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

October 01, 2026

DIVISION MEMORANDUM
No. **577** s. 2026

**IMPLEMENTATION GUIDELINES ON APPLICATION OF EDUCATION AND APPLICATION OF LEARNING AND DEVELOPMENT IN THE SCHOOLS DIVISION OF PAMPANGA**

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. This Office issues the enclosed **Implementation Guidelines on Application of Education and Application of Learning and Development in the Schools Division of Pampanga.**

2. The localized guidelines establish a standardized and evidence-based framework for the Application of Education and Application of Learning and Development in the Schools Division of Pampanga, consistent with *DepEd Order No. 7, s. 2023* titled *"Guidelines on Recruitment, Selection, and Appointment in the Department of Education"* and *Regional Memorandum No. 238, s. 2026* titled *"Implementation Guidelines on Application of Education and Application of Learning Development"*, through clear procedures for the submission, evaluation, validation, and recognition of evidence demonstrating the application of knowledge, skills, and competencies gained through formal education and Learning and Development interventions in the workplace.

3. Beyond supporting promotion and other human resource processes, the guidelines promote continuous professional growth and development by encouraging personnel to translate learning into improved professional practice, workplace performance, innovation, and organizational outcomes, while ensuring fairness, transparency, consistency, merit, and accountability in implementation.

4. All Workplace Application Projects (WAPs) approved prior to the issuance of these guidelines shall remain valid and shall continue to be recognized in accordance with applicable policies and procedures.

5. Issuances, rules, and regulations of the Schools Division Office (SDO) in the conduct of WAP which are inconsistent with these guidelines are hereby repealed or modified accordingly.

6. This Memorandum shall take effect immediately upon its issuance.

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, DepEd Schools Division of Pampanga, High School Boulevard, Barangay Lourdes, City of San Fernando, Pampanga.

8. Immediate dissemination and strict compliance of this Memorandum is desired.

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

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

**IMPLEMENTATION GUIDELINES ON APPLICATION OF EDUCATION AND APPLICATION OF LEARNING AND DEVELOPMENT IN THE SCHOOLS DIVISION OF PAMPANGA**

## I. Rationale

1. The 1987 Philippine Constitution, particularly Section 2(2), Article IX-B, provides that appointments in the Civil Service shall be based on merit and fitness. Consistent with this, Section 2, Subtitle A, Title I, Book V of Executive Order No. 292, or the Administrative Code of 1987, upholds merit-based government employment and emphasizes the qualifications, competence, and fitness necessary for the effective performance of duties and responsibilities.

2. In support of these principles, DepEd Order No. 19, s. 2022, or the Department of Education Merit Selection Plan, and DepEd Order No. 7, s. 2023, or the Guidelines on Recruitment, Selection, and Appointment in the Department of Education, establish a merit- and competency-based framework for personnel recruitment, selection, appointment, and promotion, including the consideration of Application of Education (AoE) and Application of Learning and Development (L&D), as applicable. These are further supported by CSC Memorandum Circular No. 14, s. 2018 and CSC Memorandum Circular No. 3, s. 2012 on PRIME-HRM, which promote objective, competency-based, and accountable human resource management.

3. Application of Education and Application of Learning and Development emphasize the meaningful application of knowledge, skills, and competencies gained through education and learning interventions in the workplace and their contribution to improved professional practice, services, outputs, and organizational outcomes. Consistent with DepEd Order No. 30, s. 2021, L&D interventions may be delivered through appropriate modalities, including face-to-face, online, and blended approaches, to support continuous learning and workplace application.

4. These criteria likewise support continuous professional growth and development by encouraging personnel to acquire, apply, reflect on, and further develop their knowledge, skills, competencies, and professional practices. Through meaningful application of learning, personnel are encouraged to improve performance, innovate, share knowledge, and contribute to better service delivery and organizational effectiveness.

5. To provide a consistent regional framework, the Regional Office issued Regional Memorandum No. 238, s. 2026, entitled “Implementation Guidelines of Application of Education and Application of Learning and Development per DepEd Order No. 7, s. 2023.” These Division Localized Guidelines contextualize the regional framework within the Schools Division of Pampanga by providing clear procedures for the submission,


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documentation, evaluation, validation, recognition, and monitoring of evidence of education and learning application.

6. Ultimately, these guidelines aim to strengthen a fair, transparent, objective, evidence-based, competency-oriented, and merit-based human resource management system in the Schools Division of Pampanga. They shall support applicable promotion, recruitment, selection and appointment, Learning and Development, professional growth and career development, and other DepEd initiatives, while fostering continuous learning, professional excellence, and the development and placement of the right people in the right positions at the right time.

