



Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF MARINDUQUE

Department of Education
Division of Marinduque
RECORDS SECTION
RELEASED
Name: 000459
Signature: 
Date: FEB 08 2024

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID & SGOD
Public Schools District Supervisors concerned
Public Elementary and Secondary School Heads concerned
All Others Concerned

From: 
LYNN G. MENDOZA, EdD
OIC, Schools Division Superintendent

Subject: **SCHOOL HEADS ACTIVITIES FOR PROFESSIONAL ENHANCEMENT (SHAPE) PROGRAM WORKPLACE APPLICATION PROJECT (WAP)**

Date: February 6, 2024

1. Please find attached Regional Memorandum HRDD-2024-005 dated February 2, 2024 titled School Heads Activities for Professional Enhancement (SHAPE) Program Workplace Application Project (WAP), for information and guidance of all concerned.
2. Particular attention is invited to paragraph 4 on the mechanisms to ensure the effective implementation of the project of our school head participants.
3. In this connection, all concerned school heads of the abovementioned program are required to submit copy of their WAP in pdf with filename (i.e. lastname_SHAPEWAP) to the link: tinyurl.com/SHAPEWAPMarinduque on or before **February 23, 2024**.
4. List of SDO-Marinduque SHAPE participants is also attached as enclosure.
5. Immediate dissemination of and compliance with the contents of this Memorandum are desired.

/SGOD-HRDS/ARF

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**LIST OF PARTICIPANTS IN THE SCHOOL HEADS ACTIVITIES
FOR PROFESSIONAL ENHANCEMENT (SHAPE)**

conducted on March 27-April 1, 2023 at RELC, Puerto Galera, Oriental Mindoro

NO.	NAME	SEX	POSITION/ DESIGNATION	SCHOOL	DISTRICT
1.	Arce, Melanie M.	F	Teacher-In-Charge	Hinadharan ES	Mogpog
2.	Belarmino, Pacifco P.	M	Head Teacher I	Catubugan ES	Boac South
3.	Cabral, Grace V.	F	Head Teacher III	Sibuyao ES	Torrijos
4.	Cabral, Maria Dolores A.	F	Head Teacher III	Masaguisi NHS	Santa Cruz East
5.	Colopano, Cristina C.	F	Teacher In-Charge	Payanas ES	Torrijos
6.	De Luna, Carol R.	F	Teacher-In-Charge	Bolo ES	Torrijos
7.	Del Mundo-Jalos, Cherry Ann F.	F	Principal I	Poctoy NHS	Torrijos
8.	Del Mundo, Ricardo Jr. A.	M	Teacher-In-Charge	Pansoy ES	Santa Cruz East
9.	Delos Santos, Maribert S.	F	Teacher-In-Charge	Bicas-Bicas ES	Buenavista
10.	Esplana, Melvin F.	M	Teacher-In-Charge	Sinambahan PS	Torrijos
11.	Galloniga, Ulysis J.	M	Teacher-In-Charge	Puting Buhangin ES	Boac North
12.	Roldan, Ludy A.	F	Teacher-In-Charge	Suha ES	Torrijos
13.	Jamig, Clarissa P.	F	Teacher-In-Charge	Tumagabok ES	Boac North
14.	Janda, Daryl J.	M	Head Teacher I	Boi ES	Boac South
15.	Magante, Carina M.	F	Teacher-In-Charge	Pili ES	Mogpog
16.	Jao, Rafael John G.	M	Teacher In-Charge	Libjo ES	Santa Cruz South
17.	Jinao, Marvin M.	M	Teacher-In-Charge	Tungib ES	Buenavista
18.	Labaguís, Aaron M.	M	Teacher-In-Charge	Malayak ES	Mogpog
19.	Logdat, Melvin M.	M	Teacher-In-Charge	Tambunan ES	Boac South
20.	Luna, Jayson M.	M	Principal I	Balanacan NHS	Mogpog
21.	Macailao, Rizon M.	M	Former Teacher In-Charge	Sibuyao NHS	Torrijos
22.	Macunat, Rowena L.	F	Teacher-In-Charge	Mendez ES	Mogpog
23.	Manaog, Ray Alben M.	M	Head Teacher III	Bagtingon NHS	Buenavista
24.	Paralejas, Elizabeth R.	M	Principal I	Matuyatuya NHS	Torrijos

