



Republic of the Philippines  
**Department of Education**  
REGION II - CAGAYAN VALLEY  
SCHOOLS DIVISION OF BATANES

15 August 2024

**DIVISION MEMORANDUM**

No. **202**, s. 2024

**REITERATION ON THE APPLICATION OF LEARNING AND  
DEVELOPMENT PROCESS FLOW**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
SDO Unit Heads and Staff  
Elementary and Secondary School Heads  
This Schools Division

1. To support the implementation of the Department Order No. 007, s. 2023 otherwise known as the **Guidelines on Recruitment, Selection, and Appointment in the Department of Education**, and Department Order No. 019, s. 2022 titled as **The Department of Education Merit Selection Plan**, this Office reiterates the application of learning and development process flow to ensure that the contribution/s made by an applicant has/have led to positive outcome in their current or previous workplace as a result of their learnings from the human resource development interventions done/attended.
2. The submission of the Workplace Application Plan (WAP)/Re-Entry Action Plan (REAP)/Project Implementation Plan (PIP) **must** be addressed to the Schools Division Superintendent through the School Governance & Operations Division – Human Resource Development (HRD) Section for Quality Assurance within a three (3) month period parameter after attending of any Learning and Development activity/ies.
3. All Workplace Application Plan (WAP)/Re-Entry Action Plan (REAP)/Project Implementation Plan (PIP) that were approved and implemented prior to issuance of this memorandum must be furnished to the HRD Section for recording purposes.
4. Enclosed in this issuance is the Workplace Application Plan (WAP)/Re-Entry Action Plan (REAP) Template prescribed by the National Educators Academy of the Philippines (NEAP) (*see Enclosure 1*) which can be downloaded through the link: [bit.ly/WAP-REAPTemplate](http://bit.ly/WAP-REAPTemplate), and the Application of Learning and Development process flow (*see Enclosure 2*).
5. The Program Owner, together with the HRD Section and SMME section through the assigned QATAME Associate/s of the conducted activity shall conduct monitoring and evaluation activities depending on the timelines set by proponents in their respective plans.



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6. For immediate information, guidance, and strict compliance of all concerned.

**ALFREDO B. GUMARU, JR. EdD, CESO V**  
Schools Division Superintendent

For the Schools Division Superintendent:

  
**DANTE J. MARCELO, PhD, CESO VI**  
Assistant Schools Division Superintendent

*AK*

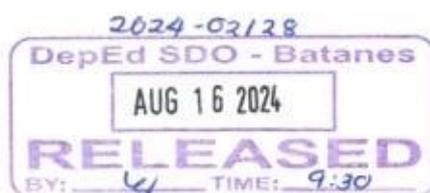
Encl: As stated

References: *DepEd Order No. 007, s. 2023*  
*DepEd Order No. 019, s. 2022*

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

RECRUITMENT  
SELECTION  
MONITORING and EVALUATION  
SEMINARS  
TRAINING PROGRAMS

SGOD/mjn/kchm/AppLND  
August 15, 2024



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**Department of Education**

*National Educators Academy of the Philippines*

**Workplace Application Plan (WAP) / Re-Entry Action Plan (REAP) Template**

Name of Learner		Office and Position	
Title of PD Programs		Date of Delivery	
		PD Program Provider	
Name of Immediate Supervisor		Office and Position	

**Background and Rationale of WAP Plan:**

Briefly describe why the WAP will be implemented. Identify the competency gaps that will be addressed and current performance level on key result area(s).

**Expected Performance Improvement**

Competencies for Development	Key Result Area(s)	Expected Improvement in Performance Indicator	Means of Verification

Type of Intervention

Committee Work	Job Shadowing	Informal JEL Activities (Please specify)	Others (Please specify)
Job Expansion	Special Project		
Job Rotation	Stretch Assignments		
Briefly describe the intervention (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.			

