



Republic of the Philippines  
**Department of Education**  
REGION III  
**SCHOOLS DIVISION OF PAMPANGA**

April 01, 2024

DIVISION MEMORANDUM  
No **248**, s. 2024

**GUIDELINES ON THE CRAFTING OF WORKPLACE APPLICATION PROJECT (WAP)-  
APPLICATION OF LEARNING AND APPLICATION OF EDUCATION**

To: Assistant Schools Division Superintendents  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All others concerned

1. The Department of Education (DepEd) issued DepEd Order No. 019, s. 2022 or the Department of Education Merit Selection Plan (MSP) and DepEd Order No. 007 s. 2023 titled Guidelines on Recruitment, Selection, and Appointment in the Department of Education stipulating systematic operational guidelines, rules, and regulations that shall govern the hiring and promotion of personnel in DepEd to first and second level positions.
2. Pursuant to these issuances, the Schools Division of Pampanga issues the attached templates for the crafting of Workplace Application Project (WAP) and the submission of WAP Activity Completion Report (ACR) as required Means of Verification (MOVs) in the Application of Learning and Development (L&D) and Application of Education.
3. *Application of Learning and Development* activities refers to the contribution made by the project owner/proponent that has led to positive outcomes in his/her current or previous work as a result of his/her learnings gained from the L&D interventions done or attended while *Application of Education* refers to the contribution made that has led to positive outcomes in his/her current or previous work as a result of his/her learnings gained from higher education. Both Application of Learning and Development and Application of Education must be relevant and aligned with the sets of standards namely:
  - a. Philippine Professional Standards for Teachers (PPST);
  - b. Philippine Professional Standards for School Heads (PPSSH); and
  - c. Philippine Professional Standards for Supervisors (PPSS).
4. The WAP requires the identification of a specific area of classroom/school operations that require improvement and that will deliver the best impact on classroom/school measures in three (3) months or more. The choice of project will be derived from the priority concerns identified in the School Improvement Plan (SIP) and other Departments' Priority Improvement Areas (PIAs). On the other hand, the ACR should highlight data, significant change of impact of WAP to the classroom/school, learners' and teachers' performances, community, and other stakeholders.
5. Proponents are advised to submit their WAP at least two (2) weeks prior to its implementation for approval and ACR a week after its full implementation for certification to this Office through the School Governance and Operations Division (SGOD), attention to:



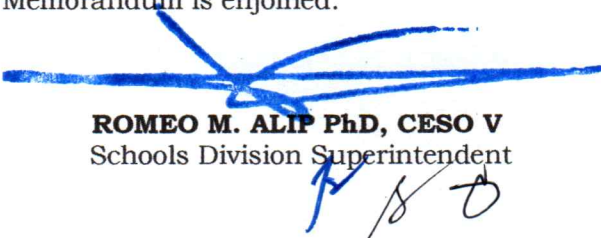
Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)  
Telephone No.: (045) 435-2728; (045) 435-7404  
Email Address: [pampanga@deped.gov.ph](mailto:pampanga@deped.gov.ph)  
Website: [www.depedpampanga.ph](http://www.depedpampanga.ph)



Republic of the Philippines  
Department of Education  
REGION III  
SCHOOLS DIVISION OF PAMPANGA

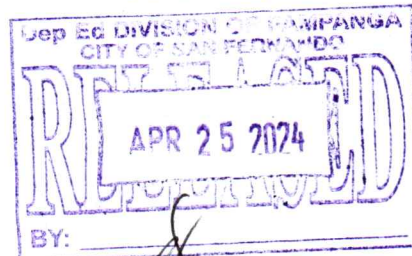
JAYSON M. SANTOS  
Senior Education Program Specialist  
Human Resource Development Section

6. Templates can be downloaded via this link: <https://tinyurl.com/wapacrtemplates> for ready reference.
7. For more information, all concerned may contact the SGOD-HRDS or Mr. Jayson M. Santos, SEPS-HRD at email address: [jayson.santos001@deped.gov.ph](mailto:jayson.santos001@deped.gov.ph), DepEd Schools Division of Pampanga, High School Boulevard, Barangay Lourdes, City of San Fernando, Pampanga.
8. Immediate and wide dissemination of this Memorandum is enjoined.

  
**ROMEO M. ALIP PhD, CESO V**  
Schools Division Superintendent

SGOD-HRDS-DM-2024  
05April2024

000000031630



Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)  
Telephone No.: (045) 435-2728; (045) 435-7404  
Email Address: [pampanga@deped.gov.ph](mailto:pampanga@deped.gov.ph)  
Website: [www.depedpampanga.ph](http://www.depedpampanga.ph)



Republic of the Philippines  
**Department of Education**  
REGION III  
**SCHOOLS DIVISION OF PAMPANGA**

**Workplace Application Project**

<b>I. Proponent's Profile</b>	
Proponent's Name:	
Office/School:	
District/Cluster:	
Contact Number:	
DepEd Email Address:	
<b>II. Project Profile</b> <i>(Complete the following components to describe the project you would like to be implemented.)</i>	
<b>Title</b>	
<b>Rationale/Background</b>  (Discuss the reasons for implementing this project. Consider the need this project addresses and include an overview of how relevant and reliable research relates to the content and/or delivery of the project. Include citations in your overview. Also, provide references to the sources outlined.)	
<b>Project Description</b>  (Provide a brief description of the project.)	
<b>Project Terminal Objectives</b>  (Refer to what beneficiaries will gain in terms of professional knowledge, professional practice and/or professional engagement. Objectives should follow the SMART principle.)  Terminal Objective is defined as what the participants will achieve upon successful completion of the project	
<b>Project Enabling Objectives</b>  Enabling objectives are the specific objectives that support the terminal objectives.	



