results		3.5 months			
Milestone 4: Evaluation and Sustainability Plan Assess impact and provide strategy for scaling or sustaining innovation		End of 6 th month			



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Workplace Application Plan



V. RISKS AND MITIGATION STRATEGIES

Identified Risk	Mitigation Measure
Potential problem(s) or negative event(s) that may occur during the implementation of your activities, which could affect your timeline, resources, participation, or expected results.	Proactive step(s) or strategy(ies) designed to reduce the likelihood or impact of the identified risk(s).

VI. MONITORING AND EVALUATION PLAN

Milestones	Monitoring Tool/Method	Timeline	Responsible Person
Milestone 1: Situational Analysis and Problem Framing			
Milestone 2: Innovation Design and Operational Planning			
Milestone 3: Implementation and Learning Session(s)			
Milestone 4: Evaluation and Sustainability Plan			



Address: Banica, Roxas City
Contact Number: (036) 6518 456/0968-869-5867
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



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Workplace Application Plan



Declaration:

I hereby declare that the information provided in this application is true and correct to the best of my knowledge.
I agree that the Department of Education (DepEd) is the co-owner of all the data gathered and the copyright of any publication or use of these data.

Prepared by:	Signature	Date
(Name and Position of Proponent)		
Reviewed by:	Signature	Date
(Name and Position of Coach)		
Recommending Approval by:	Signature	Date
(Name and Position of Assistant Schools Division Superintendent)		
Approved by:	Signature	Date
(Name and Position of Schools Division Superintendent)		



Address: Banica, Roxas City
Contact Number: (036) 6518 456/0968-869-5867
Email Address: capi@depd.gov.ph
Website: <http://depdcapiz.ph>



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Enclosure No. 4 to Division Memorandum No. 506, s. 2026

**APPLICATION OF LEARNING AND DEVELOPMENT
ACCOMPLISHMENT REPORT**

Title

S.Y. 2026-2027

Proposed by:

Position

Reviewed by:

IMMACULADA J. AMORES PhD
Senior Education Program Specialist
Human Resource and Development

Noted by:

MERLIE J. RUBIO EdD
Officer-in-Charge – Office of the Chief Education Supervisor
Curriculum Implementation Division

EDNA B. AZCARRAGA PhD
Officer-in-Charge – Office of the Chief Education Supervisor
School Governance and Operations Division

Recommending Approval:

MARLON P. DESTREZA EdD
Officer-in-Charge – Assistant Schools Division Superintendent

Approved:

ROEL F. BERMEJO
Schools Division Superintendent



Address: Banica, Roxas City
Contact Number: (036) 6518 456/0968-869-5867
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**APPLICATION OF LEARNING AND DEVELOPMENT
ACCOMPLISHMENT REPORT**

Title

Application of Learning from [Name of L&D Intervention/Training] through
[Name of Workplace Intervention/Project/Program]

I. Background and Overview

- *Name and details of the L&D intervention attended;*
- *Key learnings, competencies, knowledge, and skills gained;*
- *Workplace application undertaken;*
- *Brief description of the implementation and intended workplace contribution.*

II. Application of L&D Accomplishment Report

The accomplishments of the implemented L&D intervention, based on the approved Workplace Application Plan (WAP), including the action steps/activities undertaken, timeline, beneficiaries, resources/support utilized, indicators of success, outputs achieved, and outcomes attained, are attached as Appendix A.

III. Monitoring and Evaluation

- *Monitoring strategies and documentation to track the implementation of the L&D application;*
- *Evaluation tools and indicators to determine the effectiveness of the intervention;*
- *Basis for determining the application and impact of the learning gained from the L&D intervention;*
- *Expected evidence of significant positive results in the workplace.*

IV. Appendices/Means of Verification

- A. Accomplishment Report Based on the Approved Workplace Application Plan (WAP)**
- B. Certificate of Training/Certification of L&D Intervention**
- C. General Certification of Utilization/Adoption**
 - Certification that the L&D intervention/learning was used or adopted by the office at the local level; or by a different office at the local/higher level, as applicable.
- D. Monitoring and Evaluation Report**
- E. Approved Workplace Application Plan (WAP)**



Address: Banica, Roxas City
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F. Other Relevant MOVs/Documentation

- Actual outputs, lesson plans, assessment tools, observation forms, photos, reports, feedback, utilization records, and other supporting evidence.



