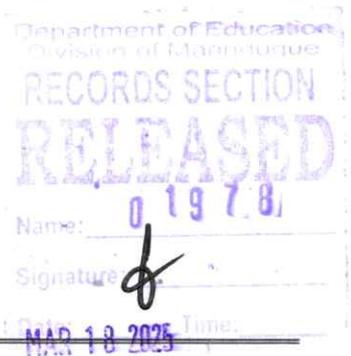




Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

MEMORANDUM
SGOD-2025-030

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

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

SUBJECT: **FIRST 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: March 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 83 Workplace Application Plans (WAP) for the two (2) Division-led training activities on HOTS PLP as of March 14, 2025.
2. Relative to this, Certificates of Completion shall be issued to teachers and school leaders with 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 of 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 March 31, 2025.
4. **In addition, all participants of the two Division-led training activities on HOTS-PLP are reminded to upload a copy of their approved Individual Performance Commitment and Review Form (IPCRF) for School Year 2023-2024 through bit.ly/HOTSPLPWAPMdq.**

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. Reynel John R. Quindoza	Alobo 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>
2. Germa M. Manzano	Alobo 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>
3. Roy M. Merlin	Mogpog NCHS	<p>Utilize the updated WAP template.</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>
4. Khristine M. Lumalang	Marinduque NHS	<p>Clearly state the outcome in your WAP 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>
5. Jay Anne M. Flores	Marinduque NHS	<p>Clearly state the outcome in your WAP completion report.</p> <p>Clearly state in the completion report the WAP's milestone accomplishments in pre-</p>

		<p>implementation, during implementation, and post-implementation phases.</p> <p>Accomplish the ways forward in the completion report.</p> <p>Ensure at least two specific tasks in the implementation plan of your WAP.</p>
6. Christine J. Naling	Marinduque NHS	<p>Clearly state the outcome in your WAP 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>
7. Jefferson O. Maming	Marinduque NHS	<p>Clearly state the outcome in your WAP 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>
8. Jing-Jing L. Mendoza	Marinduque NHS	<p>Clearly state the outcome in your WAP 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>Ensure at least two specific tasks in the implementation plan of your WAP.</p>
9. Edlhen M. Jalac	Marinduque NHS	<p>Clearly state the outcome in your WAP completion report.</p> <p>Clearly state in the completion report the WAP's milestone</p>

		<p>accomplishments in pre-implementation, during implementation, and post-implementation phases.</p> <p>Accomplish the ways forward in the completion report.</p>
10. Fristian Anthony L. Dormido	Marinduque NHS	<p>Clearly state the outcome in your WAP 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>
11. Rizalina R. Medina	Marinduque NHS	<p>Clearly state the outcome in your WAP 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>Ensure at least two specific tasks in the implementation plan of your WAP.</p>
12. Elaine M. Mabansag	Marinduque NHS	<p>Clearly state the outcome in your WAP 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>Ensure at least two specific tasks in the implementation plan of your WAP.</p>
13. Rosalie R. Jandusay	Marinduque NHS	<p>Clearly state the outcome in your WAP 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>Ensure at least two specific tasks in the implementation plan of your WAP.</p>
14. Michelle C. Alojado	Mogpog NCHS	<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>
15. Krizzia Marie M. Larraquel	Dolores 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>
16. Rochelle R. Semilla	Sayao 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>
17. Annie Jane O. Hernandez	Sayao NHS	Submit applicable MOVs.
18. Jerny S. Larracas	Argao 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>
19. Ruffa M. Monroyo	Tiguion NHS	Clearly state in the completion report the WAP's milestone accomplishments in pre-implementation, during

		<p>implementation, and post-implementation phases.</p> <p>Accomplish the ways forward in the completion report.</p>
20. Jameson O. Molbog	Tapuyan 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>
21. Cherry S. Jandusay	Tapuyan 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>
22. Amelia M. Salcedo	Tapuyan 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>
23. Yocel Aurea L. Salazar	Tapuyan 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>
24. Anabel V. San Juan	Tapuyan 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>
25. Muriel M. Jinang	Tapuyan NHS	<p>Clearly state in the completion report the WAP's milestone accomplishments in pre-implementation, during</p>

		<p>implementation, and post-implementation phases.</p> <p>Accomplish the ways forward in the completion report.</p>
26. Mark Anthony S. Nite	Tapuyan 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>
27. Josefina E. Albano	Kilo-Kilo NHS	<p>Utilize the updated WAP template.</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>State the beneficiaries of your WAP including the current situation to be addressed.</p>
28. Jennelyn P. Romasanta	Kilo-Kilo 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>State in the completion report the current situation to be addressed.</p>
29. Rowel S. Laririt	Landy 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>
30. Lerma D. Revilla	Landy NHS	<p>Clearly state in the completion report the WAP's milestone accomplishments in pre-</p>

		<p>implementation, during implementation, and post-implementation phases.</p> <p>Accomplish the ways forward in the completion report.</p>
31. Leizyl P. Revilloza	Alobo NHS	<p>Utilize the updated WAP template.</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>
32. Elena L. Jinang	Marinduque NHS	Submit completion report.
33. Hazel M. Largado	Marinduque NHS	Submit completion report.
34. Irene M. Laugo	Marinduque NHS	<p>Clearly state the outcome in your WAP 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>
35. Eugene L. Menorca	Balanacan NHS	<p>Utilize the updated WAP template.</p> <p>Submit completion report.</p>
36. Virginia L. Monleon	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>
37. Sharralyn M. Linga	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>

38. Jasmine A. Mangi	Marinduque NHS	Clearly state in the completion report the WAP's milestone accomplishments in pre-implementation, during implementation, and post-implementation phases. Accomplish the ways forward in the completion report.
39. Adrian H. Hizole	Marinduque NHS	Clearly state in the completion report the WAP's milestone accomplishments in pre-implementation, during implementation, and post-implementation phases. Accomplish the ways forward in the completion report.
40. Hannah Krizel J. Ababa	Marinduque NHS	State the name of immediate supervisor and position in the WAP learner's profile. Clearly state in the completion report the WAP's milestone accomplishments in pre-implementation, during implementation, and post-implementation phases. Accomplish the ways forward in the completion report. Clearly state the outcome in your WAP completion report.
41. Clariza O. De Guzman	Marinduque NHS	Submit completion report.
42. Melanie M. Malinao	Marinduque NHS	Clearly state in the completion report the WAP's milestone accomplishments in pre-implementation, during implementation, and post-implementation phases. Accomplish the ways forward in the completion report.
43. Jennifer M. Pastrana	Ipil NHS	Clearly state in the completion report the WAP's milestone accomplishments in pre-implementation, during implementation, and post-implementation phases. Accomplish the ways forward in the completion report.
44. Micole Pearl M. Milambiling	Tagum NHS	Clearly state in the completion report the WAP's milestone

		<p>accomplishments in pre-implementation, during implementation, and post-implementation phases.</p> <p>Accomplish the ways forward in the completion report.</p>
45. Alliah Maye M. Monroyo	Tagum 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>
46. Jessica R. Samson	Tagum 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>
47. Riena I. Rodriguez	Marinduque NHS	Submit completion report.
48. Josias T. Salvacion, Jr.	Buenavista 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>
49. Catherine R. Mandia	Maniwaya NHS	Submit completion report.
50. Joven M. Maac	Maniwaya 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>
51. Jerson R. Lumbre	Maniwaya 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>