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25.	Mataac, Joey M.	M	Teacher-In-Charge	Talawan ES	Torrijos
26.	Medalla, Mario Jose M.	M	Head Teacher II	Pawa ES	Boac North
27.	Melendrez, Maria Vanissa R.	F	Teacher-In-Charge	Malinao ES	Torrijos
28.	Miras, Amparo R.	F	Teacher-In-Charge	Pantayin ES	Santa Cruz East
29.	Monsanto, Michael Lou L.	M	Teacher-In-Charge	Argao NHS	Mogpog
30.	Monteclaro, Efren L.	M	Former Teacher-In-Charge	Sayao NHS	Mogpog
31.	Morgado, Vanessa F.	F	Teacher-In-Charge	Daat PS	Buenavista
32.	Nobleza, Dave Henry R.	M	Teacher-In-Charge	Ipil NHS	Santa Cruz North
33.	Ola, Alerma M.	F	Teacher-In-Charge	Tarug ES	Mogpog
34.	Ornedo, Tonette L.	F	Teacher-In-Charge	Bocboc ES	Mogpog
35.	Palomares, Franklin S.	M	Teacher-In-Charge	Quatis ES	Gasán
36.	Pelobello, Marites R.	F	Teacher In-Charge	Nangka ES	Torrijos
37.	Pelobello, Rolando P.	M	Head Teacher I	Polo NHS	Santa Cruz South
38.	Peñaredonda, Rundelle P.	M	Teacher-In-Charge	Biga ES	Santa Cruz East
39.	Peñaroyo, Ariel M.	M	Head Teacher II	Puyog ES	Boac North
40.	Pilar, Darwin Z.	M	Head Teacher III	Lamesa ES	Mogpog
41.	Piramo, Randy P.	M	Teacher-In-Charge	San Isidro ES	Santa Cruz North
42.	Reginio, Anelin P.	F	Teacher-In-Charge	Bangcuangan PS	Santa Cruz North
43.	Rey, Meleah P.	F	Teacher In-Charge	Cagpo ES	Torrijos
44.	Retardo, Allan P.	F	Teacher-In-Charge	Bangwayin ES	Torrijos
45.	Rodelas, Rhoda R.	F	Teacher-In-Charge	Botilao ES	Santa Cruz North
46.	Romasanta, Jimmy M.	M	Head Teacher II	Tiguion NHS	Mogpog
47.	Santileces, Rosa Lea R.	F	Teacher-In-Charge	Bayakbakin ES	Torrijos
48.	Saporna, Mae Laarni M.	F	Principal I	Yook NHS	Buenavista
49.	Sapungan, Junjun M.	M	Head Teacher I	Bacongbacong ES	Gasán
50.	Valentino, Cleobilly J.	M	Principal I	Tugos ES	Boac South

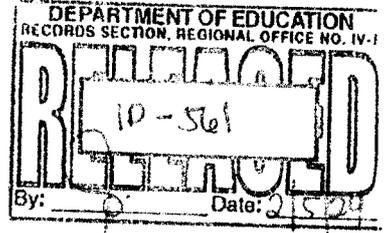
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Office of the Regional Director

MEMORANDUM
 HRDD-2024-005

TO : **SCHOOLS DIVISION SUPERINTENDENTS**
ALL OTHERS CONCERNED

FROM : **NICOLAS T. CAPULONG, PhD, CESO III**
 Director IV *NC*
 Regional Director

SUBJECT : **SCHOOL HEADS ACTIVITIES FOR PROFESSIONAL**
ENHANCEMENT (SHAPE) PROGRAM WORKPLACE
APPLICATION PROJECT (WAP)

DATE : **February 02, 2024**

In adherence to Regional Memorandum No. 86, s 2022, titled School Heads Activities for Professional Enhancement (SHAPE) Program, participants who have successfully concluded their participation in the National Educators Academy of the Philippines (NEAP)-recognized program, are required to undertake the implementation of their Workplace Application Projects (WAP). Following this implementation, participants are required to submit Accomplishment Reports.

