



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

RECORDS SECTION  
 RELEASED  
 Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 FEB 19 2025 Time: \_\_\_\_\_

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

SGOD-2025-002

TO: Asst. Schools Division Superintendent  
 Chief Education Supervisors  
 Public Schools District Supervisors  
 Public Elementary and Secondary School Heads  
 All Others Concerned

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

SUBJECT: **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**

DATE: February 18, 2025

1. In adherence to the Unnumbered Division Memorandum dated September 21, 2023 titled "Division Training of School LAC Leaders for Higher Order Thinking Skills Professional Learning Package (HOTS PLP) for Science, Mathematics, and English" and Division Memorandum No. 004, s. 2024 titled "Clustered District Mass Training of Teachers on Higher Order Thinking Skills Professional Learning Package (HOTS PLP) for Science, Mathematics, and English," participants who have successfully concluded their participation in National Educators Academy of the Philippines (NEAP)-recognized programs are required to undertake the implementation of their Workplace Application Plans (WAP).

2. The Workplace Application Plan (WAP) serves as a culminating output of participants completing the training activities. Within the WAP framework, teachers and school leaders are expected to apply the acquired competencies regarding the utilization of HOTS-related strategies and the SOLO framework. This initiative also plays a vital role in the Division's monitoring and evaluation process, contributing to the assessment of program effectiveness and overall educational outcomes.

3. Presented in the table is the timeline for the completion of the Workplace Application Plan:

| Title of L&D Activity                              | Dates of Implementation                       | WAP Preparation & Approval | WAP Implementation           | WAP Submission    |
|--|---|----------------------------|------------------------------|-------------------|
| Division Training of School LAC Leaders for Higher | October 2-6, 2023 (English);<br>October 9-13, | November - December 2023   | January 2024 – December 2025 | February 28, 2025 |



|   |  |                  |                               |                   |
|---|--|------------------|-------------------------------|-------------------|
| Order Thinking Skills Professional Learning Package (HOTS PLP) for Science, Mathematics, and English  | 2023 (Science);<br>October 16-20,<br>2023<br>(Mathematics) |                  |                               |                   |
| Clustered District Mass Training of Teachers on Higher Order Thinking Skills Professional Learning Package (HOTS PLP) for Science, Mathematics, and English | January 26, 29,<br>30, 2024                                | February<br>2024 | March 2024 –<br>February 2025 | March 31,<br>2025 |

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

- a. The immediate supervisor of the participant shall review and endorse the WAP to the Schools Division Office, through the School Governance and Operations Division – Human Resource Development Section (SGOD-HRDS), seeking approval from the Schools Division Superintendent.
- b. The participant is required to execute the WAP within a timeframe of three (3) months to twelve (12) months.
- c. The SGOD-HRDS shall retain approved documents for submission to the Regional Office – Human Resource Development Division (RO-HRDD) and the National Educators Academy of the Philippines in the Region (NEAP-R).
- d. The SGOD-HRDS will issue a Certificate of Completion for participants with approved WAP and completion reports.

5. **Relative to these, participants of the two NEAP-recognized training activities shall submit their accomplished and signed Workplace Application Plans (WAP) and Completion Reports on or before February 28, 2025 (for DTOT participants) and March 31, 2025 (for MTOT participants) to the SGOD-HRDS through the OSDS-Records Unit.** The templates for the Workplace Application Plan (WAP) and Completion Report can be accessed and downloaded through [bit.ly/HOTSPLPWAPMdq](https://bit.ly/HOTSPLPWAPMdq).

6. **Subsequently, participants shall upload a copy of their approved Individual Performance Commitment and Review Form (IPCRF) for School Year 2023-2024 through [bit.ly/HOTSPLPWAPMdq](https://bit.ly/HOTSPLPWAPMdq) on or before February 28, 2025 (for DTOT participants) and March 31, 2025 (for MTOT participants).**

7. 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).

8. Immediate dissemination of and compliance with the contents of this Memorandum are desired.

/SGOD-HRDS-KDA