

Department of Education

REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

FEB 12 2025

DIVISION MEMORANDUM No. _______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

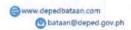
- 1. In line with Division Memorandum No. 21, s. 2024 titled "Guidelines in Crafting of Action Plans/Job-Embedded Learning/Impact Projects for Application of Education and Application of Learning and Development" and Division Memorandum No. 86, s. 2024 titled "Reminders on the Submission and Implementation 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	
Application of Education		- ASDS - Chief Education Supervisors	Schools Division Superintendent
Education	and Research Onic	Supervisors	















Department of Education

REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

- 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

4 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:

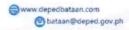
APPLICATION PLANS

















Department of Education

REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

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	
				177.74	
			ž.	100	













Department of Education

REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

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*)

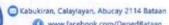
VII. Proposed Interventions/Strategies/Activities

VIII. Action Plan

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













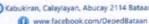


Department of Education

REGION III SCHOOLS DIVISION OFFICE OF BATAAN

FORMAT FOR APPLICATION OF EDUCATION AND LEARNING AND **DEVELOPMENT ACCOMPLISHMENT REPORT**

- I. Title Page
- Abstract II.
- Results and Discussion showing the Remarkable Contributions. These must III. 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
- Plan for Dissemination ٧.
- VI. References











Department of Education

REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

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

- 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.
- 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.
- 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.













Department of Education

SCHOOLS DIVISION OFFICE OF BATAAN

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 <u>insert title</u> from <u>timeframe</u> to <u>timeframe</u>.

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













Department of Education

REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

Sample Template of General Certification for Adoption of Learning and Development

CERTIFICATION

	This is	to	certify	that	the	Application	of	Lear	ning a	and	Developme	ent of
	propoi	nent		_ tit	led	title			has	bee	en adopte	d by
v -	name of school/off		ice	fr	om <u>timel</u>	timeframe		timeframe .				

SIGNATURE OVER PRINTED NAME OF HEAD OF OFFICE SCHOOL/OFFICE









