



Republic of the Philippines
Department of Education
 Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

DIVISION MEMORANDUM
 No. 754 , s. 2025

To : CID & SGOD Chiefs
 Education Program Supervisors
 Public Schools District Supervisors & District-in-Charge
 School Heads/Principals/Head Teachers/Teachers-in-Charge
 PDC Committee
 This Division

DEPED-DIVISION OF SURIGAO DEL SUR
RELEASED
 DATE: August 22, 2025
 TIME: 2:40 pm
 SIGNATURE:

SUBMISSION OF WORKPLACE APPLICATION PLAN (WAP) AND WAP
 ACCOMPLISHMENT REPORT BY ALL PROFESSIONAL PROGRAM COMPLETERS

1. Pursuant to provisions cited in DO No. 1, s. 2020, DepEd Memo No. 44, s. 2023 re: Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the NEAP Core Programs” and RO No. 4, s. 2023 re: Learning and Development (L&D) Policy of DepEd Caraga Region, ALL participants to any professional development programs or activities provided by both internal (DepEd in all governance levels) and external learning service providers are hereby directed to submit a signed PDF copy of their Workplace Application Plan (WAP) within 10days upon PD completion, and a signed PDF copy of their WAP Accomplishment Report after three to six months via:

	Link	Templates Link
Workplace Application Plan	https://forms.office.com/r/4eGZSrSA0S	http://tinyurl.com/SURLnD-Templates
WAP Accomplishment Report	https://forms.office.com/r/zdxxemQPVG	

2. With this, this collection of the WAP and WAP Accomplishment Report hopes to facilitate Kirkpatrick’s Level 3 (behavior) evaluation or evaluation on the extent to which the L&D participants have applied their new knowledge and skills back to their work and what effect this has had on their work performance. Specifically, it aims to:
 - a. Create a database of WAPs and WAP Ars prepared by the PD Scholars/participants/learners;
 - b. Assist immediate supervisors (rates in the RPMS matrix) in monitoring and providing technical assistance/coaching to ensure learning application in their respective workplace; and
 - c. Document significant change or improvement in competencies, practices, or processes leading to better work efficiency and productivity.

3. The submission shall apply to all teaching (T1-t3, MT1-MT3), teaching-related (including school heads, supervisors, etc.), and non-teaching personnel who have participated in and completed any of the following programs starting 2023 and onwards, to wit;
 - a. Any NEAP-sponsored scholarship program completed last 2023 (SEAMEO programs, NTC Lunduyan sa Kahusayan, UP Geogebra Course)
 - b. All Professional Development Programs from January 2024 onwards
4. Moreover, immediate supervisors, including the school heads to their teachers, are also requested to monitor the implementation of the WAP, and ensure the KSAs gained after completion of any PD program are being applied in the workplace.
5. Wide dissemination and immediate compliance with this Memorandum by all concerned is highly desired.



LORENZO O. MACASOCOL, PhD, CESO V
Schools Division Superintendent

Encl.:

Reference: as stated

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

PROFESSIONAL DEVELOPMENT

LEARNING AND DEVELOPMENT

WAP

HRDD/egm
08/20/2025