Application Objective				
State what learner will be able to do by the end of the WAP, following ABCD (Audience-Behavior-Condition-Degree) guidelines.				
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>

Prepared by:

Quality Assured by:

**NAME**  
Proponent

**AYRINE C. GERONIMO**  
SEPS – HRD

**NAME**  
Program/Activity Proponent

Reviewed by:

**MARCIAL Y. NOGUERA**  
Chief Education Supervisor, SGOD

**VIOLETA B. GASILAO**  
Chief Education Supervisor, CID

Recommending Approval:

APPROVED:

**DANTE J. MARCELO, PhD, CESO VI**  
Asst Schools Division Superintendent

**ALFREDO B. GUMARU JR. EdD, CESO V**  
Schools Division Superintendent

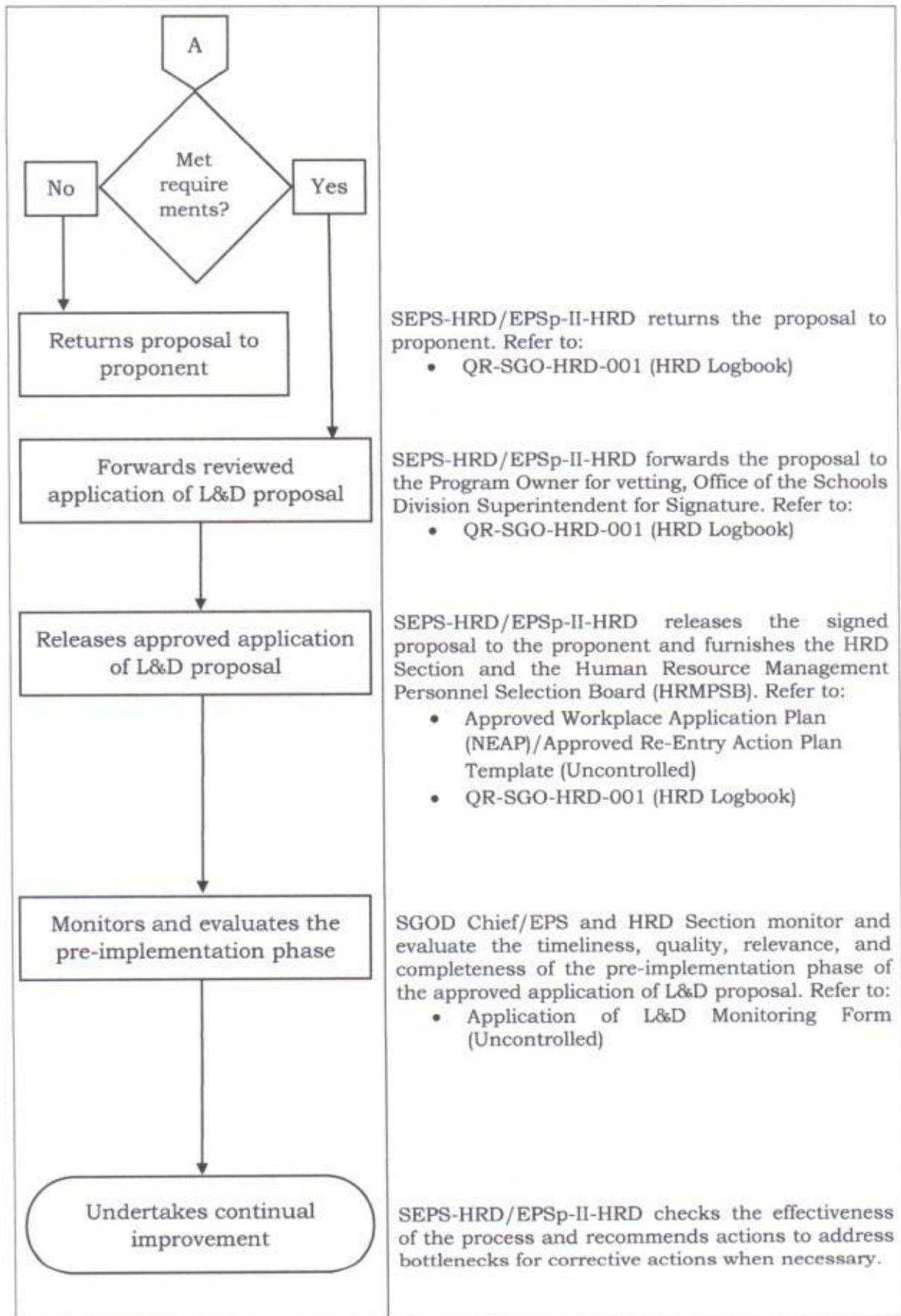


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SGOD – HUMAN RESOURCE DEVELOPMENT SECTION  
**PROCESS FLOW**

<b>TITLE</b>	<b>Quality Assurance and Approval of Application of Learning and Development (L&amp;D) Proposal</b>
<b>SCOPE</b>	This covers the process from receiving, consolidation, quality assurance, and approval of communicated Application of L&Ds by training attendees
<b>OBJECTIVE</b>	To establish a firm and efficient system for the receipt, consolidation, quality assurance, and approval of Applications of Learning and Development (L&D) Proposals communicated by training attendees.

