



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

October 21, 2026

REGIONAL MEMORANDUM

No. **1382**, s. 2026

**GUIDELINES ON THE DEVELOPMENT, IMPLEMENTATION, MONITORING,
AND EVALUATION OF WORKPLACE APPLICATION**

To: Schools Division Superintendents
Regional Office Division Chiefs
All Others Concerned

1. In reference to DepEd Memorandum No. 044, s. 2023, titled "Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the National Educators Academy of the Philippines Core Programs," and DepEd Order No. 007, s. 2023, titled "Guidelines on Recruitment, Selection, and Appointment in the Department of Education," this Office, through the Human Resource Development Division (HRDD), informs all concerned of the following Guidelines on the Development, Implementation, Monitoring, and Evaluation of Workplace Application.

2. Attached are relevant templates and tools for reference. Downloadable and editable copies are available through the following link: **<https://bit.ly/WAP-templates-tools>**.

- a. Workplace Application Plan (WAP)
 - i. Implementation of Professional Development (PD) Program as Application of Learning and Development
 - ii. Implementation of PD Program as Application of Education
 - iii. Job-Embedded Learning (JEL)
- b. Accomplishment Report and Certification of Adoption and/or Utilization of the Intervention
- c. Workplace Application Monitoring and Evaluation (M&E) Tools
- d. Workplace Application Completion Summary Report

3. These guidelines, templates, and M&E tools shall apply to School Administration, Teaching, Related-Teaching, and Non-Teaching personnel in the Regional Office, Schools Division Offices, schools, and/or Community Learning Centers (CLCs).

4. The following table shows the designated WAP reviewers and approving authorities according to governance level.

Governance Level	WAP Implementer/Reviewer		Approving Authority
	WAP Implementers	Reviewer/ Immediate Head	
Regional Office (RO)	Regional Functional Division Chiefs	Assistant Regional Director	Regional Director
	Unit/Section Heads and all other RO personnel	Division Chief	
Schools Division Office (SDO)	Division Chiefs	Assistant Schools Division Superintendent	Schools Division Superintendent
	Unit/Section Heads and all other SDO personnel	Division Chief	
School and Community Learning Center (CLC)	School Heads	Public Schools District Supervisor	Schools Division Superintendent
	Teachers and Non-teaching personnel	School Head	

5. The **WAP for the Implementation of a PD Program as Application of Learning and Development** is intended to facilitate applying learning in the workplace by cascading the PD program attended.

6. The **WAP for the Implementation of a PD Program as Application of Education** is intended to facilitate the application of learning gained from higher education in the workplace through the implementation of a developed PD program. This may take the form of a training course, workshop, In-Service Training for Teachers (INSET), Learning Action Cell (LAC) session, or similar learning activity.

7. Meanwhile, the **WAP for Job-Embedded Learning** is intended to facilitate workplace application through participation in PD programs and/or by applying learning gained from higher education directly to workplace practice.

8. WAP implementers shall use their highest educational attainment or a degree one level higher than the minimum educational qualification required for the position to be applied for, as applicable, as the basis for developing their WAP. They shall attach a certified copy of their Transcript of Records (TOR) as supporting documentation.

9. WAP implementers shall be given **three to six months from the date of approval of their WAPs** to complete the implementation of their planned workplace applications. Throughout the implementation period, the Immediate Head shall monitor progress and provide the technical assistance needed to support the successful application of learning in the workplace.

10. The SDOs, through the School Governance Operations Division- Human Resource Development Section (SGOD-HRDS), shall establish a Workplace Application Evaluation Team (WAET) composed of personnel from the HRDS, Curriculum Implementation Division (CID), the Monitoring and Evaluation (M&E)

Senior Education Program Specialist, and Public Schools District Supervisors (PSDSs).

11. The Immediate Head and the WAET may adapt or enhance the M&E tools, as necessary, to ensure that they are appropriate and tailored to the expected results of the WAP.

12. Workplace Application Planning shall form part of the sessions/topics in every implementation of PD programs at all governance levels.

