



Republic of the Philippines
Department of Education
 REGION VII – CENTRAL VISAYAS
 SCHOOLS DIVISION OF NEGROS ORIENTAL

Office of the Schools Division Superintendent

74 FEB 2024

DIVISION MEMORANDUM

No. **0116**, s. 2024

SUBMISSION OF WORKPLACE APPLICATION PROJECT (WAP) ACCOMPLISHMENT REPORT AND ACTIVITY COMPLETION REPORT (ACR)

To: Assistant Schools Division Superintendent
 Chief, CID and SGOD
 Education Program Supervisors/Division Coordinators
 Public Schools District Supervisors/ District In-Charge
 Elementary & Secondary School Heads
 District Learning and Development Coordinators
 All Others Concerned

1. The Department of Education (DepEd) thru the National Educators Academy of the Philippines (NEAP) is currently monitoring and assessing the impact of the Workplace Application Projects (WAP) conducted by the recipients of NEAP-led and other Professional Development Programs (PDPs) conducted in the division, districts and schools.
2. Anent this, all Program Owners in the Division Office, Public Schools District Supervisors (PSDSs)/ District In-Charge (DICs), School Heads, District Learning and Development (L&D) Coordinators and PDP completed scholars, shall /upload the Workplace Application Project (WAP) Accomplishment Reports and Activity Completion Reports (ACR) of conducted Professional Development Programs (PDPs) in the following links:

FOR WORKPLACE APPLICATION PROJECT (WAP) SUBMISSION:

OFFICE/STATION	LINKS	REMARKS
DIVISION OFFICE	http://tinyurl.com/2024WAPnegorDivOfc *Passcode: can be access thru	*Pls communicate with HRDS for the creation of link per program

Kagawasan Avenue, Capitol Area, Daro, Dumaguete City, Negros Oriental
 (035) 225-2838 / 225-2376 / 422-7644
 negros.oriental@deped.gov.ph



DepEd Tayo SDO Negros Oriental

www.depednegor.net



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	the Group Chat (GC)	
DISTRICTS/SCHOOLS	http://tinyurl.com/2024WAPnegorDistricts *Passcode: can be access thru the Group Chat (GC)	*Organized by district. Please upload to your respective district folder. *Just upload 1 PDF file per program and label the file appropriately
FOR PDP COMPLETED SCHOLARS (see attached list)	http://tinyurl.com/2024negorScholars *Passcode: can be access thru the Group Chat (GC)	*Organized by program. Please upload to your respective program folder.

FOR ACTIVITY COMPLETION REPORT (ACR) SUBMISSION:

STATION	ACR LINKS	REMARKS
DIVISION OFFICE	http://tinyurl.com/2024negorACR *Passcode: can be access thru the Group Chat (GC)	*Pls communicate with HRDS for the creation of link per program *Please also upload ACRs from activities conducted from CA 2022 and 2023
DISTRICTS/ SCHOOLS	http://tinyurl.com/2024negorACRdistricts	*Organized by district. Please upload to your respective district folder. *Just upload 1 PDF file per



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	<p>*Passcode: can be access thru the Group Chat (GC)</p>	<p>program and label the file appropriately</p> <p>*Please also upload ACRs from activities conducted from CA 2022 and 2023</p>
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3. Program Owners in the Division Office, Public Schools District Supervisors (PSDSs)/ District In-Charge (DICs), School Heads, District Learning and Development (L&D) Coordinators and PDP Scholars who completed their courses shall use the attached templates as prescribed in DepEd Order No. 44, s. 2023 titled “Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the National Educators Academy of the Philippines Core Programs”.
4. Furthermore, the accomplishment reports should also highlight data, significant change or impact of WAP to the school, learners’ and teachers’ performance, community and other stakeholders. Supporting documents shall be attached as evidence to the impact presented.
5. For clarifications, inquiries and Technical Assistance, contact Ms. Iryll of the Human Resource Development Section (HRDS) through (035) 225-6180.
6. For the information, guidance, and compliance of all concerned.

By the Authority of the Schools Division Superintendent:

ROMEL VICTOR A. VILLAHERMOSA
 OIC, Office of the Asst. Schools Division Superintendent
 Office-In-Charge
 2/17/24

RCO/EQA-RVV/SGOD/MSM/insm
 February 13, 2024



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Annex B

ACTIVITY COMPLETION REPORT

I. ACTIVITY INFORMATION	
TITLE:	
DATE:	
VENUE/MODALITY:	
TOTAL BUDGET:	
SOURCE OF FUNDS:	
PARTICIPANTS' DESCRIPTION	
TOTAL NO. OF PARTICIPANTS	
TRAINING/ACTIVITY FOCAL PERSON:	
POSITION:	
STATION:	