## II. Scope

7. This Division Memorandum applies to the evaluation of Application of Education (AoE) and Application of Learning and Development (L&D) within the Schools Division of Pampanga, covering teaching, school administration, teaching-related, and non-teaching positions, as applicable. It provides a systematic framework for assessing and validating applicants' AoE and L&D in accordance with the merit- and competency-based principles prescribed under DepEd Order No. 7, s. 2023 and other applicable policies.

## III. Definition of Terms

8. For the purpose of this Memorandum, the following terms shall be defined and understood as:

   i. **Application of Education (AoE)** refers to how an applicant applies the knowledge and skills gained from their academic studies or completed coursework to make a meaningful contribution to their workplace. Points are awarded to applicants who effectively translate educational experiences—such as relevant concepts, processes, and skills—into practical applications that yield positive outcomes in their current or past roles. Greater emphasis is placed on educational applications or interventions closely aligned with the requirements of the position being applied for.

   ii. **Application of Learning and Development (ALD)** refers to the skills or knowledge gained from learning and development activities attended or completed by the applicant, which result in positive, measurable outcomes in their job performance.

   iii. **Education** refers to the formal or non-formal academic, technical, or vocational studies that enable an applicant to successfully perform the duties and responsibilities of a position.

   iv. **Head of Office** refers to the highest authority within each governance level.

v. **Higher Education** refers to education provided by post-secondary institutions, typically culminating in a degree, diploma, or certificate upon completion of a course of study.

vi. **Learning and Development (L&D)** refers to structured or unstructured training and HRD interventions—such as coaching, mentoring, job rotation, seminars, or workshops—that contribute to an applicant's individual or career development plan in alignment with current competency standards.

vii. **Means of Verification** refers to the tools and processes used to collect data necessary for measuring progress.

viii. **Non-relevant information** refers to an intervention that does not align with the operational needs of the functional unit or the position being applied for.

ix. **Non-teaching position** refers to a position whose primary duties and responsibilities contribute to the delivery of basic education services and the achievement of agency outcomes, but do not involve or directly support teaching or the delivery of instruction.

x. **Relevant Information** refers to an intervention directly applicable to the functional unit of the position being applied for. An intervention is considered applicable if it aligns with the operational needs of the functional unit, based on its mandates within the Department of Education (DepEd) or as specified by Office Orders establishing the unit.

xi. **School Administration Position** refers to a position directly engaged in supervisory, managerial, and/or administrative functions in schools and community learning centers.

xii. **Teaching-Related Position** refers to a position whose primary duties and responsibilities support the delivery of basic education services and achievement of agency outcomes through activities such as standard-setting, policy and program formulation, research, and sector monitoring and evaluation.

xiii. **Teaching Position** refers to a position directly engaged in teaching or delivering instruction at the elementary or secondary levels, whether on a full-time or part-time basis, in schools and community learning centers (CLCs).

xiv. **Workplace Application Project (WAP)** – refers to a planned and documented workplace initiative undertaken to demonstrate the application of knowledge, skills, competencies, or learning gained through formal education and/or L&D interventions, addressing an identified workplace need and contributing to improved professional practice, work processes, services, or outcomes, as supported by verifiable evidence.

## IV. Application of Education and Application of Learning & Development Processes

9. The implementation of Application of Education (AoE) and/or Application of Learning and Development (ALD) shall follow a systematic process covering the identification of a workplace need, preparation of an Action Plan and WAP proposal, screening and evaluation, approval, implementation, monitoring, documentation, post-implementation assessment, validation, and recognition.

10. The Action Plan shall serve as the broader implementation mechanism for the application of acquired education, knowledge, skills, competencies, and/or learning and development in the workplace. It shall identify the activities to be undertaken before, during, and after implementation and shall provide the framework for monitoring and assessing the application of learning and its contribution to workplace improvement.

11. The WAP shall constitute one of the activities under the During Implementation phase of the Action Plan. The WAP shall provide a concrete mechanism through which the proponent demonstrates the application of relevant education and/or learning and development to an identified workplace need, gap, problem, or area for improvement.

12. Accordingly, the Action Plan and the WAP shall be treated as related but distinct components of the AoE and/or ALD process. The Action Plan shall encompass the overall application process, while the WAP shall be one of the identified workplace application activities therein.

