



Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

MEMORANDUM

SGOD-2025-145

TO: Asst. Schools Division Superintendent
Chief Education Supervisor, CID/OIC, SGOD
Public Schools District Supervisors
Public Secondary School Heads
All Others Concerned

FROM: **LYNN G. MENDOZA, EdD**
OIC, Schools Division Superintendent

SUBJECT: **FINAL EVALUATION OF WORKPLACE APPLICATION PLANS (WAP)
FOR THE HIGHER ORDER THINKING SKILLS PROFESSIONAL
LEARNING PACKAGES (HOTS PLP) FOR SCIENCE, MATHEMATICS,
AND ENGLISH TRAINING ACTIVITIES**

DATE: September 17, 2025

1. Through Memorandum SGOD—2025-002 titled “*Submission of Workplace Application Plans (WAP) and Completion Reports for the Higher Order Thinking Skills Professional Learning Packages (HOTS PLP) for Science, Mathematics, and English Training Activities*,” this Office, through the School Governance and Operations Division – Human Resource Development Section (SGOD-HRDS), received 18 Workplace Application Plans (WAP) for the two (2) Division-led training activities on HOTS PLP.
2. Relative to this, Certificates of Completion shall be issued to teachers and school leaders who have submitted complete documents and have implemented their WAP within a time frame of three (3) to twelve (12) months. On the other hand, SGOD-HRDS has noted non-compliance with several required items. The names of concerned participants and recommendations on their WAP are listed in *Enclosure 1: Recommendations for Improvement of Workplace Application Plans on Higher Order Thinking Skills Professional Learning Packages (HOTS PLP) for Science, Mathematics, and English Training Activities*.
3. For the reasons cited, those listed in Enclosure 1 are requested to complete and resubmit their documents to the SGOD-HRDS through the OSDS-Records Unit for further validation on or before October 3, 2025.
4. No further submissions of WAP for HOTS PLP training activities shall be accommodated for review and evaluation, as the period for submission has already lapsed.



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5. For clarifications, please contact Mr. Kyle David V. Atienza, Senior Education Program Specialist – Human Resource Development Section, through kyledavid.atienza@deped.gov.ph.
6. Immediate dissemination of and compliance with the contents of this Memorandum are desired.

/SGOD-HRDS-KDA



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Recommendations for Improvement of Workplace Application Plans on Higher Order Thinking Skills Professional Learning Packages (HOTS PLP) for Science, Mathematics, and English Training Activities

NAME	SCHOOL	REMARKS
1. Geraldine E. Largado	Marinduque NHS	<p>State the outcomes of the WAP in the completion report.</p> <p>Clearly state in the completion report the WAP's milestone accomplishments in pre-implementation, during implementation, and post-implementation phases.</p> <p>Accomplish the ways forward in the completion report.</p> <p>Attach Means of Verification (MOVs).</p>
2. Liza B. Valdon	Marinduque NHS	<p>State the outcomes of the WAP in the completion report.</p> <p>Clearly state in the completion report the WAP's milestone accomplishments in pre-implementation, during implementation, and post-implementation phases.</p> <p>Accomplish the ways forward in the completion report.</p> <p>Attach Means of Verification (MOVs).</p>
3. Wilma M. Macaraig	Marinduque NHS	<p>State the outcomes of the WAP in the completion report.</p> <p>Clearly state in the completion report the WAP's milestone accomplishments in pre-implementation, during implementation, and post-implementation phases.</p> <p>Accomplish the ways forward in the completion report.</p> <p>Attach Means of Verification (MOVs).</p>
4. Ruby Ann S. Laderas	Marinduque NHS	<p>State the outcomes of the WAP in the completion report.</p>

		<p>Clearly state in the completion report the WAP's milestone accomplishments in pre-implementation, during implementation, and post-implementation phases.</p> <p>Accomplish the ways forward in the completion report.</p> <p>Attach Means of Verification (MOVs).</p>
5. Tito L. Tirol, Jr.	Marinduque NHS	<p>State the outcomes of the WAP in the completion report.</p> <p>Clearly state in the completion report the WAP's milestone accomplishments in pre-implementation, during implementation, and post-implementation phases.</p> <p>Attach Means of Verification (MOVs).</p>
6. Estella Marie M. Montes	Marinduque NHS	<p>Clearly state in the completion report the WAP's milestone accomplishments in pre-implementation, during implementation, and post-implementation phases.</p> <p>Accomplish the ways forward in the completion report.</p> <p>Attach Means of Verification (MOVs).</p>
7. Janette L. Rodelas	Marinduque NHS	<p>State the outcomes of the WAP in the completion report.</p> <p>Clearly state in the completion report the WAP's milestone accomplishments in pre-implementation, during implementation, and post-implementation phases.</p> <p>Accomplish the ways forward in the completion report.</p> <p>Attach Means of Verification (MOVs).</p>
8. Jeania M. Malco	Marinduque NHS	<p>State the outcomes of the WAP in the completion report.</p>

		<p>Clearly state in the completion report the WAP's milestone accomplishments in pre-implementation, during implementation, and post-implementation phases.</p> <p>Accomplish the ways forward in the completion report.</p> <p>Attach Means of Verification (MOVs).</p>
9. Ana Thea M. Llante	Marinduque NHS	<p>Accomplish the ways forward in the completion report.</p> <p>Attach Means of Verification (MOVs).</p>
10. Maria Carolina L. Manqueria	Marinduque NHS	<p>Accomplish the ways forward in the completion report.</p> <p>Attach Means of Verification (MOVs).</p>
11. Jeaneyl-An R. Pamfilo	Marinduque NHS	<p>Accomplish the ways forward in the completion report.</p> <p>Attach Means of Verification (MOVs).</p>
12. Joyce S. Mansia	Marinduque NHS	<p>Secure signature of school head in the WAP.</p> <p>Accomplish the ways forward in the completion report.</p> <p>Attach Means of Verification (MOVs).</p>
13. Zharina M. Valencia	Marinduque NHS	<p>Accomplish the ways forward in the completion report.</p> <p>Attach Means of Verification (MOVs).</p>
14. Catherine C. Malilay	Marinduque NHS	<p>Accomplish the ways forward in the completion report.</p> <p>Attach Means of Verification (MOVs).</p>