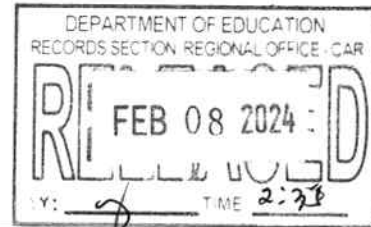




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



06 February 2024

REGIONAL MEMORANDUM

No. 078.2024

SUBMISSION OF WORKPLACE APPLICATION PLAN (WAP), ACCOMPLISHMENT REPORT AND EVALUATION FOR PROFESSIONAL DEVELOPMENT ACTIVITIES ATTENDED FOR FY 2023

To: Assistant Regional Director
All Schools Division Superintendents
All Others Concerned

1. Pursuant 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. 009, s. 2021 (Institutionalization of a Quality Management System) this Office requires the **Submission of Workplace Application Plan (WAP), Accomplishment Report and Evaluation** for professional development activities conducted by the NEAP in the Region, listed in Enclosure 1.
2. This endeavor generally aims to provide a basis for monitoring and evaluation of effectiveness of training program by assessing the extent to which participants successfully apply the concepts and skills learned.
3. Specifically, the submission shall:
 - a. ensure the practical application and effective implementation of newly acquired skills and knowledge in the workplace; and
 - b. measure the degree to which participants apply what they learned during training when they are back on the job, focusing on the attainment of behavioral changes outlined in the application objective.
4. Participants identified in the same enclosure shall download and accomplish the following files, from <http://tinyurl.com/WAPdown> and seek the approval of their respective immediate supervisor, viz:
 - Enclosure 2: Workplace Application Plan;
 - Enclosure 3: WAP Accomplishment Report; and
 - Enclosure 4: Training Effectiveness Evaluation.
5. For SDO participants, each Schools Division Office SEPS-HRD shall facilitate and ensure submission of the aforementioned documents from SDO participants, while RO participants shall be facilitated by respective immediate supervisors.
6. WAP accomplishment reports and evaluation shall be uploaded via <http://tinyurl.com/WAPup> before the due dates specified in Enclosure 1.

HRDD/RCA/lbl-RM-Submission-of-WAP
February 6, 2024



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601
Telephone No: (074) 422 – 1318
Email Address: car@deped.gov.ph



DepEd Tayo Cordillera



<https://depedcar.ph>

7. Should there be queries and/or clarifications, please contact Rosita C. Agnasi, OIC-HRDD or Lauren Likigan, SEPS-HRDD through email address at car.hrdd@deped.gov.ph.

8. Immediate and widest dissemination of this Memorandum is directed.


Digitally signed by
Carino Estela Leon
Date: 2024.02.08
13:01:09 +08'00'
ESTELA P. LEON-CARIÑO EDD, CESO III
Director IV/ Regional Director 

Enclosure 1. Covered Professional Development Activities, Participants and Submission Dates

PD Title	Participants	Submission Dates		
		WAP	WAP Accomplishment report	Training Effectiveness Evaluation
Regional Training of Trainers for the DepEd CAR Project Child Rights August 15, 2023 to August 18, 2023	<p>Abra</p> <ol style="list-style-type: none"> 1. Aileen Joy C. Fuentes 2. Edlaine B. Castillo 3. Ma. Danica P. Andres <p>Apayao</p> <ol style="list-style-type: none"> 4. Jane B. Lorecha 5. Leinster C. Denna <p>Baguio City</p> <ol style="list-style-type: none"> 6. Annette L. Dayaoen 7. Augie Perl A. Simangan 8. Mary Libeney . Sito 9. Jerry C. Ymson <p>Benguet</p> <ol style="list-style-type: none"> 10. Brenson C. Labad-Dan 11. Ceasar B. Luma-Ang 12. Estefany D. Lesino 13. Nover B. Singgangan Jr. 14. Roselle Kristine D. Waguis 15. Atty. Annivest D. Hangdaan <p>Ifugao</p> <ol style="list-style-type: none"> 16. Juanito T. Padawan Jr 17. Lourdes P. Bilowan 18. Melvyn A. Guinid <p>Kalinga</p> <ol style="list-style-type: none"> 19. Daisy May M. Bucao 20. Ma Veronica B. Calpito 21. Marciana B. Bomowey 22. Randolph M. Calayo <p>Mt. Province</p> <ol style="list-style-type: none"> 23. Dirk Jhule L. Engeg 24. Joy P. Moguil 25. Renalyn B. Codod <p>Tabuk City</p> <ol style="list-style-type: none"> 26. Allan R. Galanza 27. Atty. Ringgo G. Sumedca 28. Jocelyn L. Lomeng 	February 12, 2024	February 15, 2023	August 15, 2024
Records Management and Document Tracking System(DTS) September 24, 2023 to September 26, 2023	<p>Abra</p> <ol style="list-style-type: none"> 1. Marlou B. Borja 2. Nympha B. Pariñas 3. Wilma P. Pacapac <p>Apayao</p> <ol style="list-style-type: none"> 4. Iyalee D. Manaysay 5. Jonalyn M. Moldero 6. Lourdes M. Antonio <p>Baguio City</p> <ol style="list-style-type: none"> 7. Arian C. Bangse-il 8. Harris G. Dizon Jr. 9. Ofelia B. Padlan <p>Benguet</p> <ol style="list-style-type: none"> 10. Bryan T. Lidua 11. Eric S. Wanson 	February 12, 2024	March 24, 2024	September 24, 2024

