



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

JAN 17 2024

DIVISION MEMORANDUM

No. 021, s. 2024

GUIDELINES IN THE CRAFTING OF ACTION PLANS/RE-ENTRY ACTION PLANS/JOB-EMBEDDED LEARNING/IMPACT PROJECTS FOR APPLICATION OF EDUCATION AND APPLICATION OF LEARNING AND DEVELOPMENT

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
SDO Unit Heads
Public Elementary and Secondary School Heads
All Others Concerned

1. The issuance of Department Order No. 7, s. 2023 titled **Recruitment, Selection, and Appointment Guidelines in the Department of Education** stresses the importance of the application of human resource development interventions to bringing improvements in the workplace.
2. In this connection, the Schools Division Office of Bataan issues the following clarificatory guidelines relative to the appreciation of the Application of Education and Application of Learning and Development (L&D) components in the criteria prescribed in DO 7, s. 2023 for school administration, non-teaching, and related teaching positions.
3. It is emphasized that Application of Education is a positive contribution of a DepEd personnel in the current or previous position which resulted from the learnings from higher education earned while Application of L&D results from a L&D intervention attended.
4. Enclosed are the templates to be used for the required Means of Verification (MOVs) for the Application of Education and Application of L&D which include action plans, re-entry action plans, job-embedded learning, and impact projects.
5. To prevent the submission of Action Plans only for ranking purposes, the submission of Application of Education and L&D shall coincide with the quarterly calls for submission of research and innovation proposals. Upon approval of the Action Plan, the proponent shall be given a minimum of six (6) months to implement the intervention and assess its effect in the workstation.



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6. For all Action Plans, the following are the signatories:

Applicants	Initial Screening	Review	Approval
Teaching and Non-Teaching Personnel in Schools	School Screening Committee	Division Research Committee -ASDS -Chief Education Supervisors	SDS
School Heads/ SDO Unit Heads	N/A		
Other SDO Personnel	SDO Committee -EPS SGOD -SEPS Planning and Research -SEPS HRD		

7. Immediate and wide dissemination of and compliance to this Memorandum is enjoined.

CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent

Encl.: as stated
Reference:
DO 7, s. 2023

To be included in the Perpetual Index
Under the following:
PROMOTION
TEACHERS
NON-TEACHING
RELATED TEACHING
APPOINTMENT



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Enclosure 1 to Division Memorandum ,s. 2024

FORMAT FOR APPLICATION OF EDUCATION

A. Employee Information

Name
Position
Date of Latest Promotion
Work Station/ Unit/ Section
Job Summary/ KRAs of the Position
Workplace Development Objectives – what is it that you want to change
Target Competency – How does this improve me in my KRAs

B. Background Information on Education

Graduate Course
Inclusive Dates of Attendance
Highest Attainment (if not graduated)
Prospectus
School Attended

C. Background on the Action Plan

Plan Title
Situationer – What are the needs in school and how does the plan address it?
Plan Objectives
Timeframe
Target Outputs
Beneficiaries
Success Indicators

D. Action Plan

Action/Activity	Responsible Person	Budgetary Requirements	Targeted Date/ Timelines



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Enclosure 2 to Division Memorandum ,s. 2024

FORMAT FOR APPLICATION OF LEARNING AND DEVELOPMENT

A. Employee Information

Name
Position
Date of Latest Promotion
Work Station/ Unit/ Section
Job Summary/ KRAs of the Position
Workplace Development Objectives – what is it that you want to change
Target Competency – How does this improve me in my KRAs

B. Background Information on Education

Title of L&D Attended
Inclusive Dates of Attendance
Key Topics
Type of L&D – Supervisory, Managerial, Technical
Service Provider

C. Background on the Action Plan

Plan Title
Situationer – What are the needs in school and how does the plan address it?
Plan Objectives
Timeframe
Target Outputs
Beneficiaries
Success Indicators

D. Action Plan

Action/Activity	Responsible Person	Budgetary Requirements	Targeted Date/ Timelines