II. PARTICIPANTS: (* PLEASE INDICATE THE ACTUAL NUMBER OF PARTICIPANTS DURING THE TRAINING/ACTIVITY)					
A. GENERAL	ELEMENTARY	JUNIOR HIGH SCHOOL	SENIOR HIGH SCHOOL	NON-TEACHING	TOTAL
MALE					
FEMALE					

B. TEACHING	TEACHER 1	TEACHER 2	TEACHER 3	MASTER TEACHER 1	MASTER TEACHER 2	MASTER TEACHER 2	TOTAL
MALE							
FEMALE							

C. TEACHING RELATED	HEAD TEACHER 1	HEAD TEACHER 2	HEAD TEACHER 3	PRINCIPAL 1	PRINCIPAL 2	PRINCIPAL 3	PRINCIPAL 4	TOTAL
MALE								
FEMALE								

D. NON-TEACHING	ADA	ADAS	AO	REGISTRAR	GUIDANCE COUNSELOR	PDO	EPS	SEPS	DEPS
(YOU MAY MODIFY BASED ON YOUR PARTICIPANTS)									
MALE									
FEMALE									



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III. RECOMMENDATIONS TO IMPROVE THE ACTIVITY/TRAINING:

IV. REQUIRED ATTACHMENTS
A. APPROVED TRAINING/ACTIVITY DESIGN
B. MEMORANDUM
C. PROGRAM & MATRIX
D. ATTENDANCE
E. LIST OF TRAINING/ACTIVITY MANAGEMENT TEAM
F. PDS OR PROFILE OF TRAINERS/FACILITATORS
G. CHECKLIST OF FACILITATION SKILLS PER SESSION
H. PICTURES IN ACTION WITH APPROPRIATE DESCRIPTION
I. COMPILED T & D- M & E FORM 1: INDIVIDUAL PROFILE TEMPLATE
J. SUMMARY OF M & E FORM 3: END OF PROGRAM ASSESSMENT
K. OUTPUTS WITH APPROPRIATE DESCRIPTION

SUBMITTED BY: (END-USER/FOCAL PERSON)	ENDORSED BY: (DIVISION CHIEF/DEPARTMENT HEAD/PSDS)
_____ SIGNATURE OVER PRINTED NAME	_____ SIGNATURE OVER PRINTED NAME
DATE:	DATE:

(Enclosure No. 7 to DepEd Memorandum No. _____ s. 2023)



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National Educators Academy of the Philippines

Workplace Application Plan (WAP) Template

Name of Learners		Office and Position	
Title of PD Programs		Date of Delivery	
		PD Program Provider	
Name of Immediate Supervisor		Office and Position	

Background and Rationale of WAP Plan:

Briefly describe why the WAP will be implemented. Identify the competency gaps that will be addressed and current performance level on key result area(s).

Expected Performance Improvement			
Competencies for Development	Key Result Area(s)	Expected Improvement in Performance Indicator	Means of Verification

Type of Intervention			
Committee Work	Job Shadowing	Informal JEL Activities (Please specify)	Others (Please specify)
Job Expansion	Special Project		
Job Rotation	Stretch Assignments	WAP Implementation	

Briefly describe the intervention (e.g., type of special project, nature of committee and role of learners, etc.), and specify duration and offices where learner will be assigned, if appropriate. Use one to two paragraphs.

Application Objective				
State what learner will be able to do by the end of the WAP, following ABCD (Audience-Behavior-Condition-Degree) guidelines.				
Learning Objectives <i>(What learner be able to do by the end of an activity/learning session)</i>	Activities <i>(Activities that learner will engage in to meet each learning objective)</i>	Timeline <i>(Start-end of each activity)</i>	Learning Facilitator <i>(Immediate Supervisor or peer assigned to guide learner)</i>	Support/Resources <i>(Office order, information, etc. needed)</i>

Prepared by (name and position):	Learner's Signature	Date

Reviewed by (name and position):	Signature	Date

Approved by (name and position):	Learner's Signature	Date

LUNDUYAN: TEACHER'S PROGRAM

FABILA	SHEM DON	C.
CALIDGUID	JINKY	G.
DUYA	NATHALIE JANE	I
JALISAN	MARIA DINA	B.
TINGSON	EMY	A
VALENCIA	JOAN	B.
VILLA	CHRISTINE	T
QUILNET	LOACILY	K.

LUNDUYAN: SCHOOL HEAD'S PROGRAM

BUTALID	QUEENIE	
CIMAFRANCA	GRACE	A.
ENOLFE	MERCYDITHA	D.
BUCITA	EDMAR	
GONO	FLORDELIZ	R
TINGUBAN	LORNA	B

LUNDUYAN: COACHING

PALUMPA	ARJIE	T
SOLOMON	MARY ANN	N.