**Address:** High School Blvd., Brgy. Lourdes, City of San Fernando (P)  
**Telephone No.:** (045) 435-2728; (045) 435-7404  
**Email Address:** [pampanga@deped.gov.ph](mailto:pampanga@deped.gov.ph)  
**Website:** [www.depedpampanga.ph](http://www.depedpampanga.ph)



**Republic of the Philippines**  
**Department of Education**  
 REGION III  
**SCHOOLS DIVISION OF PAMPANGA**

<p><b>Target Competency Improvement</b></p> <p>For Application of L&amp;D: (State the DepEd Professional Standards covered in PPSS, PPSSH, and PPST e.g. KRAs, Strands, and Indicators)</p> <p>For Application of Education: (State specific competency covered in the subject/unit earned, aligned with the sets of standards: PPST, PPSSH, &amp; PPSS)</p>				
<b>Target Beneficiary/ies</b>				
<b>Target Date of Implementation</b>				
<b>Expected Output/s</b>				
<b>Success Indicators</b>				
<p><b>III. Implementation Plan</b> (List down activities in the table below. Identify significant Milestone targets that could be achieved by the end of the targeted timeline. Add additional rows for milestone/activities, if needed.)</p>				
<b>Activities</b>	<b>Expected Output</b>	<b>Persons Responsible</b>	<b>Timeline</b>	<b>Mean/s of Verification</b>
Milestone 1				
Milestone 2				
Milestone 3				
<p><b>IV. Resources Needed</b> Provide Specific Details of the physical and human resources required to successfully implement your Application Project.</p>				
<b>Milestone</b>	<b>Resources Requirement</b>		<b>Budget</b>	<b>Approvals Needed</b>
	Human	Non-Human		
<p><b>V. Risk Management Plan</b> All projects are exposed to risk. Risks are unpredictable events that might or might not happen, and endanger the achievement of your project objectives. You should therefore know what risks to prioritize and what to do when the risk happens.</p>				
<b>Milestone</b>	<b>Likely Risk</b>	<b>Impact on Project if Risk Happens</b>	<b>Specific Action to Prevent Risk</b>	<b>If Risk Happens, Specific Action to Soften Impact of Risk</b>



Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)  
 Telephone No.: (045) 435-2728; (045) 435-7404  
 Email Address: [pampanga@deped.gov.ph](mailto:pampanga@deped.gov.ph)  
 Website: [www.depedpampanga.ph](http://www.depedpampanga.ph)



Republic of the Philippines  
**Department of Education**  
 REGION III  
**SCHOOLS DIVISION OF PAMPANGA**

<b>VI. Monitoring and Evaluation Plan</b>				
<b>Milestone</b>	<b>Output Indicators (What will be measured?)</b>	<b>Data Source (Who and/or what documents will provide data or evidence on the indicators?)</b>	<b>Date</b>	<b>Person/s Responsible</b>
<b>VII. Budgetary Requirement</b>				
(Provide detailed budgetary outlay of the project including the source of fund.)				

Prepared by:

PROPONENT

Reviewed by:

**ARCELI S. LOPEZ, PhD**  
 Chief Education Supervisor-SGOD

Recommending Approval:

Assistant Schools Division Superintendent

APPROVED:

**ROMEO M. ALIP, PhD, CESO V**  
 Schools Division Superintendent



**Address:** High School Blvd., Brgy. Lourdes, City of San Fernando (P)  
**Telephone No.:** (045) 435-2728; (045) 435-7404  
**Email Address:** [pampanga@deped.gov.ph](mailto:pampanga@deped.gov.ph)  
**Website:** [www.depedpampanga.ph](http://www.depedpampanga.ph)



Republic of the Philippines  
**Department of Education**  
REGION III  
**SCHOOLS DIVISION OF PAMPANGA**

---

**ACTIVITY COMPLETION REPORT**

**PROJECT TITLE**

**I. PROJECT INFORMATION**

- A. Nature of Project: (Specify if Application of L&D or Application of Education)
- B. Project Proponent:
- C. Office/School:
- D. Target Beneficiaries:
- E. Project Duration:
- F. Project Cost:

**II. PROJECT EXECUTIVE SUMMARY**

- A. Project Background/Rationale
- B. Project Objectives and Expected Outputs
- C. Project Description
- D. Risk Management
- E. Monitoring and evaluation

**III. ACTUAL RESULTS OR OUTCOMES OF THE PROJECT**

- A. Results and Discussion
- B. Conclusion and Recommendation
- C. Institutionalization

**IV. RECOMMENDATION FOR REPLICATION AND SUSTAINABILITY**

**V. ANNEXES**

- A. Duly Approved Workplace Application Project
- B. Certification of the utilization of the project within the school/office duly signed by the Head of Office/School
- C. Photocopies of relevant documents

Prepared by:

PROPONENT

Reviewed by:

**ARCELI S. LOPEZ, PhD**

Chief Education Supervisor-SGOD

Recommending Approval:

Assistant Schools Division Superintendent

APPROVED:

**ROMEO M. ALIP, PhD, CESO V**

Schools Division Superintendent



---

Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)  
Telephone No.: (045) 435-2728; (045) 435-7404  
Email Address: [pampanga@deped.gov.ph](mailto:pampanga@deped.gov.ph)  
Website: [www.depedpampanga.ph](http://www.depedpampanga.ph)