### A. Identification of Workplace Need and Preparation of Action Plan and WAP Proposal

#### A.1 Identification of Workplace Need and Preparation of Action Plan and WAP Proposal

a. The proponent shall identify a workplace need, gap, problem, or area for improvement relevant to his/her functions and develop a WAP that demonstrates the application of knowledge, skills, competencies, or learning acquired through formal education and/or L&D interventions.

b. Based on the identified workplace need and the learning to be applied, the proponent shall prepare an Action Plan that shall guide the overall implementation of the application of education and/or learning and development.

c. The Action Plan shall be organized into the following phases:

*Pre-Implementation* – activities necessary to prepare, organize, and establish the conditions for the application of learning;

*During Implementation* – activities through which the acquired education and/or learning and development shall be applied in the workplace, including the conduct of the WAP as one of the identified activities; and

*Post-Implementation* – activities for assessing results, documenting accomplishments, determining workplace contribution, identifying lessons learned, and recommending sustainability, replication, or further application.

d. The Action Plan shall contain, at a minimum, the following:

   i. Objectives, categorized into Pre-Implementation, During Implementation, and Post-Implementation;
   ii. Activities;
   iii. Focal Persons/Participants;
   iv. Resources, including Human and Financial Resources;
   v. Timeline; and
   vi. Expected Output.

e. The proponent shall prepare the WAP as one of the activities under the During Implementation phase of the Action Plan. The WAP shall demonstrate the practical application of knowledge, skills, competencies, or learning acquired through formal education and/or L&D interventions.

f. The WAP proposal shall be prepared using the prescribed template and shall contain, at a minimum, the following:

   i. Proponent's Profile
   ii. Project Profile
   iii. Title of the WAP
   iv. Rationale/Background
   v. Project Description
   vi. Project Terminal Objectives
   vii. Project Enabling Objectives
   viii. Target Competency Improvement
   ix. Target Beneficiary/ies
   x. Date of Implementation
   xi. Expected Output/s
   xii. Success Indicators
   xiii. Implementation Plan
   xiv. Resources Needed
   xv. Risk Management Plan
   xvi. Monitoring & Evaluation Plan
   xvii. Budgetary Requirement

g. The Action Plan shall establish the overall activities and expected outputs for the application process, while the WAP proposal shall provide the detailed project-level plan for the WAP activity identified under the During Implementation phase.

h. For Application of Education, the proponent shall attach the appropriate educational document, such as a Transcript of Records, as prescribed.

i. For Application of Learning and Development, the proponent shall attach a Certificate of Training, certificate of completion, or other appropriate certification of the L&D intervention, aligned with the Individual Development Plan (IDP), organizational needs, or other applicable requirements.

**A.2 Submission to the Immediate Superior**

a. The proponent shall submit the completed Action Plan and WAP proposal, together with the required supporting documents, to the immediate superior for review and endorsement, as applicable, prior to submission to the Division Office.

b. The immediate superior shall determine the relevance of the identified workplace need and the proposed application activities to the proponent's functions and workplace context and may provide recommendations or technical inputs prior to endorsement.

**A.3 Submission to the Division Office**

a. The endorsed Action Plan and WAP proposal shall be submitted to the concerned Office at least one (1) month prior to the intended start of project implementation to provide sufficient time for screening, evaluation, approval, and necessary revisions.

b. The Division Office shall receive and process complete Action Plans and WAP proposals on any working day within the fiscal year. However, the Office may prescribe specific schedules for the call and submission of proposals, as may be necessary for the orderly implementation of the process.

**B. Initial Screening and Evaluation of Action Plan and WAP Proposal**

**B.1 Initial Screening**

a. The Division Office shall conduct an initial screening of the submitted Action Plan, WAP proposal, and supporting documents to determine completeness and compliance with the prescribed requirements.
b. The screening shall include verification of the required Action Plan, including the identification of activities under the Pre-Implementation, During Implementation, and Post-Implementation phases.
c. Incomplete proposals shall be returned to the proponent for completion or appropriate revision.

**B.2 Evaluation of Action Plan and WAP Proposal**

Complete Action Plans and WAP proposals shall undergo evaluation based on the prescribed criteria and evaluation tools.

The evaluation shall consider, among others:

a. The relevance of the identified workplace need to the proponent's functions;
b. The applicability of the education and/or L&D intervention to the identified workplace need;
c. The coherence and feasibility of the proposed Action Plan;
d. The appropriateness of the activities identified under the Pre-Implementation, During Implementation, and Post-Implementation phases;
e. The relevance and feasibility of the proposed WAP as one of the activities under the During Implementation phase;
f. The adequacy of the proposed resources and implementation timeline;
g. The appropriateness of the proposed monitoring and evaluation mechanisms;
h. The potential contribution to professional practice, workplace improvement, service delivery, or organizational outcomes; and
i. The feasibility of documenting and demonstrating the application and resulting outcomes.

