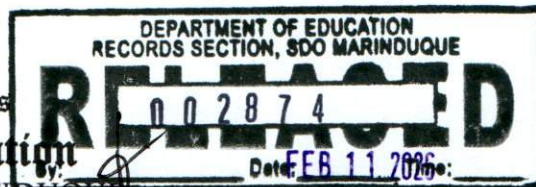




Republic of the Philippines  
**Department of Education**  
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

**MEMORANDUM**  
SGOD-2026-028

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Select Public Elementary and Secondary School Heads  
All Others Concerned

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

SUBJECT: **SUBMISSION OF WORKPLACE APPLICATION PROJECTS FOR THE  
CONDUCT OF NEAP ACTIVITIES IN THE REGION**

DATE: February 9, 2026

1. In adherence to Memorandum HRDD-2026-007 from the Office of the Regional Director, Dr. Nicolas T. Capulong, CESO III dated January 20, 2026 titled "*Submission of Workplace Application Projects for the Conduct of NEAP Activities in the Region*," all participants who have completed learning and development activities offered by the National Educators Academy of the Philippines in the Region (NEAP-R) are required to submit and implement their Workplace Application Projects (WAP).

2. The expected timeline for the completion of WAP for the abovementioned activities is reflected in the table below.

NEAP PROGRAM	DATE OF CONDUCT	WAP SUBMISSION DATE	WAP COMPLETION REPORT SUBMISSION DATE
School Heads Activities for Professional Enhancement (SHAPE) 2.0: Advancing Strategic Leadership and Inclusive School Management	September 14-19, 2025	Within October 2025	Within February 2026
Supervisors Educational Enhancement and Development (SEED) Program: Value-Driven Instructional Supervisor	December 7-12, 2025	Within January 2026	Within March 2026

3. To ensure the effective implementation of WAP, the following mechanisms are established:
- 3.1. The preparation of the WAP (Enclosure 2) is contingent upon the participant's attendance in the NEAP program.
  - 3.2. The Chief or immediate head overseeing the participant shall review the WAP and affix their signature. The participant shall forward the signed WAP to the School Governance and Operations Division – Human Resource Development Section (SGOD-HRDS), for endorsement and submission to the Regional Office Proper.
  - 3.3. The WAP shall be implemented over a minimum period of three months.
  - 3.4. The immediate supervisor shall closely monitor the implementation of the WAP, which will be assessed and evaluated using the WAP Evaluation Tool (Enclosure 4).
  - 3.5. Upon completion of the WAP implementation, participants shall submit a WAP Completion Report (Enclosure 3), duly signed by the concerned signatories to the SGOD-HRDS, for endorsement to the Regional Director for the issuance of the Certificate of Completion.
4. The list of participants for the aforementioned NEAP-R activities is attached as Enclosure 1.
5. The WAP template, WAP Completion Report Template, and WAP Evaluation Tool are attached as Enclosures 2, 3, and 4, respectively. Alternatively, these documents are accessible through [bit.ly/SHAPE-SEEDDocuments](https://bit.ly/SHAPE-SEEDDocuments).
6. For clarifications, please contact Mr. Kyle David V. Atienza, Senior Education Program Specialist – Human Resource Development Section, through [kyledavid.atienza@deped.gov.ph](mailto:kyledavid.atienza@deped.gov.ph).
7. Immediate dissemination of and strict compliance with the contents of this Memorandum are desired.

/SGOD-HRDS-KDA



**LIST OF PARTICIPANTS IN NEAP-R ACTIVITIES**

NAME	POSITION	OFFICE/SCHOOL
<b>Title of NEAP-R Activity: School Heads Activities for Professional Enhancement (SHAPE) 2.0: Advancing Strategic Leadership and Inclusive School Management</b>		
Annalisa P. Rodas	Principal I	Polo Elementary School
Ma. Cristina P. Mangana	Principal I	Kasily Elementary School
Edgar L. Jardeleza	Principal II	Nangka Elementary School
Mylene Jasmin L. Rolloque	Principal II	Dawis Elementary School
Edna M. Jalos	Principal II	Torrijos Central School
Jhonrex L. Sapunto	Principal II	Tiguion Elementary School
Elizabeth R. Paralejas	Principal III	Matuyatuya National High School
Maria Paz S. Pernia	Principal II	Buyabod Elementary School
<b>Title of NEAP-R Activity: Supervisors' Educational Enhancement and Development (SEED) Program: Value-Driven Instructional Supervision</b>		
Dr. Mariam B. Rivamonte	Education Program Supervisor	Curriculum Implementation Division
Dr. Nestor T. Rualo	Education Program Supervisor	Curriculum Implementation Division
Dr. Ma. Shiela S. Saet	Education Program Supervisor	Curriculum Implementation Division
Dr. Jennifer E. Monte	Education Program Supervisor	Curriculum Implementation Division
Dr. Ma. Corazon A. Borja	Education Program Supervisor	Curriculum Implementation Division
Freddie M. Malabayabas	Education Program Supervisor	Curriculum Implementation Division
Annabelle M. Marmol	Education Program Supervisor	Curriculum Implementation Division
Romualdo O. Magculang	Education Program Supervisor	Curriculum Implementation Division
Dr. Elvin C. Perlas	Public Schools District Supervisor	Gasán District
Dr. Dingson A. De Sena	Public Schools District Supervisor	Torrijos District
Dr. Joven M. Mogol	Public Schools District Supervisor	Torrijos District
Dr. Jay P. Pena	Public Schools District Supervisor	Santa Cruz East District
Dr. Maria Lourdes P. Ricohermoso	Public Schools District Supervisor	Santa Cruz North District
Constancia R. Vasco	Public Schools District Supervisor	Santa Cruz South District
Myra R. Labay	Public Schools District Supervisor	Boac South District
Warlito P. Constantino	Public Schools District Supervisor	Mogpog District