SEAMEO: Strategic Thinking and Innovation Course 1

Gerlon P. Abella	T-III/ TIC	Cabcaban Elem. School
Wendmay R. Moleta	TIC	Dagbasan Elem. School
Junielyn M. Rodriguez	TIC	Baliw Elem. School
Suzette G. Setomira	TIC	Danawan Elem. School
James A. Maghari	TIC	Lanot Elem. School
Romie G. Benolaria	TIC/ MT-I	Ayungon National High School- SHS
Dante D. Aum	P1	Jimalalud National High School
Junrey A. Jaculbe	TIC	Penahan Elem. School
Mereles A. Barotilla	HT I	Salong Elem. School
Teresita C. Ysulan	T III	Danawan Elem. School
Johny Boy D. Dolino	TIII/TIC	Tambo NHS
Rolan E. Sapu- An	TIII/TIC	Nabali-an Elem. School
Flavio B. Jumawan Jr	T I	Carol-An ES
June Lynn Clandz Z. Cabilao	P1	Nalundan ES

SEAMEO: Strategic Thinking and Innovation Course 2

Judy V. Carollo	HT III	Canluto Elem. School
Jeofredo C. Dayuday Jr.	TIC	Danao ES
Esther P. Tayad	P1	Pantao National High School
Nemrod T. Erediano	TIC/TIII	Campanun-an Provincial Community High School
Sidric H. Llanera	HT2	Tara Elementary School
Bethel D. Cayude	P1	Himocdungan Elementary School
Lisa Cabanag Evangelista	TIC/T1	Capanun-an Elementary School
Metchil Reasonable	TIC	Atotes Elementary School

SEAMEO: Strategic Thinking and Innovation Course 3

Chastine R. Carale	Principal 1	Tambo NHS
Carol P. De Jesus	TIII/TIC	Libtacon Elem.S
Sally T. Teves	T3/TIC	Talanyog ES
Marissa L. Emperado	HT II	Amdus ES
Jocelyn B. Guardario	TIII/TIC	ANHS- Carol -an EXT.
Jelly T. Yongco	TIC	Duli-Duli Elem.School
Amelito E. Cancio	TII/TIC	Candana-ay Elem.School
Airus Lee T. Cabrera	TIII/TIC	Silab Community HS

SEAMEO : Early Literacy for K3 Teachers

Mary Grace D. Acedillo	T1	Bacong Central School
Carl Q. Baya	T1	Cansal-ing Elem. School
Krisila Marie T. Magos	TI	Don Cristito C. Tirambulo Memorial Elem. School
Grethyl C. Dela Peña	TIII	Tinaogan ES
Aiza B. Papa	TIII	Canluto Elem School
Judelyn E. Bacane	TIII	DCCT Memorial School

SEAMEO: Becoming A Better Teacher Everyday

Mira Paula P. Jaugan	T II	Felipe Tayko Memorial School
Glenda B. Bernus	T II	Jimalalud National High School
Stephene L. Cañada	TI	Tambo National High School
Jayson A. Emperado	T I	Tambo National High School
Vanessa V. Monta	TI	Nalundan ES
Gersim A. Papa	TIII	Canluto Elem. School
Cheryl E. Logronio	TIII	Ayungon National High School-SHS
Jovelyn T. Radoc	TIII	Felipe Tayko Memorial School
Florenda F. Rubio	TIII	Felipe Tayko Memorial School
Jovena G. Lumaya	TIII	Felipe Tayko Memorial School
Gina B. Llorente	TIII	Felipe Tayko Memorial School
Roslyn C. Gomera	T1	ANHS-Carol- An Extension
Flordeliz R. Gono	MT 1	Ayungon National High School-SHS

SEAMEO: Teach On: Keeping the Passion Alive

Shekinah El Mer C. Fuentes	TI	ANHS- Carol- An Extension
Cristian A. Dingal	TIII	Ayungon National High School
Merlyn A. Villarez	TIII	ANHS- Carol- An Extension
Jasmin N. Romano	TIII	Lumbangan Central School
Jonessa M. Jorgio	TII	Lumbangan Central School
Epigenia A. Jamio		
Helner D. Taghap	TII	Ayungon National High School
Mayet G. Lapinig	TIII	Duli-Duli Elem School
Mejay B. Baylado	TIII	Silab Community High School
Ivah Mae C. Estoconing	TII	Silab Community High School
Cheryl R. Sechico	TII	Silab Community High School
Jocelyn A. Frasco	TII	Silab Community High School
Lisa P. Seit	TIII	Silab Community High School
Janice V. Barrera	TIII	Silab Community High School
Riza S. Monteseben	TIII	Silab Community High School
Annie G. De la Rosa	TIII	Silab Community High School
Joemare C. Romas	TIII	Silab Community High School