**B.3 Revision, When Necessary**

When revisions or additional information are required, the Division Office shall provide appropriate feedback to the proponent. The proponent shall revise and resubmit the proposal within the prescribed period.

**C. Approval and Issuance of Certificate of Approval**

**C.1 Approval of Action Plan and WAP Proposal**

a. Upon satisfactory evaluation, the Action Plan and WAP proposal shall be recommended for approval by the Division Office in accordance with the applicable approval authority and procedures.

b. Approval shall signify that the proposed application activities, including the WAP, may proceed in accordance with the approved Action Plan and WAP proposal.

c. Any substantial modification to the approved Action Plan or WAP shall be subject to the applicable review and approval procedures.

**C.2 Issuance of Certificate of Approval**

a. Upon approval, the appropriate approving authority shall issue or sign the Certificate of Approval of the WAP Proposal, signifying that the proponent may proceed with the implementation of the approved project.

b. The approved Action Plan shall form part of the official records of the approved WAP and shall serve as the principal implementation and monitoring reference for the application of education and/or L&D.

c. No WAP shall be implemented for purposes of recognition under these guidelines without prior approval, except for WAPs specifically covered by applicable transitory provisions of these guidelines.

**D. Implementation and Monitoring of the Approved Action Plan and WAP**

**D.1 Implementation**

a. The proponent shall implement the approved Action Plan, including the WAP and other identified activities, in accordance with the approved objectives, activities, timeline, resources, expected outputs, and monitoring and evaluation arrangements.

b. The WAP shall be implemented as one of the activities under the During Implementation phase of the Action Plan.

c. Other activities identified in the Action Plan may be undertaken before, alongside, or after the WAP, as appropriate to the nature and objectives of the application of education and/or L&D.

d. A WAP shall generally have an implementation period of six (6) months to one (1) year. A longer implementation period may be proposed when justified by the nature, scope, or objectives of the WAP, subject to evaluation and approval by the Division Office.

**D.2 Documentation and Collection of Evidence**

a. Throughout the implementation period, the proponent shall maintain appropriate documentation and Means of Verification (MOVs) demonstrating the conduct and progress of the Action Plan and its activities, including the WAP.

b. These may include, as applicable, attendance sheets, learning materials, meeting minutes, photographs, reports, outputs, monitoring records, feedback, accomplishment records, and other relevant evidence.

c. The proponent shall document the results or changes arising from the implementation of the Action Plan, including the contribution of the WAP and other activities to professional practice, work processes, service delivery, performance, efficiency, or other relevant workplace outcomes.

**D.3 Monitoring**

a. The Division Office will conduct periodic monitoring of approved Action Plans and WAPs to determine the status of implementation, provide technical assistance, address emerging concerns, and ensure alignment with the approved objectives and implementation plan.

b. Monitoring shall consider the implementation of the Action Plan as a whole and the progress of the WAP as one of its activities.

c. Any substantial modification in the approved objectives, activities, scope, or implementation period of the Action Plan and/or WAP shall be communicated to and, when necessary, approved by the Division Office.

**E. Post-Implementation and Preparation and Submission of WAP Accomplishment Report**

**E.1 Post Implementation Activities**

Upon completion of the implementation period, the proponent shall undertake the Post-Implementation activities identified in the approved Action Plan.

These activities shall include, as applicable:

a. Assessment of the implementation and completion of the planned activities;
b. Assessment of the results and contribution of the WAP and other application activities;
c. Documentation of outputs, outcomes, and evidence of workplace application;
d. Identification of good practices and lessons learned;
e. Identification of challenges and areas for improvement; and
f. Formulation of recommendations for sustainability, replication, adoption, or further application.

**E.2 Preparation of Accomplishment Report**

a. Upon completion of the approved Action Plan and WAP, the proponent shall prepare an Accomplishment Report using the prescribed template.

b. The report shall document the implementation of the Action Plan and the results of its activities, including the WAP, and shall contain, at a minimum:

i. Project Title
ii. Project Information
iii. Project Executive Summary
iv. Actual Results or Outcomes of the Project
v. Recommendation for Replication and Sustainability
vi. Annexes

c. The Accomplishment Report shall be supported by appropriate MOVs demonstrating the implementation of the Action Plan, the WAP, and the resulting outputs and outcomes.

**F. Submission of Activity Completion Report**

The proponent shall submit the completed Accomplishment Report, accomplished Action Plan, WAP documentation, and required supporting documents to the concerned Office within the prescribed period after completion of the approved implementation activities.