13. All previous Regional Office issuances on WAP are hereby rescinded and superseded by this issuance, except for the WAP template introduced through Regional Memorandum No. 1026, s. 2026, titled "Submission of Approved Workplace Application Plans of Participants in Professional Development Programs."

14. For inquiries or concerns, contact Dr. Harvie D. Villamor, Chief of HRDD, through **hrdd.region8@deped.gov.ph**.

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



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

Enclosures: As stated

References: As stated

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

MONITORING AND EVALUATION

WORKPLACE APPLICATION

HRDD-DSS





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

Enclosure No. 1 to Regional Memorandum No. _____, s. 2026

**WORKPLACE APPLICATION PLAN FOR THE IMPLEMENTATION OF PROFESSIONAL DEVELOPMENT PROGRAM
AS AN APPLICATION OF LEARNING AND DEVELOPMENT**
(For School Administration, Teaching, Related-Teaching, and Non-Teaching Personnel)

PROPOSER'S PROFILE

Proposer's Name:	
Position:	
Office / School:	
Office / School Address:	
Schools Division (if applicable):	
Contact Number:	DepEd Email Address:
PD Program Attended:	Inclusive Dates of Attendance:

Address: Government Center, Candahug, Palo, Leyte
Telephone No.: (053) 832-5738
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PD PROGRAM PROFILE

Give an overview of your proposed Professional Development (PD) program by providing the following details.

Title	Type the proposed PD program title.
Rationale	Discuss, in no more than 600 words, the rationale for proposing the professional development program. The rationale should substantially address the following: Describe the context of the Learning and Development Needs Assessment (LDNA), including when, where, and how it was conducted. Identify other sources of learning and development needs, such as Individual Development Plans (IDPs), IPCRF/OPCRF results, performance data, felt needs, and emerging needs arising from changes or unexpected circumstances affecting the workplace (e.g., the new normal, emergence of AI, or new policies and standards). Present the significant results and identify the specific competencies or development targets that establish the need for the proposed PD program. Cite relevant legal bases, as applicable, including DepEd issuances and other policies that support the need for and implementation of the proposed PD program. Cite and discuss relevant local and international literature and theoretical foundations that validate the identified professional development needs and support the selection of the proposed content areas and methodologies.
Program Description	State in no more than 350 words the main intention of the proposed PD program highlighting the key content to be delivered, knowledge and skills to be learned and how they will benefit the participants.
Program Objectives	State the following Workplace Development Objectives (WDOs): Results objective: As a results of the participants' improved competence and performance: (State what the program will be able to contribute to the attainment of organization goals because of participants' improved competency and performance.)

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Target Professional Standard with specific Domain/s, Strand/s, and Indicator/s (Note: For school administration, teaching, and related-teaching personnel, accomplish this section by identifying the targeted professional standard, including the specific domains, strands, and indicators. Delete the	Professional Standard	(Indicate the target Professional Standard.) For example: Philippine Professional Standards for Teachers (PPST)	Application objective: Back in the workplace, the participants will be able to: (State what the participants will be able to perform back in their workplace because of their improved competence.) Terminal objective: By the end of the PD program, the participants will be able to: (State what the participants will be able to do immediately after the PD program.) Enabling objectives: Specifically, the participants will be able to: (Identify major learning blocks or modules. Each block or module shall focus on enabling knowledge or skill/s participants should acquire to attain the terminal objective. State in specific behavioral terms what participants will be able to do by the end of each learning block or module.)		
	Domain/s			Strand/s	Indicator/s
	(Note: For school administration, teaching, and related-teaching personnel, accomplish this section by identifying the targeted professional standard, including the specific domains, strands, and indicators. Delete the				

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following table corresponding to non-teaching personnel.)			
Target Office Functions/Key Result Areas (KRAs) with specific Objective/s and Performance Indicator/s (Note: For non-teaching personnel, accomplish this section by identifying the KRA/s, including the specific objectives and performance indicators. Delete the section applicable to school administration, teaching, and related-teaching personnel.)	Key Result Area/s (Indicate the target Key Result Area/s.) For example: Planning and Research Management	Objective/s Performance Indicator/s	
Target Participants	Participants Profile: Specify the target participants based on relevant characteristics, such as career stage, job group, position, subject area, grade level, or other applicable classifications. Clearly indicate the participant selection criteria, including the qualifications, identified needs, and other requirements to be considered in selecting participants.	How many participants does this PD Number of batches per To how many batches do you plan to deliver this	Number of implementations: How many times do you plan to