PD Title	Participants	Submission Dates		
		WAP	WAP Accomplishment report	Training Effectiveness Evaluation
	<p>12. Melvin L. Alfredo</p> <p>Ifugao</p> <p>13. Gertrudes G. Alindayo</p> <p>14. Jean N. Habbiling</p> <p>15. Jhoeverlyn B. Guinihid</p> <p>Kalinga</p> <p>16. Christopher D. Libunao</p> <p>17. Mary Grace P. Ferry</p> <p>18. Michelle E. Alagoy</p> <p>Mt. Province</p> <p>19. Anthony P. Berto</p> <p>20. Florence T. Comaad</p> <p>21. Loida Elaine G. Tibong</p> <p>22. Allan S. Dumalsin</p> <p>Tabuk City</p> <p>23. Nancy M. Barcellano</p> <p>24. Welda Liezl P. Buslig</p> <p>Regional Office</p> <p>25. Carl Elton P. Temporal</p> <p>26. Clinton . Bugtong</p> <p>27. Dawny Beth B. Polon</p> <p>28. Dumas D. Aban</p> <p>29. Dwayne Ryland P. Colas</p> <p>30. Edralyn C. Ganga</p> <p>31. Eric Marvin B. Urmaza</p> <p>32. Evangeline P. Malag</p> <p>33. Grace D. Dampulay</p> <p>34. Jefferson Villena</p> <p>35. Johanne Joshua B. Dumo</p> <p>36. Joseph B. Bañares</p> <p>37. Laarni G. Benjok</p> <p>38. Lena L. Alinao</p> <p>39. Letecia M. Ramos</p> <p>40. Margaret M. Gomeyac</p> <p>41. Marilou S. Bugatan</p> <p>42. Marvin John C. Flores</p> <p>43. Rogelia A. Rique</p> <p>44. Ruby A. Balag-Ey</p> <p>45. Rushel W. Minong</p> <p>46. Sandra C. Tarem</p> <p>47. Vincent L. Sangcaan</p> <p>48. Warly E. Kindiawan</p> <p>49. Winnie Joy N. Jose</p> <p>50. Angelique R. Fermin</p> <p>51. Janette O. Payang</p> <p>52. Glenn P. Papa</p> <p>53. Jose Lorenzo C. Cobarrubias</p>	February 12, 2024	March 24, 2024	September 24, 2024

PD Title	Participants	Submission Dates		
		WAP	WAP Accomplishment report	Training Effectiveness Evaluation
Training on the Government Procurement Reform Act November 13, 2023 to November 16, 2023	<p>Abra</p> <ol style="list-style-type: none"> 1. Maria Celeste Danica O. Cabarrubias 2. Samuel T. Egsaen Jr. <p>Apayao</p> <ol style="list-style-type: none"> 3. Diomedio R. Friala 4. Vanessa Joy G. Erece <p>Baguio City</p> <ol style="list-style-type: none"> 5. Mary Jane N. Malihod 6. Nieves D. Ebanio <p>Benguet</p> <ol style="list-style-type: none"> 7. Antionette D. Sacyang 8. Carmel F. Meris 9. Joane S. Bumanghat 10. Melvin L. Alfredo <p>Ifugao</p> <ol style="list-style-type: none"> 11. Criselda M. Hagitan 12. Joel M. Gulgulway <p>Kalinga</p> <ol style="list-style-type: none"> 13. Elvira B. Bawagan 14. Michelle Joan B. Balicao 15. Noven Jowell V. Odoc 16. Phyllis Rhoda D. Balao-As <p>Mt. Province</p> <ol style="list-style-type: none"> 17. Jasmin Angela A. Calngan 18. Lydia C. Padcayan <p>Tabuk City</p> <ol style="list-style-type: none"> 19. Winnie Joy N. Jose 20. Daisy May M. Bucao 21. Jan Nowel E. Peña <p>Regional Office</p> <ol style="list-style-type: none"> 22. Benjamin M. Dio-Al 23. Clinton . Bugtong 24. Dalton S. Teliao 25. Edralyn C. Ganga 26. Eduard C. Giacao 27. Eric Marvin B. Urmaza 28. Glenn P. Papa 29. Janette O. Payang 30. Jeremy Kermit B. Padilla 31. Kaye Shaira B. Dizon 32. Lilia A. Banawe 33. Margaret M. Gomeyac 34. Marvin John C. Flores 35. Mary Cris B. Sotelo 36. Mary Grace D. Dampulay 37. Mayclaira A. Jimenez 38. Randolph Flyn B. Daculog 39. Rose Melody M. Flores 40. Sandra C. Tarem 41. Sylvester S. Tasing 	February 13, 2024	May 13, 2024	November 13, 2024