The Workplace Application Project (WAP) serves as the culminating output of participants completing the program. Within the WAP framework, school heads are expected to apply the acquired competencies to enhance the school environment and address development gaps, thereby facilitating improved teaching conditions for educators. This initiative also plays a pivotal role in the region's monitoring and evaluation process, contributing to the assessment of program effectiveness and overall educational outcomes.

Outlined below is the timeline for the completion of the Workplace Application Project:

Schools Division Office	Conduct of Activity	WAP Preparation/ Consultation and Approval of Concerned Office	WAP Implementation	WAP Submission
Batch 1- Romblon	March 13-18, 2023	April 2023- May 2023	June 2023- December 2023	January 2024



Batch 2- Marinduque	March 27- April 1, 2023	May 2023- June 2023	July 2023- January 2024	February 2024
Batch 3- Occidental Mindoro	April 24-29, 2023	May 2023- June 2023	July 2023- January 2024	February 2024
Batch 4- Oriental Mindoro and Calapan City	May 15-20, 2023	June 2023- July 2023	August 2023- February 2024	March 2024
Batch 5- Palawan Puerto Princesa Cluster	July 16-22, 2023	August 2023- September 2023	October 2023- April 2024	May 2024

To ensure the effective implementation of the Workplace Application Project (WAP), the following mechanisms are established:

- a. The selection of WAPs is contingent upon the approval of the Annual Learning Action Cell (LAC) Plan. Participants must identify a professional development strategy within the framework of the MATATAG Agenda, emphasizing learner well-being, inclusive education, and a positive learning environment. The WAP is expected to significantly enhance the performance of school personnel and contribute to improved academic outcomes.
- b. The Public Schools District Supervisor, overseeing the school head, will review and endorse the WAP to the Schools Division Office, School Governance Operations Division, Human Resource Development Section, seeking approval from the Schools Division Superintendent.
- c. The school head is required to execute the WAP within a timeframe of three (3) to six (6) months.
- d. The Public Schools District Supervisor will monitor the WAP implementation using the provided WAP Application of Learning Evaluation Tool.
- e. WAP results, encompassing completion reports, documentation, and Monitoring and Evaluation (M&E) tools and analysis, will be reviewed and endorsed by the Public Schools District Supervisor to the Schools Division Superintendent or Assistant Schools Division Superintendent. The School Governance Operations Division (SGOD)-Human Resource Development Section will retain approved documents for submission to the Regional Office-Human Resource Development Division and the National Educators Academy of the Philippines in the Region.
- f. The National Educators Academy of the Philippines in the Region will issue a **Certificate of Completion** for participants upon endorsement by the Schools Division Superintendents.

For further inquiries and clarification, you may contact Mr. Eric G. Teñoso, Education Program Supervisor, NEAP Focal Person at 0991-5082-117 or send email to mimaropaneap@deped.gov.ph.

For information and compliance.

Attachments:

1. Workplace Application Template
2. WAP Completion Report Template
3. WAP Application of Learning Evaluation Tool *(To be accomplished by the PSDS)*

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 SCHOOL HEADS ACTIVITIES FOR PROFESSIONAL ENHANCEMENT (SHAPE) PROGRAM

School Head's Workplace Application Project Implementation Paper

The School Head's Application Project is a requirement for a **Certificate of Completion** in the School Heads Activities for Professional Enhancement (SHAPE) Program.

Workplace Application Project (WAP) requires the participant to identify a specific professional development strategy to address the development gaps of school personnel that anchors on the MATATAG Agenda particularly on "Giving support to teachers to teach better" and "Take good care of learners by promoting learner well-being, inclusive education, and a positive learning environment." In this WAP, school head is expected to apply learned competencies in improving the school and addressing the development gaps to help school personnel.