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Total number of target participants:	program proposal plan to cater?	implementation (if applicable):	PD program proposal?	implement this PD program proposal?
		Number of participants per batch:	How many participants will there be in a batch?	
Delivery Platform	Indicate the delivery platform here.			From Start Date to End Date

PD PROGRAM DESIGN

Session No.	Duration	Topic	Session Objectives	Methodology	Outputs	Resource Speaker / Subject-Matter Expert
Indicate session number.	Determine time allocation for each session, considering the session objective/ s	List the essential content areas that directly support the attainment of the learning objectives and the	State in behavioral terms what participants will be able to do right after a learning session.	Describe in detail or step-by-step procedure how the assigned resource speaker will deliver content and engage the learners.	Identify concrete outputs (e.g., recommendations, lesson exemplars, proposals, TA plan, reflection journal, instructional	Indicate the appropriate resource speakers/ subject-matter experts who will deliver the session.

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	and output to be accomplished.	development of the expected outputs.		Indicate the relevant learning resources that will be used to support the delivery of content and the attainment of the session objectives. Incorporate the use of varied formative assessments such as multiple checks for understanding, guided practice, independent practice, etc.	material, etc.) that will be produced by the participants during and by the end of each session.
2	Type here.	Type here.	Type here.	Type here.	Type here.
(Add rows as necessary to include additional sessions.)					

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Monitoring and Evaluation (M&E) Plan Form

This form is for the M&E Plan, following the Kirkpatrick Evaluation Model.

Level of M&E	Objectives	Methods and Tools	Data Sources	Schedule of M&E	Person/s Responsible	Support Needed	User of M&E Data
Level 4 - Results (The degree to which the targeted outcomes are achieved because of the training and the provision of support and accountability mechanisms.)	What will be measured?	What methods/tools will be used to collect data?	Who and/or what documents will provide data or evidence on the indicators?	When will M&E activities be undertaken?	Who will be accountable for ensuring that M&E activities are done?	What resources are needed to implement M&E activities?	Who will use the data gathered?
Level 3 - Behavior (The degree to which participants apply what they learned during training when they are back in their workplace. This can be found in the application objective.)							
Level 2 - Learning (The degree to which participants acquire the intended							

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knowledge, skills, attitude, confidence, and commitment based on their participation in the training. This is demonstrated through the Terminal and Enabling Objectives.)							
Level 1 – Reaction <i>(The degree to which participants find the training favorable, engaging, and relevant to their jobs. This is demonstrated through the Daily/Session Objectives.)</i>							

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Declaration

I hereby declare that the information provided in this application is true and correct. I further declare that the information provided contains no misleading statements, omissions of relevant facts, or misrepresentations.

I agree that the Department of Education (DepEd) shall be a co-owner of the data collected and of the copyright in any publication or other material resulting from the use of such data.

Prepared by (name and position of the PD Program Proponent):	Signature	Date

Reviewed by (name and position of the Immediate Head):	Signature	Date

Approved by (name and position):	Signature	Date



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

Enclosure No. 2 to Regional Memorandum No. _____, s. 2026

WORKPLACE APPLICATION PLAN FOR THE IMPLEMENTATION OF PROFESSIONAL DEVELOPMENT PROGRAM
AS APPLICATION OF EDUCATION
(For School Administration, Teaching, Related-Teaching, and Non-Teaching Personnel)

PROPONENT'S PROFILE

Proponent's Name:			
Position:			
Office / School:			
Office / School Address:			
Schools Division (if applicable):			
Contact Number:	DepEd Email Address:		
Graduate Program or Specific Course Attended:	Inclusive Dates of Attendance:		

PD PROGRAM PROFILE

Give an overview of your proposed Professional Development (PD) program by providing the following details.