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Work Application Plan (WAP)

A. Context

Title of the Activity/Program/ Training attended:	
Name	
Region, Division, District	
Name of Office	
Key changes in my office as a result of this project	<i>What key changes do you want to see in your workplace as a result of having attended this activity? What are your verifiable indicators of these changes</i>
Target Competency Improvement	<i>What competency needs that you want to be addressed through your application of L & D project?</i>
Current Situation	<i>State issues and/or concerns or opportunity in your workplace that you that you would like to work on through your application project.</i>
Title of Application Project	<i>Brief Title of the project as application of your L & D</i>
PROJECT OBJECTIVE/S:	<i>SMART-Specific, measurable, attainable, result-oriented and with timeframe</i>
Time Duration	<i>When will you start the application of your L&D and when will it end</i>
Expected Outputs	
Beneficiary/ies	<i>Who benefits from solving the problem?</i>
Identify Success Indicators or measures of success	<i>Specify indicators to be achieved and verified to measure that the project be a success</i>

B. Action Steps *(Identify significant milestone target that could be achieved by the end of the set timeframe. Milestones are the significant changes achieved; major steps taken towards achieving the desired improvement in the workplace) and C. Required Resources* *(provide specific details of physical and human resources required to successfully implement the project)*

Target Milestone	Actions	Responsible Person/ Persons involved	Support Needed from:	Target Date (When will this be accomplished)	Resources Needed	Budget	Approvals needed
Milestone 1							
⋮							
Milestone 4							
TOTAL ESTIMATED COST							

	Printed Name	Signature	Date
Prepared by:	Proponent		
Approved by:	Head of Office		



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WAP ACCOMPLISHMENT REPORT

Project/ Activity Information	<i>Project/ Activity Proponent Proponents' Office Location Duration</i>
Title	<i>Enter the title of the Project/ Activity</i>
Duration	<i>Specify the start and end date</i>
Executive Summary	<i>Provides an overview and rationale of the project/ activity. Highlights the summary of the result, findings, conclusion and recommendations.</i>
Objectives	<i>Specific objectives of L&D activities which should be aligned with the organization's goals</i>
Key accomplishment	<i>Details of significant accomplishments on the application of L&D activities and outcomes achieved during the project/ activity vis-à-vis workplace application plans</i>
Challenged Faced and Solutions Applied	<i>Describe the challenges or obstacles encountered during the project/ activity and how they were addressed or overcome</i>
Lessons Learned	<i>Share Valuable lessons from the project/ activity including insights gained, best practices identified, or areas for improvement</i>
Skills enhancement	<i>Describe how employee's skills have improved, including examples of specific skills gained or enhance</i>
Feedback and Stakeholders Comment	<i>Include feedback and comments from stakeholders team members, or participants</i>
Recommendations for Replicability and Sustainability	<i>Discuss the methods used to evaluate the success of the project/ activity.</i>
Next Steps	<i>Outline the follow up actions or recommendations resulting from the project/ activity accomplishment including adjustment or enhancements to existing projects/ activities</i>
Annexes	<i>Approved Re-Entry Plan/Work Application Plan Pictures Other Relevant documents</i>
Certification	<i>- That the L&D intervention was used/adopted by the office at the local level</i>

Prepared by:

Employee

Noted:

Head of Office

Enclosure 4: Training Effectiveness Evaluation

As a management tool in initializing programs for improvement and development, kindly evaluate the effectiveness of the training which your employee has attended.

Name of Employee	
Position	
Division	
Training Attended	
Inclusive Date/s	

Please check the number that corresponds to the **extent the training enhanced the job performance** of your employee as:

- 1** – no improvement
- 2** – minimal improvement
- 3** – acceptable improvement
- 4** – above average improvement
- 5** – exceptional improvement

Areas	1	2	3	4	5	n/a
Knowledge Enhancement <i>Level of Enhancement on the employees' awareness/ knowledge as a result of the training</i>						
Behavioral Change <i>Change in behavior of the employee to the job because of the training</i>						
Application of the Learned Skills/ Knowledge on the Job <i>Degree of application of gained skills/ knowledge from the training</i>						
Confidence <i>Level of confidence of the employee in doing the tasks as a result of the training</i>						

Evaluated by:

_____ Immediate Supervisor

_____ Date of Evaluation