

Department of Education

REGION III SCHOOLS DIVISION OFFICE OF BATAAN

JUL 29 2025

DIVISION MEMORANDUM No. 300, 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

- 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.
- 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 &

Encl: 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/SO11mbqt July 28, 2025

















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REGION III SCHOOLS DIVISION OFFICE OF BATAAN

Enclosure No. 1 to Division Memorandum No. ____

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

Title of Application I.

Title of Subject to be Applied (Attach TOR/ Prospectus/ Syllabus/ Plagiarism II. Report/ Endorsement of School Review Committee/Endorsement of District

Description of the Concept, Skills, processes of the Learning III.

IV. Rationale

V. Objectives

VI. Gap Analysis/Opportunity Identification in the Current Situation

Proposed Interventions/Strategies/Activities VII.

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

Title of Training Attended (Attach Certificate of Participation/Plagiarism X. Report/ Endorsement of School Review Committee/Endorsement of District

XI. Description of the Concept, Skills, processes of the Learning

XII. Rationale

XIII. Objectives

Gap Analysis/Opportunity Identification in the Current Situation XIV.

Proposed Interventions/Strategies/Activities XV.

Action Plan XVI.

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
- 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 posttest/post assessment and its result.
- IV. Recommendations
- ٧. Plan for Dissemination
- VI. References















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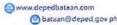
Enclosure No. 4 to Division Memorandum No. ______, s. 2025

- 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 to the targeted school, the school head of 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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REGION III SCHOOLS DIVISION OFFICE OF BATAAN

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 are Development titled (insert title here) fromtime frame to _time frame	
Attached with this letter is a copy of the approved Action Plan as well as the oth relevant documents, for your perusal.	e
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 <u>proponent</u> titled <u>title</u> has been adopted by <u>name of school/office</u> from <u>time frame</u> to <u>time frame</u>.

SIGNATURE OVER PRINTED NAME OF HEAD OF OFFICE School/Office