Title	Type the proposed PD program title.
	Discuss, in no more than 600 words, the rationale for proposing the professional development program. The rationale should substantially address the following:
Rationale	a. Describe the context of the Learning and Development Needs Assessment (LDNA), including when, where, and how it was conducted. Identify other sources of learning and development needs, such as Individual Development Plans (IDPs), IPCRF/OPCRF results, performance data, felt needs, and emerging needs arising from changes or unexpected circumstances affecting the workplace (e.g., the new normal, emergence of AI, or new policies and standards). b. Present the significant results and identify the specific competencies or development targets that establish the need for the proposed PD program. c. Cite relevant legal bases, as applicable, including DepEd issuances and other policies that support the need for and implementation of the proposed PD program. d. Cite and discuss relevant local and international literature and theoretical foundations that validate the identified professional development needs and support the selection of the proposed content areas and methodologies.
Program Description	State in no more than 350 words the main intention of the proposed PD program highlighting the key content to be delivered, knowledge and skills to be learned and how they will benefit the participants.
Program Objectives	State the following Workplace Development Objectives (WDOs): Results objective: As a results of the participants' improved competence and performance: (State what the program will be able to contribute to the attainment of organization goals because of participants' improved competency and performance.)

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Telephone No.: (053) 832-5738

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	Application objective: Back in the workplace, the participants will be able to: (State what the participants will be able to perform back in their workplace because of their improved competence.) Terminal objective: By the end of the PD program, the participants will be able to: (State what the participants will be able to do immediately after the PD program.) Enabling objectives: Specifically, the participants will be able to: (Identify major learning blocks or modules. Each block or module shall focus on enabling knowledge or skill/s participants should acquire to attain the terminal objective. State in specific behavioral terms what participants will be able to do by the end of each learning block or module.)		
Target Professional Standard with specific Domain/s, Strand/s, and Indicator/s (Note: For school administration, teaching, and related-teaching personnel, accomplish this section by identifying the targeted professional standard, including the specific domains, strands, and indicators. Delete the	Professional Standard	(Indicate the target Professional Standard.) For example: Philippine Professional Standards for Teachers (PPST)	
	Domain/s	Strand/s	Indicator/s



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following table corresponding to non-teaching personnel.)					
Target Office Functions/ Key Result Areas (KRAs) with specific Objective/s and Performance Indicator/s	Key Result Area/s	(Indicate the target Key Result Area/s.) For example: Planning and Research Management			
	Objective/s	Performance Indicator/s			
(Note: For non-teaching personnel, accomplish this section by identifying the KRA/s, including the specific objectives and performance indicators. Delete the section applicable to school administration, teaching, and related-teaching personnel.)					
Target Participants	Participants Profile: Specify the target participants based on relevant characteristics, such as career stage, job group, position, subject area, grade level, or other applicable classifications. Clearly indicate the participant selection criteria, including the qualifications, identified needs, and other requirements to be considered in selecting participants.				
	How many participants does this PD	Number of batches per	To how many batches do you plan to deliver this	Number of implementations:	How many times do you plan to

	Total number of target participants:	program proposal plan to cater?	implementation (if applicable):	PD program proposal?		implement this PD program proposal?
			Number of participants per batch:	How many participants will there be in a batch?		
Delivery Platform	Indicate the delivery platform here.			Indicative Dates of Implementation	From Start Date to End Date	

PD PROGRAM DESIGN

Session No.	Duration	Topic	Session Objectives	Methodology	Outputs	Resource Speaker / Subject-Matter Expert
Indicate session number.	Determine time allocation for each session, considering the session objective/s	List the essential content areas that directly support the attainment of the learning objectives and the	State in behavioral terms what participants will be able to do right after a learning session.	Describe in detail or step-by-step procedure how the assigned resource speaker will deliver content and engage the learners.	Identify concrete outputs (e.g., recommendations, lesson exemplars, proposals, TA plan, reflection journal, instructional	Indicate the appropriate resource speakers/ subject-matter experts who will deliver the session.

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	and output to be accomplished.	development of the expected outputs.		Indicate the relevant learning resources that will be used to support the delivery of content and the attainment of the session objectives. Incorporate the use of varied formative assessments such as multiple checks for understanding, guided practice, independent practice, etc.	material, etc.) that will be produced by the participants during and by the end of each session.	
2	Type here.	Type here.	Type here.	Type here.	Type here.	Type here.
(Add rows as necessary to include additional sessions.)						

