



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

July 8, 2026

OFFICE MEMORANDUM

HRDD-2026 - 337

**SUBMISSION OF APPROVED WORKPLACE APPLICATION PLANS OF
REGIONAL OFFICE PERSONNEL WHO PARTICIPATED IN THE
TRAINING COURSES OFFERED BY THE DEVELOPMENT
ACADEMY OF THE PHILIPPINES (DAP)
FOR CY 2025**

To: Director III
Regional Functional Division Chiefs
Quality Management Representatives
Chairperson and Cochairperson of QMS Teams
QMS Secretariat
Unit and Section Heads
All Others Concerned

1. In reference to DepEd Memorandum No. 44, s. 2023, titled "Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the National Educators Academy of the Philippines Core Programs," and to ensure the sustained application of learning gained from professional development (PD) programs, this Office announces the submission of the approved Workplace Application Plans (WAPs) of Regional Office personnel who participated in the training courses offered by the Development Academy of the Philippines (DAP) for CY 2025.
2. For reference, attached is the Workplace Application Plan template. All concerned personnel shall submit their approved WAPs using the filename format *FirstName-LastName* on or before **July 31, 2026**, through the link: **<https://bit.ly/RO-WAP-submission>**.
3. WAP implementers shall be given three to six months from the approval of their WAPs to complete the implementation of their planned workplace applications. Throughout the implementation period, the immediate supervisor or Functional Division Chief shall monitor progress and provide the necessary technical assistance to ensure the successful implementation of the WAP. An Accomplishment Report template is likewise attached for the documentation and reporting of completed workplace applications.
4. The downloadable and editable templates may be accessed through the following link: **<https://bit.ly/WAP-templates>**.
5. For inquiries or concerns, contact Dr. Harvie D. Villamor, Chief of HRDD, through **hrdd.region8@deped.gov.ph**.

6. Immediate dissemination of and compliance with this Memorandum are desired.


SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Regional Director 

HRDD-DSS



WORKPLACE APPLICATION PLAN (WAP)

Name		Functional Division	
Position		Unit / Section	

PD Program Title	
Dates Attended	
Key Result Area / s (KRA)	
Application Objective <i>(State the specific work-related behavior, or competency, or performance improvement that you are expected to demonstrate in the workplace as evidence of the successful application of the</i>	

learning gained from the PD program.)

Action Steps/Activities <i>(Identify actions or activities that you will undertake to help attain your Application Objective. This shall be aligned with your regular function, including other assignments.)</i>	Timeline <i>(Specify the schedule or dates within which you will undertake your activities.)</i>	Indicators of Success <i>(State the specific outputs, competencies, or observable behaviors that will demonstrate the successful application of the critical behaviors learned from the training. Indicate the corresponding means of verification (e.g., completed outputs, observation forms, reports, portfolios, or other supporting documents).</i>	Support Needed/To be provided by <i>(Identify resources and/or expert support needed to undertake activities and who will provide them.)</i>

DEPARTMENT OF EDUCATION REGION VIII - EASTERN VISAYAS

Prepared by (name and position):	Signature	Date

Reviewed by (Immediate supervisor/functional division chief):	Signature	Date

Approved by:	Signature	Date
SALUSTIANO T. JIMENEZ JD, EdD, CESO III Regional Director		

ACCOMPLISHMENT REPORT

I. BACKGROUND INFORMATION

Complete all required information accurately. Indicate the approved WAP implementation period, the title of the professional development (PD) program attended, and the dates of participation. Ensure that all information is consistent with the approved Workplace Application Plan (WAP).

Name:	Position:
Contact Number:	Email Address:
Functional Division:	Unit/Section:
Immediate Supervisor/Functional Division Chief:	WAP Implementation Dates:
PD Program Title:	
PD Program Provider:	
Dates Attended:	

II. EXECUTIVE SUMMARY

Provide a concise narrative (approximately 300–500 words) describing the implementation of the approved WAP. Include:

- the workplace application activities undertaken;
- the critical knowledge, skills, and attitudes applied from the PD program;
- the outputs or accomplishments produced;
- the outcomes or improvements observed in work performance, service delivery, or organizational processes; and
- any challenges encountered and the strategies employed to address them.

III. CONCLUSION

Summarize the overall results of the WAP implementation. Highlight how the application of learning contributed to professional growth, improved work practices, or enhanced organizational performance.

IV. RECOMMENDATIONS

Provide practical recommendations for sustaining or improving the workplace application of learning. Include suggested follow-up activities, additional capacity-building needs, policy or process enhancements, or strategies for scaling up successful practices.

Prepared by:

Noted by:

Signature over Printed Name

Signature over Printed Name of
Immediate Supervisor/Chief

Approved:

SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Regional Director

Annexes

A. Photo Documentation

Include at least five (5) photographs for each implemented activity. Each photograph shall be accompanied by a brief caption indicating the activity, date, and location, if applicable.

B. Other Relevant Means of Verification (MoVs)

Attach supporting documents that serve as MoVs, such as:

- *Approved Workplace Application Plan;*
- *Accomplished outputs or work products;*
- *Observation forms, monitoring reports, or validation results;*
- *Attendance sheets, meeting minutes, or presentations; and*
- *Other relevant documents demonstrating the successful application of the learning acquired from the PD program.*