The choice of WAP shall be derived from the submitted approved LAC Plan and will be implemented in three (3) to six (6) months. This WAP will contribute to the significant improvement in the performance of school personnel as well as the academic performance of the students.

Below is the Workplace Application Project template to be completed and submitted to the Regional Office after the implementation of the said project.

A. Project Context

NEAP PROGRAM	School Heads Activities for Professional Enhancement (SHAPE) Program
Name of School Head	
Name of School	
Division/District	
Key changes in my school as a result of this project <i>What key changes do you want to see in your school as a result of your having attended the SHAPE Program? What are your specific, verifiable indicators of these changes?</i>	
Target Competency Improvement <i>What school head competency/ies will you apply through your project. Identify</i>	Domain 4: Developing Self and Others

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 SCHOOL HEADS ACTIVITIES FOR PROFESSIONAL ENHANCEMENT (SHAPE) PROGRAM

<i>maximum of three that are directly related to your project.</i>	
<p>Describe current situation (problem or opportunity) in your school that you need to address through your project.</p> <p><i>Give specific, quantifiable, observable details. For example, competency gaps/development gaps of the personnel</i> <i>Sources: E-SAT/IDP</i></p>	
Title of Application Project	
<p>PROJECT OBJECTIVE/S: SMART-Specific, measurable, attainable, result-oriented and with timeframe</p>	
Start date	
<p>Length of project</p> <p><i>The project should be completed within 3 months or 1 quarter.</i></p>	<p>Month 1:</p> <p>Month 2:</p> <p>Month 3:</p>
Expected Outputs	
Beneficiary/ies	School Personnel
Identify Success Indicators or measures of success	<i>This project will be a success when the following indicators have been achieved and verified through unbiased means (maximum of 3):</i>

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

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 SCHOOL HEADS ACTIVITIES FOR PROFESSIONAL ENHANCEMENT (SHAPE) PROGRAM

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

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

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SCHOOL HEADS ACTIVITIES FOR PROFESSIONAL ENHANCEMENT (SHAPE) PROGRAM

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
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D. APPROVALS:

Printed Name

Signature

Date

Prepared by: SH

Reviewed/Monitored by: PSDS

Approved by:

SDS/ASDS

Attachments

1. WAP Completion Report
2. Documentation
3. Summary of M&E Results and Analysis



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MIMAROPA REGION

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Work Application Project (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 PSDS 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.

A. Project Context

NEAP Program	School Heads Activities for Professional Enhancement (SHAPE) Program
Work Application Project Title	
Date of Submission	
Project Objectives: SMART-Specific, measurable, attainable, result-oriented and with timeframe	
Approved Budget	Attached a copy of Approved Budget
Outcome	
Beneficiaries:	
Name of School Head	
Name of School	
Division/District	



Republic of the Philippines
Department of Education
MIMAROPA REGION

National Educators Academy of the Philippines in the Region

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



Republic of the Philippines
Department of Education
MIMAROPA REGION

National Educators Academy of the Philippines in the Region

verifications per implementation period <i>The project should be completed within 3 months.</i>	During Implementation: (includes daily documentation, pictures, other docs that will support the implementation process)
	Post Implementation: (includes evaluation tool: utilized, analyzed, findings and recommendations)
Ways forward:	<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 School Head

Reviewed by:

Name of PSDS

Approved by:

Name of SDS/ASDS



Republic of the Philippines
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MIMAROPA REGION

Human Resource Development Division

**WORKPLACE APPLICATION PROJECT
APPLICATION OF LEARNING EVALUATION TOOL**

Title: _____
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
ACTION PLAN IMPLEMENTATION				
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				
JOB-EMBEDDED LEARNING				
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.

HRDD-EGT



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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.)

DATE	SITUATION/TASK	ACTION	RESULT

Note: attach supporting documents where applicable.

Evaluated: _____
Signature Over Printed Name

Date Evaluated: _____

Name of Implementer: _____
Signature Over Printed Name