Monitoring and Evaluation (M&E) Plan Form

This form is for the M&E Plan, following the Kirkpatrick Evaluation Model.

Level of M&E	Objectives	Methods and Tools	Data Sources	Schedule of M&E	Person/s Responsible	Support Needed	User of M&E Data
Level 4 - Results (The degree to which the targeted outcomes are achieved because of the training and the provision of support and accountability mechanisms.)	What will be measured?	What methods/ tools will be used to collect data?	Who and/ or what documents will provide data or evidence on the indicators?	When will M&E activities be undertaken?	Who will be accountable for ensuring that M&E activities are done?	What resources are needed to implement M&E activities?	Who will use the data gathered?
Level 3 - Behavior (The degree to which participants apply what they learned during training when they are back in their workplace. This can be found in the application objective.)							
Level 2 - Learning (The degree to which participants acquire the intended							

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Email Address: region8@deped.gov.ph

Website: region8.deped.gov.ph

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knowledge, skills, attitude, confidence, and commitment based on their participation in the training. This is demonstrated through the Terminal and Enabling Objectives.)							
Level 1 – Reaction (The degree to which participants find the training favorable, engaging, and relevant to their jobs. This is demonstrated through the Daily/Session Objectives.)							

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Declaration

I hereby declare that the information provided in this application is true and correct. I further declare that the information provided contains no misleading statements, omissions of relevant facts, or misrepresentations.

I agree that the Department of Education (DepEd) shall be a co-owner of the data collected and of the copyright in any publication or other material resulting from the use of such data.

Prepared by (name and position of the PD Program Proponent):	Signature	Date

Reviewed by (name and position of the Immediate Head):	Signature	Date

Approved by (name and position):	Signature	Date



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

Enclosure No. 3 to Regional Memorandum No. , s. 2026

WORKPLACE APPLICATION PLAN FOR JOB-EMBEDDED LEARNING (JEL)
(For School Administration, Teaching, Related-Teaching, and Non-Teaching Personnel)

Name:		Schools Division (if applicable):	
Position:		DepEd Email Address:	
Office / School:		Contact Number:	
Office / School Address:		Implementation Dates of the WAP for JEL:	
Professional Development (PD) Program Attended:	Indicate the PD program attended. Delete the field for the graduate program or specific course if not applicable.		
Graduate Program or Specific Course Attended:	Indicate the graduate program or specific course attended. Delete the field for the PD program if not applicable.		
Inclusive Dates of Attendance:			

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Target Professional Standard with specific Domain/s, Strand/s, and Indicator/s	Professional Standard		
	(Indicate the target Professional Standard.) For example: Philippine Professional Standards for Teachers (PPST)		
	Domain/s	Strand/s	Indicator/s
(Note: For school administration, teaching, and related-teaching personnel, accomplish this section by identifying the targeted professional standard, including the specific domains, strands, and indicators. Delete the following table corresponding to non-teaching personnel.)			
Target Office Functions/Key Result Areas (KRAs) with specific Objective/s and Performance Indicator/s (Note: For non-teaching personnel, accomplish this section by identifying the KRA/s, including the specific objectives and performance indicators. Delete the section applicable to school administration, teaching, and related-teaching personnel.)	Key Result Area/s	(Indicate the target Key Result Area/s.) For example: Planning and Research Management	
	Objective/s	Performance Indicator/s	

Application Objective <i>(State the specific work-related behavior, competency, or performance improvement that you are expected to demonstrate in the workplace as evidence of the successful application of the learning gained from the PD program or graduate program/course.)</i>			
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>

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<i>(Add rows as necessary to include additional action steps/ activities.)</i>			

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Prepared by (name and position):	Signature	Date

Reviewed by (name and position of Immediate Head):	Signature	Date

Approved by (name and position):	Signature	Date

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Telephone No.: (053) 832-5738

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Provide a concise narrative of approximately 300–500 words describing the implementation of the approved WAP. The narrative should include the following:

- workplace application activities undertaken;
- critical knowledge, skills, and/or attitudes applied from the PD program, graduate program, or specific course attended;
- outputs and accomplishments resulting from the workplace application; outcomes or improvements observed in work performance, service delivery, or organizational processes; and
- challenges encountered during implementation and the strategies employed to address them.