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MIMAROPA REGION

**Human Resource Development Division**

**WORKPLACE APPLICATION PLAN (WAP) IMPLEMENTATION PAPER**

The Workplace Application Plan (WAP) is a requirement for obtaining a Certificate of Completion. This certificate is awarded after the implementation of the WAP and the submission of completion reports along with the necessary attachments.

The WAP is designed to enhance the professional development of school heads and teachers through customized division or school-based plans. Key aspects of the WAP include:

1. **Professional Development:** Fostering professional growth and addressing performance gaps.
2. **Implementation Timeline:** Setting milestones and a timeframe for execution.
3. **Monitoring and Evaluation:** Establishing mechanisms to ensure objectives are met and there is continuous improvement in teaching practices.

Participants are required to execute the WAP within a timeframe of three to six months. At the division level, the immediate head reviews and endorses the WAP to the Schools Division Superintendent (SDS).

The results of the WAP, including completion reports, documentation, and completed monitoring and evaluation tools, will be reviewed by the immediate head and endorsed to the Schools Division Superintendent for approval. The School Governance Operations Division (SGOD) - Human Resource Development Section will retain a copy of the approved documents for submission to the Regional Office - Human Resource Development Division and the National Educators Academy of the Philippines in the Region.

**Project Context**

<b>NEAP PROGRAM</b>	
<b>Name of Education Program Supervisor/Public Schools District Supervisor/School Head</b>	
<b>Division</b>	



<b>Key changes in my division/district/school as a result of this project</b> <i>What key changes do you want to see in your division/district/school as a result of your having attended the program? What are your specific, verifiable indicators of these changes?</i>	
<b>Target Competency Improvement</b> <i>What supervisor/school head competency/ies will you apply through your project. Identify maximum of three that are directly related to your project.</i>	
<b>Describe current situation (problem or opportunity) in your division/district/school that you need to address through your project.</b>  <i>Give specific, quantifiable, observable details. For example, competency gaps/development gaps of the personnel</i>	
<b>Title of Application Project</b>	
<b>PROJECT OBJECTIVE/S:</b> <b>SMART-Specific, measurable, attainable, result-oriented and with timeframe</b>	
<b>Start date</b>	
<b>Length of project</b>  <i>The project should be completed within 3 months or 1 quarter.</i>	Month 1: Month 2: Month 3:
<b>Expected Outputs</b>	
<b>Beneficiary/ies</b>	

**Identify Success Indicators or measures of success**

*This project will be a success when the following indicators have been achieved and verified through unbiased means (maximum of 3):*

**A. Action Steps -**

*Identify significant Milestone targets that could be achieved by the end of 30 days and every 30 days thereafter. Milestones are (a) significant changes achieved; and/or, (b) major steps taken towards achieving the desired improvement in your school*

<b>Target Milestone</b>	<b>Actions</b>	<b>Responsible Person</b> <i>Who will do this step?</i>	<b>Support Needed from:</b>	<b>Target Date</b> <i>When will this step be accomplished?</i>
<b>Milestone 1 Pre-Implementation</b>	<b>Action Step 1</b>			
	Action Step 2			
	Action Step 3			
	Etc.,			
<b>Milestone 2 During Implementation</b>	<b>Action Step 1</b>			
<b>Milestone 3 Post-Implementation</b>	<b>Action Step 1</b>			
<b>Ways Forward: (Possible Replication, etc)</b>				

**B. Required Resources**

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



Milestone	Resources Needed	Approved Budget	Sources of Budget

### C. 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

### D. APPROVALS:

	Printed Name	Signature	Date
<b>Prepared by:</b>			
<b>Reviewed/Monitored by:</b>			
<b>Approved by:</b>			
<b>SDS/ASDS</b>			





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MIMAROPA REGION

**Human Resource Development Division**

**WORKPLACE APPLICATION PLAN (WAP) COMPLETION REPORT**

WAP completion report includes proper documentation with attached means of verification, as applied, and accomplished M&E tools and analysis results, reviewed, and endorsed by the Immediate Head with approval of the Schools Division Superintendent or Assistant Schools Division Superintendent. The School Governance Operations Division (SGOD)-Human Resource Development Section shall have a copy of completion report for submission to the Regional Office-Human Resource Development Division and National Educators Academy of the Philippines in the Region.