**G. Final Evaluation and Validation**

**G.1 Review and Evaluation**

The Division Office shall review and evaluate the submitted Accomplishment Report, Action Plan, WAP documentation, and supporting evidence to determine:

a. Whether the approved Action Plan was implemented as planned;
b. Whether the identified activities under the Pre-Implementation, During Implementation, and Post-Implementation phases were undertaken;
c. Whether the WAP was implemented as an activity under the During Implementation phase;
d. Whether the completed activities demonstrate the intended application of education and/or learning and development; and
e. Whether the reported outputs and outcomes are supported by sufficient and appropriate evidence.

**G.2 Validation of Results**

a. The Division Office may undertake validation of the submitted evidence and reported results to establish the authenticity, relevance, and extent of implementation of the Action Plan and its activities, including the WAP.

b. Validation shall consider not only the completion of activities but also the demonstrated application of learning and its contribution to professional practice, workplace improvement, or organizational outcomes.

c. Where deficiencies, inconsistencies, or insufficient evidence are identified, the proponent may be required to provide clarification, additional documentation, or other appropriate evidence within the prescribed period.

d. A Monitoring and Evaluation (M&E) tool shall be used for the evaluation and validation of the Action Plan and WAP, as applicable.

## H. Certification and Recognition of Completed Action Plan and WAP

### H.1 Recommendation for Certification

Upon satisfactory evaluation and validation of the completed Action Plan and WAP, the Division Office shall recommend the issuance of the appropriate certification to the proponent in accordance with applicable policies.

### H.2 Issuance of Certificate of Accomplishment/Completion

A Certificate of Accomplishment or Certificate of Completion, as prescribed by the applicable policy, shall be issued to the proponent upon satisfactory completion, evaluation, and validation of the approved application activities, including the WAP and required supporting evidence.

### H.3 Certificate of Utilization/Adoption

a. Where the WAP or another activity under the approved Action Plan has demonstrated significant applicability, effectiveness, or potential for replication, the Division Office shall recommend the issuance of a Certificate of Utilization/Adoption, subject to the applicable criteria and approval.

b. The proponent shall submit an activity completion report of the utilization/adoption of the WAP or another activity under the approved Action Plan, and shall contain, at a minimum:

i. Project Title
ii. Project Information
iii. Project Executive Summary
iv. Results and Discussion
v. Recommendations
vi. Plan for Dissemination
vii. Annexes

### H.4 Use of the WAP as Evidence

a. A duly completed and validated WAP, together with the accomplished Action Plan and supporting evidence, may be recognized as evidence of AoE and/or ALD, as applicable, and may be utilized in relevant promotion, recruitment, selection and appointment, Learning and Development, professional growth and development, and other authorized DepEd processes, subject to the specific rules and requirements governing such processes.

b. The Action Plan shall serve as supporting evidence of the systematic implementation of the application of education and/or L&D, while the WAP shall serve as evidence of a specific workplace application activity undertaken under the Action Plan.

c. The issuance of a Certificate of Accomplishment/Completion shall not, by itself, constitute an automatic grant of points, credit, or qualification in any promotion, recruitment, selection, appointment, or other personnel process unless expressly provided under the applicable DepEd policies, rules, and guidelines.

13. Consistent with the DepEd issuances and in consideration of the context of the office/school, the following signatories shall be observed:

| Proponent | Signatories | | | |
|---|---|---|---|---|
| | Reviewed | Noted | Recommending Approval | Approved |
| Public Elementary and Secondary (JHS & SHS) School Teachers | School Head | Public School District Supervisors (PSDS) | Assistant Schools Division Superintendent | Schools Division Superintendent |
| Elementary and Secondary School Heads | Public School District Supervisors (PSDS) | Chief, School Governance & Operations Division *(for governance and operations requirement)*<br><br>or<br><br>Chief, Curriculum Implementation Division *(for curriculum requirement)* | Assistant Schools Division Superintendent | Schools Division Superintendent |
| Non-Teaching Personnel (School-based) | School Head | Administrative Officer V (Admin Services) | Assistant Schools Division Superintendent | Schools Division Superintendent |
| Division Office Personnel (OSDS) | Unit Head | Administrative Officer V (Admin Services) | Assistant Schools Division Superintendent | Schools Division Superintendent |
| Division Office Personnel (SGOD) | Chief, School Governance & Operations Division | N/A | Assistant Schools Division Superintendent | Schools Division Superintendent |

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| Division Office Personnel (CID) | Chief, Curriculum Implementation Division | N/A | Assistant Schools Division Superintendent | Schools Division Superintendent |

14. L&D activities, including DepEd-recognized seminars and training programs that require a Re-Entry Action Project/Plan or Application Project, shall be considered under these guidelines, provided that the prescribed components of Application of Learning and Development are clearly demonstrated and the resulting application is properly documented and validated.