II. EXECUTIVE SUMMARY

Name:	
Contact Number:	
Office / School:	
Immediate Head:	
PD Program/Graduate Program or Specific Course Attended:	WAP Implementation Dates:
PD Program Provider/Graduate School:	
Inclusive Dates of Attendance:	
Indicate the start and end dates of participation in the PD program, graduate program, or specific course.	

Complete all required information accurately and ensure consistency with the approved Workplace Application Plan (WAP). Indicate the approved WAP implementation period and the relevant details of the professional development (PD) program, graduate program, or specific course attended, including the provider or institution and dates of participation.

I. BACKGROUND INFORMATION

ACCOMPLISHMENT REPORT

Enclosure No. 4 to Regional Memorandum No. , s. 2026

Republic of the Philippines
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 REGION VIII - EASTERN VISAYAS



III. CONCLUSION

Provide a concise summary of the overall results of the WAP implementation. Highlight how the application of learning contributed to the participant's professional growth, improved work practices and service delivery, and/or enhanced organizational performance.

IV. RECOMMENDATIONS

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

Prepared by:

Noted by:

Signature over Printed Name of
WAP Implementer

Signature over Printed Name of
Immediate Head

Approved:

Signature over Printed Name of Regional Director/SDS

Date

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A. Photo Documentation

Include at least three (3) photographs for each implemented activity. Each photograph shall be accompanied by a brief caption indicating the activity, date, and location, as applicable.

B. Other Relevant Means of Verification

Attach relevant supporting documents that serve as Means of Verification (MoVs) of the implementation and results of the WAP. Suggested MoVs include, but are not limited to, the following:

- Approved Workplace Application Plan;
- Accomplished outputs or work products;
- Observation forms, monitoring reports, or validation results;
- Attendance sheets, meeting minutes, presentations, or similar documentation; and
- Other relevant documents demonstrating the application of knowledge, skills, and/or attitudes acquired from the PD program, graduate program, or specific course attended.



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Enclosure No. 5 to Regional Memorandum No. _____, s. 2026

CERTIFICATION

This is to certify that the (specify the intervention/good practice) developed and/or implemented through the Workplace Application Plan (WAP) of (Name of WAP Implementer), (Position), has been adopted and/or utilized by (Office/School) for (brief purpose/use).

The adoption and/or utilization of the intervention has resulted in (specific improvement/result), as evidenced by (specific indicator or Means of Verification).

This adoption and/or utilization has contributed to (improved work practices/service delivery/organizational processes/performance).

This certification is issued to attest to the adoption and/or utilization of the intervention at the (school/Schools Division Office/Regional Office or higher level).

Issued this _____ of _____ 20_____ at _____.

Signature over Printed Name of Regional Director/SDS

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Enclosure No. 6 to Regional Memorandum No. _____, s. 2026

WORKPLACE APPLICATION MONITORING TOOL

(For use by the Immediate Head in monitoring the implementation of the workplace application)

Purpose: This tool monitors the implementation of the approved WAP, documents accomplishments and evidence, identifies issues and challenges, and provides timely technical assistance during the implementation period.

I. BACKGROUND INFORMATION

WAP Implementer:	
Position:	
Office / School:	
Type of WAP:	☐ Application of Learning and Development ☐ Application of Education ☐ Job-Embedded Learning
PD Program/ Graduate Program or Specific Course Attended:	
Application Objective:	
WAP Implementation Period:	
Date of WAP Approval:	
Immediate Head:	

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I. PROGRESS MONITORING

No.	Action Steps/ Activities	Timeline	Indicators of Success/ Target	Accomplishment/ Progress	Means of Verification	Status	Issues / Challenges	Support/ Technical Assistance Provided or Needed	Next Steps
1						☐ Completed ☐ Ongoing ☐ Not Started ☐ Delayed			
2						☐ Completed ☐ Ongoing ☐ Not Started ☐ Delayed			
3						☐ Completed ☐ Ongoing ☐ Not Started ☐ Delayed			
(Additional rows may be added as necessary.)									

