



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

JUL 29 2025

DIVISION MEMORANDUM
No. 306, s. 2025

**REITERATION FOR MEMORANDUM No. 075, s. 2025 ON THE GUIDELINES
FOR 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
Division Unit Heads
All Division Office Personnel
Public School Principals
All Others Concerned

1. This Memorandum serves as a reiteration regarding the submission of **Action Plans, Re-entry Action Plans, Job-embedded Learning, Impact Projects for Application of Education and Application of Learning and Development.**
2. This is in connection with the issuance of Department Order No. 7, s. 2023 titled **Recruitment, Selection, and Appointment Guidelines in the Department of Education** which stresses the importance of the application of human resource development interventions to bringing improvements in the workplace.
3. Action Plans, Re-entry Action Plans, Job-embedded Learning, Impact Projects for Application of Education and Application of Learning and Development will be processed within **15 working days** for the checking and evaluation of the Division Review Committee. The counting of days for document processing will commence upon the receipt of the document at the SDO Bataan Records Section. Incomplete submissions will result in the **return** or **disapproval** of documents.



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4. Schools must ensure that Action Plans, Re-entry Action Plans, Job-embedded Learning, Impact Projects for Application of Education and Application of Learning and Development must attach an **approval sheet** from their school review committee and an **endorsement**, depending on the scope, from the School Head or District Offices/Unit Heads for SDO Bataan Personnel.
5. Further, a **Plagiarism Report indicating a similarity score of 10% or below** must be included in all submission of Application of Education and Application of Learning and Development. Submissions that do not meet this requirement will not be accepted for review.
6. The timeline for the Action Plan must span at least six (6) months, beginning from the month and year of the initial submission of the Application Projects at SDO Bataan Records. Further, backdating shall not be allowed and action plans must consider the processing and approval in the proposed dates in the implementation of the activities.
7. Certificate of Final Utilization for Application Projects will be released upon the submission of the **soft bound copy** of application projects complete with all required attachments and approved endorsements.
8. Enclosed to this Memorandum are the Format for Application Projects (*see Enclosures*).
9. Immediate dissemination of and strict compliance to this Memorandum is enjoined.


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

End: As stated

References: Department Order No. 7, s.2023

Division Memorandum No. 021, s.2024

Division Memorandum no. 075, s. 2025

To be included in the Perpetual Index under the following subjects:

Application Projects

SO74mn/SO11mbc
July 28, 2025



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Enclosure No. 1 to Division Memorandum No. _____, s. 2025

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/ Plagiarism Report/ Endorsement of School Review Committee/Endorsement of District Office)
- 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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Enclosure No. 2 to Division Memorandum No. _____, s. 2025

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*

- IX. Title of Application
X. Title of Training Attended (Attach Certificate of Participation/Plagiarism Report/ Endorsement of School Review Committee/Endorsement of District Office)
XI. Description of the Concept, Skills, processes of the Learning
XII. Rationale
XIII. Objectives
XIV. Gap Analysis/Opportunity Identification in the Current Situation
XV. Proposed Interventions/Strategies/Activities
XVI. Action Plan

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



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Enclosure No. 3 to Division Memorandum No. _____, s. 2025

**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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Enclosure No. 4 to Division Memorandum No. _____, s. 2025

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 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 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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Enclosure No. 5 to Division Memorandum No. _____, s. 2025

Sample Template for Letter Requesting for Adoption of Learning and Development

DATE

SCHOOL HEAD
SAMPLE ELEMENTARY SCHOOL
SAMPLE ADDRESS

MR./MRS. _____

This is to request your good office for the adoption of the Application of Learning and Development titled _____ *(insert title here)* from time frame to time frame.

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

Very truly yours,

NAME OF PROPONENT
School of Proponent



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Enclosure No. 6 to Division Memorandum No. _____, s. 2025

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 time frame to time frame.

SIGNATURE OVER PRINTED NAME OF HEAD OF OFFICE
School/Office