## V. Committee

15. The Division Evaluation Committee on Application of Education and Application of Learning and Development (DECAELD) shall be responsible for providing direction, technical assistance, and oversight in the implementation of Workplace Application Projects (WAPs). The Committee shall ensure that the processes for the submission, evaluation, approval, implementation, monitoring, validation, and documentation of WAPs are carried out consistently and in accordance with these guidelines and other applicable DepEd policies and issuances.

16. The following set forth the composition, functions, roles, and responsibilities of the Committee.

*For Teaching and Related-Teaching Personnel*

| | |
|---|---|
| Chairperson: | Assistant Schools Division Supervision |
| Co-Chairpersons: | Chief Education Supervisor (SGOD)<br>Chief Education Supervisor (CID) |
| Members: | Education Program Supervisor (SGOD) |
| : | Education Program Supervisor (by learning area based on the requirement of the evaluation) |
| : | Focal person of concerned unit/section/program |
| : | SEPS, HRDS |
| Secretariat: | SGOD-HRDS |

*For Non-Teaching Personnel*

| | |
|---|---|
| Chairperson: | Assistant Schools Division Supervision |
| Co-Chairpersons: | Chief Education Supervisor (SGOD)<br>Chief Education Supervisor (CID) |
| Members: | Education Program Supervisor (SGOD) |


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: Education Program Supervisor (by learning area based on the requirement of the evaluation)
: Focal person of concerned unit/section/program
: Administrative Officer V (Finance Unit)
: Administrative Officer V (Admin. Services)
: SEPS, HRDS
Secretariat: SGOD-HRDS

The DECAELD shall perform the following functions, roles, and responsibilities:

a. Provide directions on application projects to address priority improvement areas in the schools division.

b. Review, evaluate, and validate WAP proposals and WAP activity completion reports.

c. Monitor the implementation of the WAP.

d. Provide technical assistance to proponent/s on the conduct of the WAP.

e. Resolve emerging issues in the management and conduct of WAP proposals and WAP ACRs.

f. Provide feedback to the top management on approved and completed WAPs.

The Secretariat shall perform the following functions, roles, and responsibilities:

a. Organize, facilitate, and document activities of the committee.

b. Conduct initial screening of submitted application project proposals for compliance with submission guidelines.

c. Aid committee members in recommending application project proposals for approval based on the existing guidelines.

d. Provide technical assistance to the proponent/s on the conduct of the WAP.

e. Prepare reports on the accomplishments of approved and completed WAPs.

## VI. Monitoring and Evaluation

17. The Schools Division Superintendent shall ensure that all employees are thoroughly oriented on the provisions of these implementation guidelines.

18. The School Governance Operations Division (SGOD) through the Human Resource Development Section shall facilitate the submission of the AoE and ALD proposals.

19. Pursuant to DepEd Order No. 29, s. 2022, which institutionalizes the Basic Education Monitoring and Evaluation Framework (BEMEF) for tracking the implementation of the Basic Education Development Plan (BEDP) 2030, the Department of Education continues to strengthen its systems and processes for the effective and accountable delivery of basic education services. In support of this, the School Governance and Operations Division (SGOD), through the Human Resource Development Section (HRDS), shall conduct periodic progress monitoring of AoE and ALD projects to ensure their proper implementation, alignment with approved objectives, and contribution to intended workplace and organizational outcomes

20. The outcomes of completed application projects shall be monitored by the Division Office through a DECAELD. Feedback will be provided prior to the approval and issuance of the certification for the utilization of the Application of Education and Application of Learning and Development projects. The adoption of the application projects by the office at the local or higher level shall also be monitored and validated by the same committee to ensure their authenticity.

21. The SDO, through the SGOD-HRDS, and the School Heads shall ensure compliance with these Implementation Guidelines and provide appropriate guidance and feedback to support their effective implementation. Issues, concerns, and implementation gaps encountered shall be systematically documented, consolidated, and addressed through appropriate mechanisms to inform necessary adjustments and promote the continuous improvement, consistency, and effectiveness of the guidelines.

## VII. Repealing Clause

22. All issuances which are inconsistent with these Implementation Guidelines are hereby rescinded or modified accordingly such as Division Memorandum No. 248, s. 2024 (Guidelines on the Crafting of Workplace Application Projects (WAP)-Application of Learning & Development and Application of Education.

