



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

FEB 12 2025

DIVISION MEMORANDUM
No. 075 s. 2025

ADDITIONAL GUIDELINES ON 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
Public Elementary and Secondary School Principals
All Others Concerned

1. In line with Division Memorandum No. 21, s. 2024 titled "Guidelines in Crafting of Action Plans/Job-Embedded Learning/Impact Projects for Application of Education and Application of Learning and Development" and Division Memorandum No. 86, s. 2024 titled "Reminders on the Submission and Implementation of Action Plans/Re-Entry Action Plans/Job-Embedded Learning/Impact Projects for Application of Education and Application of Learning and Development", this Office releases additional guidelines on the submission and implementation of the abovementioned projects and plans.
2. The following signatories and evaluators are specified:

Document	Initial Screening and Processing	Review	Approval
Application of Learning and Development	SDO – Human Resource Development Unit	Schools Division Evaluation Committee	Schools Division Superintendent
Application of Education	SDO – Planning and Research Unit	- ASDS - Chief Education Supervisors	



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3. Further, enclosed to this Memorandum are the Format for Application Projects
(see *Enclosure*).
4. Immediate and wide dissemination of the Memorandum is desired.

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

References:

Division Memorandum No. 21, s. 2024

Division Memorandum No. 86, s. 2024

To be indicated in the Perpetual Index
under the following subject:

APPLICATION PLANS



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FORMAT FOR APPLICATION OF EDUCATION

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*

- I. Title of Application
- II. Title of Subject to be Applied (*Attach TOR/Prospectus/Syllabus*)
- III. Description of the Concept, Skills, Processes of the Learning
- IV. Rationale
- V. Objectives
- VI. Gap Analysis/ Opportunity Identification in the Current Situation
- VII. Proposed Interventions/Strategies/Activities
- VIII. Action Plan

Objectives	Activity	Resources (Human/Financial)	Expected Output	Targeted Date/ Timelines



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FORMAT FOR APPLICATION OF LEARNING AND DEVELOPMENT

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*

- I. Title of Application
- II. Title of Training Attended to be Applied (*Attach Certificate of Participation*)
- III. Description of the Concept, Skills, Processes of the Learning
- IV. Rationale
- V. Objectives
- VI. Gap Analysis/ Opportunity Identification in the Current Situation (*please included pre-test/pre-assessment*)
- VII. Proposed Interventions/Strategies/Activities
- VIII. Action Plan

Objectives	Activity	Resources (Human/Financial)	Expected Output	Targeted Date/ Timelines



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FORMAT FOR APPLICATION OF EDUCATION AND LEARNING AND DEVELOPMENT ACCOMPLISHMENT REPORT

- I. Title Page
- II. Abstract
- III. Results and Discussion showing the Remarkable Contributions. These must be supported with complete documentations of the activities/strategies/interventions conducted (e.g. pictures, attendance sheets, learning/assessment materials used, memoranda, receipt, minutes of the meetings, testimonials and feedback, anecdotal reports, and graphs or statistical tools that will present the remarkable contributions to the workplace of the Application of Education/L and D). Further, ensure the attachment of a post-test/post assessment and its result.
- IV. Recommendations
- V. Plan for Dissemination
- VI. References



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Process for the Releasing of Certificate of Adoption by a Different Office at the Local/Higher Level

1. The proponent who wants to apply the Application of Learning and Development adopted by a Different Office at the Local/Higher Level must have an approved Action Plan for Learning and Development and Approved Accomplishment Report in its utilization in his/her own office or school.
2. Afterwards, the proponent must send a request for adoption (*see enclosure*) to the targeted school, the school head or head of office must answer with a letter showing their acceptance or rejection of the said request.
3. The proponent is required to implement the Application to the chosen school or office for at least 6 months, with an attachment of a revised action plan which is signed by the proponent and the head of adopting office or school.
4. Upon completion of the adoption, a general certification (*see enclosure*) shall be released by the adopting school or office, while the proponent shall submit the accomplishment report of the Learning and Development in the Adopting School (following the standard format), along with the other needed attachments.



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Sample Template for Letter Requesting for Adoption of Learning and Development

DATE

SCHOOL HEAD

SAMPLE ELEMENTARY SCHOOL

SAMPLE ADDRESS

MR./MS. _____

This is to request your good office for the adoption of the Application of Learning and Development titled insert title from timeframe to timeframe.

Attached with this letter is a copy of the approved Action Plan as well as other relevant documents, for your perusal.

Very truly yours,

NAME OF PROPONENT

SCHOOL OF PROPONENT



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Sample Template of General Certification for Adoption of Learning and Development

CERTIFICATION

This is to certify that the Application of Learning and Development of
proponent titled title has been adopted by
name of school/office from timeframe to timeframe.

SIGNATURE OVER PRINTED NAME OF HEAD OF OFFICE
SCHOOL/OFFICE