**Project Context**

<b>NEAP Program</b>	
<b>Work Application Project Title</b>	
<b>Date of Submission</b>	
<b>Project Objectives:</b>  <b>SMART-Specific, measurable, attainable, result-oriented and with timeframe</b>	
<b>Approved Budget</b>	Attached a copy of Approved Budget
<b>Outcome</b>	
<b>Beneficiaries:</b>	
<b>Name of EPS/PSDS/School Head</b>	
<b>Division</b>	



<p><b>Key changes in my division/district/school as a result of this project</b></p> <p><i>What key changes happened to your division/school after the implementation of your WAP? Indicate the specific, verifiable indicators of these changes?</i></p>	
<p><b>Target Competency Improvement</b></p> <p><i>What competencies (knowledge, skills and attitudes) were improved in you as EPS/PSDS/school head after your WAP implementation? Give at least three (3) competencies which you directly apply during your WAP.</i></p>	
<p><b>Current situation (problem or opportunity) in your division/district that you were able to address in your WAP</b></p> <p><i>Give specific, quantifiable, observable details. For example, competency gaps/development gaps of the personnel</i></p>	
<p><b>Date of WAP Implementation</b></p>	
<p><b>Start Date</b></p>	
<p><b>End date</b></p>	
<p><b>Milestone Accomplishments with supporting means of</b></p>	<p><b>Pre-Implementation:</b> (includes all the MOVs during the preparation e.g. slide presentations, training matrix with speakers, school memo, etc.)</p>

<b>verifications per implementation period</b>  <i>The project should be completed within 3 months.</i>	<b>During Implementation:</b> (includes daily documentation, pictures, other docs that will support the implementation process)
	<b>Post Implementation:</b> (includes evaluation tool: utilized, analyzed, findings and recommendations)
<b>Ways forward:</b>	<i>Plan for WAP replication with different focus of activities and target beneficiaries.</i>

**Narrative:**

1. Describe your experience of WAP implementation in a maximum of one hundred (100) words.
2. What are the facilitating factors that you experience in the implementation of your WAP?
3. What were the challenges you encountered and how did you respond or address those challenges?
4. If you will be given a chance to re-implement your WAP, how do you want it to happen? Points for improvement.

**Prepared by:**

\_\_\_\_\_  
Name of EPS/PSDS/School Head

**Reviewed by:**

\_\_\_\_\_  
Chief/Immediate Head

**Approved by:**

\_\_\_\_\_  
Name of SDS/ASDS

HRDD-EGT





Republic of the Philippines  
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MIMAROPA REGION

Office of the Regional Director

**WORKPLACE APPLICATION PLAN  
EVALUATION TOOL**

Name of Implementer: \_\_\_\_\_

Title of WAP: \_\_\_\_\_

Inclusive Dates: From \_\_\_\_\_ To \_\_\_\_\_

Directions: Please assess the effectiveness of the training program according to the indicators below. Put a check mark (/) in the appropriate column.

**PART I-ACTION PLAN AND JOB-EMBEDDED LEARNING EVALUATION**

Please rate the training participant based on the following items:

Item	Strongly Agree	Agree	Disagree	Strongly Disagree
<b>ACTION PLAN IMPLEMENTATION</b>				
1. Action Plan responds to the end of the colleagues/school/organization				
2. Action Plan shows learning from the training attended				
3. Action Plan was implemented efficiently				
4. Action Plan has satisfactorily achieved its objectives				
<b>JOB-EMBEDDED LEARNING</b>				
1. Job-Embedded Learning contract reflects competency-focus of the training attended				
2. Training Participant shows the desired competencies targeted by the training attended				

Note: Attach supporting documents where applicable.

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## **PART II-CRITICAL INCIDENTS**

Write below any critical incidents which show how the training participants has demonstrated the training competencies not captured in the questionnaire in Part 1.  
(Use additional sheets if needed.)

<b>DATE</b>	<b>SITUATION /TASK</b>	<b>ACTION</b>	<b>RESULT</b>

Note: attach supporting documents where applicable.

Evaluated: \_\_\_\_\_  
Signature Over Printed Name

Date Evaluated: \_\_\_\_\_