<b>Activity</b>	<b>Person Responsible/Activity Details/Interface</b>
<pre> graph TD     A([Training Attendee Prepares Application of L&amp;D Proposal]) --&gt; B[Receives Application of L&amp;D Proposal Submitted by Attendees]     B --&gt; C[Conducts quality assurance of submitted application of L&amp;D proposals]     C --&gt; D{{A}}                     </pre>	<p>Training Attendee prepares Application of L&amp;D Proposal. Refer to:</p> <ul style="list-style-type: none"> <li>Workplace Application Plan (NEAP)/Re-Entry Action Plan Template (Uncontrolled)</li> </ul> <p>SEPS-HRD/EPSP-II-HRD receives submitted Application of L&amp;D <b>within (3) months</b> after attending the training/activity. Refer to:</p> <ul style="list-style-type: none"> <li>Workplace Application Plan (NEAP)/Re-Entry Action Plan Template (Uncontrolled)</li> <li>QR-SGO-HRD-001 (HRD Logbook)</li> <li>QR-SGO-HRD-011 (Issuances on Training Programs/Activities)</li> </ul> <p>SEPS-HRD/EPSP-II-HRD conducts initial quality assurance of the received Application of L&amp;D, and verifies attended Learning and Development Activities/Programs. Refer to:</p> <ul style="list-style-type: none"> <li>FM-ORD-005 (Division Memorandum)</li> <li>FM-HRD-007 (Attendance Sheet)</li> <li>FM-HRD-006 (Registration Sheet)</li> <li>Regional and National Memoranda</li> <li>Workplace Application Plan (NEAP)</li> <li>Re-Entry Action Plan Template (Uncontrolled)</li> </ul>





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SGOD – HUMAN RESOURCE DEVELOPMENT SECTION  
**PROCESS FLOW**

<b>TITLE</b>	<b>Completion Report of Application of Learning and Development (L&amp;D)</b>
<b>SCOPE</b>	This covers the process from the implementation, monitoring, evaluation, and reporting of the completed Applications of L&Ds by training attendees.
<b>OBJECTIVE</b>	To establish a comprehensive and effective system for the implementation, monitoring, evaluation, and reporting of completed Applications of Learning and Development (L&D) communicated by training attendees. This ensures that the learning and development activities are effectively applied and contribute to the improvement of work performance and achievement of organizational goals.

Activity	Person Responsible/Activity Details/Interface
	<p>Training Attendee prepares Application of L&amp;D Completion Report. Refer to:</p> <ul style="list-style-type: none"> <li>• Workplace Application Plan (NEAP) Completion Report/Re-Entry Action Plan Completion Report Template (Uncontrolled)</li> </ul> <p>SEPS-HRD/EPSP-II-HRD receives submitted Application of L&amp;D Completion Report after implementing the approved Proposal. Refer to:</p> <ul style="list-style-type: none"> <li>• Workplace Application Plan (NEAP) Completion Report/Re-Entry Action Plan Completion Report Template (Uncontrolled)</li> <li>• QR-SGO-HRD-001 (HRD Logbook)</li> <li>• Application of L&amp;D Monitoring Form (Uncontrolled)</li> </ul> <p>SEPS-HRD/EPSP-II-HRD conducts quality assurance of the received Application of L&amp;D Completion Report and confirm its veracity. Refer to:</p> <ul style="list-style-type: none"> <li>• Workplace Application Plan (NEAP)</li> <li>• Re-Entry Action Plan Template (Uncontrolled)</li> <li>• Attachments/Modes of Verifications</li> <li>• Application of L&amp;D Monitoring Form (Uncontrolled)</li> </ul>