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Status Description:

Status	Description
Completed	The planned action/activity has been fully implemented within the specified timeline, and the corresponding output or evidence of accomplishment is available.
Ongoing	The planned action/activity is currently being implemented and is progressing within the specified timeline.
Not Started	The planned action/activity has not yet commenced as of the monitoring date.
Delayed	The planned action/activity has not been completed within the specified timeline or is behind schedule due to identified issues, challenges, or other circumstances.

III. OVERALL PROGRESS

Area of Observation	Assessment	Remarks
Implementation of planned activities	☐ On Track ☐ Needs Attention ☐ Delayed	
Achievement of expected outputs	☐ On Track ☐ Needs Attention ☐ Delayed	
Application of knowledge/skills/competencies	☐ Evident ☐ Partially Evident ☐ Not Yet Evident	
Availability/use of support	☐ Adequate ☐ Partially Adequate ☐ Inadequate	
Overall WAP implementation	☐ On Track ☐ Needs Improvement ☐ At Risk	
<i>(Additional rows may be added as necessary.)</i>		

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IV. MONITORING NOTES

Indicator	Notes / Details
Key accomplishments observed	
Issues/challenges encountered	
Technical assistance/support provided	
Additional support needed	
Agreed actions/ next steps	
<i>(Additional rows may be added as necessary.)</i>	

V. CERTIFICATION

I certify that the progress reflected in this monitoring tool is based on the review of the WAP implementation and available evidence.

Immediate Head	WAP Implementer
Name & Position:	Name & Position:
Signature:	Signature:
Date:	Date:

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Enclosure No. 7 to Regional Memorandum No. _____, s. 2026

WORKPLACE APPLICATION EVALUATION TOOL

(For use by the WAET in evaluating the workplace application implementation)

Purpose: This tool shall be used to determine the extent to which the WAP was implemented as planned and the degree to which the participant applied learning from the PD program or other identified source of learning in the workplace.

I. BACKGROUND INFORMATION

WAP Implementer:	
Position:	
Office/School:	
Type of WAP:	☐ Application of Learning and Development ☐ Application of Education ☐ Job-Embedded Learning
PD Program/Graduate Program or Specific Course Attended:	
Application Objective:	
WAP Implementation Period:	
Date of WAP Approval:	
Immediate Head:	

II. EVALUATION OF WAP IMPLEMENTATION

Rating Scale: 4 – Highly Evident; 3 – Evident; 2 – Partially Evident; 1 – Not Evident; N/A – Not Applicable

Evaluation Area	4	3	2	1	N/A	Evidence / Remarks
1. Planned activities were implemented according to the approved WAP.	☐	☐	☐	☐	☐	
2. The participant applied the knowledge gained from the PD program/source of learning in the workplace.	☐	☐	☐	☐	☐	
3. The participant demonstrated the targeted Application Objective identified in the WAP.	☐	☐	☐	☐	☐	
4. The expected outputs were completed and meet the intended quality/requirements.	☐	☐	☐	☐	☐	
5. The workplace application was aligned with the participant's regular functions/assignments.	☐	☐	☐	☐	☐	
6. The workplace application contributed to improved work processes, services, or performance.	☐	☐	☐	☐	☐	
7. The workplace application contributed to the identified professional standards or KRA/s.	☐	☐	☐	☐	☐	

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8. The participant demonstrated sustained or improved performance.	☐	☐	☐	☐	☐
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III. ASSESSMENT OF RESULTS