## VIII. Effectivity

23. These Guidelines shall take effect immediately upon issuance.

## IX. References

24. The government issuance related to these Guidelines are the following:

i. 1987 Philippine Constitution, particularly Article IX-B, Section 2(2), providing that appointments in the Civil Service shall be made according to merit and fitness.

ii. Executive Order No. 292, s. 1987, otherwise known as the Administrative Code of 1987, particularly Book V, Title I, Subtitle A, Section 2, on the merit system and equal opportunity in government employment.

iii. Department of Education (DepEd) Order No. 19, s. 2022, Department of Education Merit Selection Plan, which establishes the Department's merit- and competency-based framework for recruitment, selection, appointment, and related personnel processes.

iv. DepEd Order No. 7, s. 2023, Guidelines on Recruitment, Selection, and Appointment in the Department of Education, which provides the framework for recruitment, selection, and appointment and recognizes, among other criteria, Application of Education and Application of Learning and Development.

v. DepEd Order No. 021, s. 2024, Amendments to DepEd Order No. 7, s. 2023 (Guidelines on Recruitment, Selection, and Appointment in the Department of Education).

vi. DepEd Order No. 30, s. 2021, Multi-Year Implementing Guidelines on the Allocation and Utilization of the Human Resource Development Fund for Teachers and School Leaders, which supports the Department's continuing professional development and Learning and Development initiatives.

vii. DepEd Order No. 29, s. 2022, Adoption of the Basic Education Monitoring and Evaluation Framework (BEMEF), providing the framework for monitoring and evaluation across governance levels and supporting evidence-based improvement of DepEd programs, processes, and services.

viii. Civil Service Commission Memorandum Circular No. 14, s. 2018, on competency-based recruitment, selection, and placement in government agencies, supporting merit- and competency-based human resource management.

ix. Civil Service Commission Memorandum Circular No. 3, s. 2012, Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM), which provides the framework for strengthening meritocracy and excellence in government human resource management.

x. Regional Memorandum No. 238, s. 2026, Implementation Guidelines on Application of Education and Application of Learning and Development per DepEd Order No. 7, s. 2023, which serves as the primary regional policy reference for the localization and implementation of AoE and ALD in the Schools Division of Pampanga.

Annex A

**Workplace Application Project**

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|---|---|
| **I. Proponent's Profile** | |
| Proponent's Name: | |
| Office/School: | |
| District/Cluster: | |
| Contact Number: | |
| DepEd Email Address: | |
| **II. Project Profile**<br>*(Complete the following components to describe the project you would like to be implemented.)* | |
| **Title** | |
| **Rationale/Background**<br><br>(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.) | |
| **Project Description**<br><br>(Provide a brief description of the project.) | |
| **Project Terminal Objectives**<br><br>(Refer to what beneficiaries will gain in terms of professional knowledge, professional practice and/or professional engagement. Objectives should follow the SMART principle.)<br><br>Terminal Objective is defined as what the participants will achieve upon successful completion of the project | |
| **Project Enabling Objectives**<br>Enabling objectives are the specific objectives that support the terminal objectives. | |

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|---|---|
| | |
| **Target Competency Improvement**<br><br>For Application of L&D:<br>(State the DepEd Professional Standards covered in PPSS, PPSSH, and PPST e.g. KRAs, Strands, and Indicators)<br><br>For Application of Education:<br>(State specific competency covered in the subject/unit earned, aligned with the sets of standards: PPST, PPSSH, & PPSS) | |
| **Target Beneficiary/ies** | |
| **Target Date of Implementation** | |
| **Expected Output/s** | |
| **Success Indicators**<br><br>State that this project will be a success when the following indicators have been achieved and verified through unbiased means (maximum of 3) | |

**III. Implementation Plan**

(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.)

| Activities | Expected Output | Persons Responsible | Timeline | Mean/s of Verification |
|---|---|---|---|---|
| Milestone 1 | | | | |
| Milestone 2 | | | | |
| Milestone 3 | | | | |

**IV. Resources Needed**

Provide Specific Details of the physical and human resources required to successfully implement your Application Project.

| Milestone | Resources Requirement | | Budget | Approvals Needed |
|---|---|---|---|---|
| | Human | Non-Human | | |
| | | | | |
| | | | | |

**V. Risk Management Plan**

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.

| Milestone | Likely Risk | Impact on Project if Risk Happens | Specific Action to Prevent Risk | If Risk Happens, Specific Action to Soften |
|---|---|---|---|---|

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

Prepared by:

Noted by:

Reviewed by:

Recommending Approval:

Assistant Schools Division Superintendent

APPROVED:

Schools Division Superintendent

Annex B

# 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:

Noted by:

Reviewed by:

Recommending Approval:

Assistant Schools Division Superintendent

APPROVED:

Schools Division Superintendent

Annex C

**ACTIVITY COMPLETION REPORT FOR UTILIZATION/ADOPTION**

**PROJECT TITLE**

**VI. PROJECT INFORMATION**

G. Nature of Project: (Specify if Application of L&D or Application of Education)
H. Project Proponent:
I. Office/School:
J. Target Beneficiaries:
K. Project Duration:
L. Project Cost:

**VII. PROJECT EXECUTIVE SUMMARY**

F. Project Background/Rationale
G. Project Objectives and Expected Outputs
H. Project Description
I. Risk Management
J. Monitoring and evaluation

**VIII. RESULTS AND DISCUSSION**

**IX. RECOMMENDATION FOR REPLICATION AND SUSTAINABILITY**

**X. PLAN FOR DISSEMINATION**

**XI. ANNEXES**

D. Duly Approved Workplace Application Project
E. Certification of the utilization of the project within the school/office duly signed by the Head of Office/School
F. Photocopies of relevant documents

Prepared by:

Noted by:

Reviewed by:

Recommending Approval:

Assistant Schools Division Superintendent

APPROVED:

Schools Division Superintendent

Annex D

# Monitoring Tool for Workplace Application Project (WAP)

| | |
|---|---|
| Nature of Workplace Application Project | |
| Name of Proponent | |
| Position | |
| School | |
| District/Cluster | |
| Title of Workplace Application Project | |
| Date of Implementation | |
| Date of Review, Monitoring & Evaluation | |

**Objective.** The tool is intended to provide a systematic and standardized mechanism for monitoring the progress, implementation, and compliance of WAPs with the prescribed requirements and evaluation criteria. It shall serve as a common monitoring instrument for both types of WAPs to ensure consistency, efficiency, and objectivity in the monitoring and evaluation process.

**Directions.** Mark as Evident or Not Evident based on Means of Verification (MOVs). Provide remarks if necessary.

| Indicators | Evident | Not Evident | Means of Verification (MOVs) | Remarks |
|---|---|---|---|---|
| **1. Clear Definition of Objectives** | | | | |
| The project objectives are clearly defined, specific, and aligned with the intended outcomes of the project. | | | ○ Approved Workplace Application Project Proposal/ Action Plan | |
| **2. Relevance of the Project to Learning Outcomes** | | | | |
| The project addresses identified learning needs and contributes to the improvement of targeted learning outcomes. | | | ○ Learning Needs Assessment (LNA) results<br>○ Individual Development Plan (IDP) | |

| | | | | |
|---|---|---|---|---|
| | | | ○ School Performance Indicators | |
| **3. Implementation Fidelity** | | | | |
| The project was implemented in accordance with the approved plan, timeline, activities, and methodologies. | | | ○ Activity Completion Reports<br>○ Monitoring Checklist/Coaching Logs | |
| **4. Achievement of Success Indicators** | | | | |
| The project achieved the success indicators and targets specified in the approved project proposal. | | | ○ M&E Results Matrix<br>○ Comparative Performance Data<br>○ Project Snapshots | |
| **5. Beneficiary Feedback and Engagement** | | | | |
| Beneficiaries were actively engaged in the project and expressed satisfaction with its implementation and outcomes. | | | ○ Client Satisfaction Measurement (CSM) Results<br>○ Beneficiary Evaluation Forms<br>○ Focus Group Discussion (FGD) Documentation | |
| **6. Impact on Learning Outcomes** | | | | |
| The project resulted in measurable improvements in learning outcomes, workplace performance, or professional practice. | | | ○ Before-and-After Performance Data<br>○ Classroom Observation Tool (COT) results | |

| | | | | |
|---|---|---|---|---|
| | | | ○ Learner Achievement Data<br>○ Office Performance Indicators | |
| **7. Sustainability and Replication Potential** | | | | |
| The project demonstrates potential for sustainability and can be replicated or adapted in similar contexts. | | | ○ Institutionalization Plan<br>○ Inclusion in SIP/AIP<br>○ Approved School Memorandum | |
| **8. Risk Management and Mitigation** | | | | |
| Potential risks and challenges were effectively identified, monitored, and addressed throughout project implementation. | | | ○ Risk Log<br>○ Corrective Action Documentation<br>○ Monitoring Checklist | |
| **9. Cost-Effectiveness** | | | | |
| Project resources were utilized efficiently, resulting in outcomes that justify the costs incurred. | | | ○ Budget Utilization Report<br>○ Liquidation Report<br>○ Financial Accomplishment Report | |
| **10. Final Outcome and Recommendations** | | | | |
| The project provides a clear summary of outcomes, lessons learned, and actionable recommendations for | | | ○ Activity Completion Report | |

| | | | | |
|---|---|---|---|---|
| future implementation. | | | | |

_____
Signature Over Printed Name of Evaluator