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Workplace Application Accomplishment Report



I. PROPONENT'S PROFILE

Proponent's Name:		Position:	
School:		School ID:	
Region and Schools Division Office:		PD Program Attended:	
Coach:		Position:	
Assistant Schools Division Superintendent:		Schools Division Superintendent:	

II. PROGRAM/ PROJECT PROFILE

Title	Indicate the proposed program/ project title.	Type of intervention	(Committee work, Job Expansion, Job Rotation, Job Shadouring, Special Project, Stretch Assignments, Informal JEL Activities, others please specify)
Rationale	Briefly describe why the WAP will be implemented. Identify the competency gaps that will be addressed and the current performance level on the key results areas/ This may include the following, but not limited to: • Context of the program/ project or connection to the NASH PDI • Relevant legal bases • Relevant local and international literature • What is the goal of WAP? See the objective statement.		
Program/ Project Description	State the primary intention of the proposed program/ project, including but not limited to: • the main task to be accomplished or key content to be delivered. • knowledge, skills, and abilities to be learned; and • expected significant results of the program/ project or how it will impact the workstation or constituents of the		



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Workplace Application Accomplishment Report

	proponent (project beneficiaries/ participants)		
Program/ Project Objective(s) (Application Objectives)	State one (1) general objective and at least three (3) specific objectives		
Delivery Platform	Modality of the program/ project		
Timeline	From Start Date to End Date, per NASH FDI guidelines, this should not exceed 6 months		

III. FUNDING DETAILS

Amount Needed:	Will the project need funding? Indicate the total amount.	Budget Allocation (Breakdown)	(Provide details on how the fund will be allocated in the conduct of the program/ project.)
Funding Source:	How will the program be funded?		

IV. SUMMARY OF ACTIVITIES CONDUCTED

Milestones	Date Implemented	Activities	Description	Expected Output / Outcomes	Date Coached
Milestone 1: Situational Analysis and Problem Framing					
Milestone 2: Innovation Design and Operational Planning					



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VIII. NEXT STEPS / RECOMMENDATIONS

Follow-up Actions	Sustainability Strategies	Areas for Improvement
Immediate or short-term steps to continue, build upon, or complete what was started during the implementation phase.	Long-term approaches and systems to maintain, institutionalize, or replicate the positive impact or outcomes of the project beyond the initial implementation period.	Aspects of the project, implementation, or results that did not go as planned or could be enhanced in the future.

IX. REFLECTIONS

This section presents the insights, realizations, and lessons learned throughout the implementation of the project, training application, or innovation. It highlights the implementer's professional growth, responsiveness to challenges, and commitment to continuous improvement.

- What went well during the implementation?
- What challenges helped you grow as a leader or implementer?
- How did your actions affect learners, teachers, or stakeholders?
- What did you learn about yourself, your leadership, or your context?
- What will you do differently in the future?



Address: Banica, Roxas City
Contact Number: (036) 6518 456/0968-869-5867
Email Address: capiiz@deped.gov.ph
Website: <http://depedcapiiz.ph>



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VI. MONITORING AND EVALUATION REPORT

Activities	MOVS	Evidence of Completion (Complete/ Partially Complete)	Quality of Output (e.g., 1-5 or Basic/ Developing/ Proficient)	Coach / Coach Observations / Comments (Coach/Coach shall affix his/her signature)
Milestone 1: Situational Analysis and Problem Framing				
Milestone 2: Innovation Design and Operational Planning				
Milestone 3: Implementation and Learning Session(s)				



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Milestones	Date Implemented	Activities	Description	Expected Output / Outcome	Date Coached
Milestone 3: Implementation and Learning Session(s)					
Milestone 4: Evaluation & Sustainability Plan					

V. ACCOMPLISHMENTS

Describe the key accomplishments or results of the implementation based on your objectives. You may use subheadings aligned to milestones, outcomes, or objectives



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Milestone 4: Evaluation and Sustainability Plan									

VII. CHALLENGES ENCOUNTERED AND SOLUTIONS	
Challenges	Action Taken / Solutions
Issues, obstacles, or difficulties encountered during the implementation of your activity, project, or work application plan.	Concrete actions or steps taken to resolve or manage the identified challenges. This may include adjustments, alternative approaches, or support mechanisms



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Declaration:

I hereby declare that the information provided in this application is true and correct to the best of my knowledge.
I agree that the Department of Education (DepEd) is the co-owner of all the data gathered and the copyright of any publication or use of these data.

Prepared by:	Signature	Date
(Name and Position of Proponent)		
Reviewed by:	Signature	Date
(Name and Position of Coach)		
Recommending Approval by:	Signature	Date
(Name and Position of Assistant Schools Division Superintendent)		
Approved by:	Signature	Date
(Name and Position of Schools Division Superintendent)		



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