Area of Evaluation	Indicator of Success	Target	Actual Accomplishment / Result	Means of Verification	Extent of Achievement
Implementation of Planned Activities	Planned activities were implemented in accordance with the approved WAP.				☐ Fully Achieved ☐ Substantially Achieved ☐ Partially Achieved ☐ Not Achieved
Achievement of Expected Outputs	Expected outputs were completed and met the specified requirements.				☐ Fully Achieved ☐ Substantially Achieved ☐ Partially Achieved ☐ Not Achieved
Application of Knowledge, Skills, and Competencies	Learning gained was effectively applied in the workplace.				☐ Fully Achieved ☐ Substantially Achieved ☐ Partially Achieved ☐ Not Achieved
Utilization of Support and Technical Assistance	Required support and technical assistance were accessed and appropriately utilized.				☐ Fully Achieved ☐ Substantially Achieved ☐ Partially Achieved ☐ Not Achieved

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Description of the Extent of Achievement:

Extent of Achievement	Description
Fully Achieved	The target was completely met or exceeded, and the expected result was demonstrated with sufficient evidence.
Substantially Achieved	Most of the target was achieved, with minor gaps that did not significantly affect the intended result.
Partially Achieved	Some aspects of the target were achieved, but significant gaps remain.
Not Achieved	The target was not achieved, or there is insufficient evidence to demonstrate achievement.

IV. EVIDENCE OF WORKPLACE APPLICATION

Directions: Identify the evidence that demonstrates the attainment of the WAP's Application Objective. Check all that apply and provide a brief description.

- ☐ Portfolio
- ☐ Activity logs
- ☐ Reflection logs
- ☐ Performance data
- ☐ Accomplishment report
- ☐ Classroom Observations
- ☐ Completed work outputs
- ☐ Client/Stakeholder feedback
- ☐ Other (please specify): _____

Note: The WAET is advised to verify the corresponding outputs identified in the approved WAP. These outputs shall serve as key evidence for assessing the extent to which the Application Objective has been achieved.

Description of Evidence/How Learning Was Applied:

V. CONTRIBUTION TO WORKPLACE PERFORMANCE

Evaluation Question	Evaluator's Notes / Findings
What workplace problem, need, or performance gap did the WAP address?	
What knowledge, skills, or competencies were applied in addressing the identified workplace need?	
What changes or improvements resulted from the workplace application?	
Who benefited from the workplace application, and what benefits were observed?	
What further improvement, support, or follow-through is needed to sustain or enhance the results?	

VI. OVERALL EVALUATION AND RECOMMENDATION

Directions: Based on the findings and supporting evidence, check the overall assessment and recommendation that best reflect the results of the workplace application.

Overall Assessment		Recommendation	
Highly Successful: The WAP was substantially or fully implemented, with clear and sufficient evidence demonstrating the effective application of learning and significant improvement in workplace performance or outcomes.	☐	WAP implementation may be considered completed and the demonstrated practice may be considered for replication, adaptation, or sharing as a good practice.	☐
Successful: The WAP was implemented as planned, with sufficient evidence demonstrating the intended application of learning and achievement of expected results.	☐	WAP implementation should be extended to complete remaining activities and/or achieve the intended results.	☐
Partially Successful: The WAP was partially implemented, with some intended applications or results achieved; further implementation, improvement, or support is needed.	☐	Additional technical assistance and/or resources should be provided to address identified implementation gaps or challenges.	☐
Needs Improvement: The WAP was not sufficiently implemented and/or evidence was inadequate to demonstrate the intended application of learning or achievement of expected results.	☐	The WAP should be revised or enhanced based on the evaluation findings.	☐
		Other (please specify):	

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VII. EVALUATOR'S COMMENTS / RECOMMENDATIONS

Evaluated by:		Acknowledged by WAP Implementer:	
Name & Position:		Name & Position:	
Signature:		Signature:	
Date:		Date:	



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Enclosure No. 8 to Regional Memorandum No. _____, s. 2026

WORKPLACE APPLICATION COMPLETION SUMMARY REPORT
(For SDO/RO consolidation and reporting)

Division/Office: _____
PD Program/Graduate Program or Specific Course Attended: _____

No.	Name of Implementer	Office/School	Type of WAP	Implementation Status (Check (✓) the status that applies.)				Overall Assessment (Check (✓) the description that applies.)				Means of Verification	Follow-through Needed (if any)
				Completed	Ongoing	Discontinued	Not Started	Highly Successful	Successful	Partially Successful	Needs Improvement		
1													
2													
3													
4													
5													
6													
7													
8													
9													

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