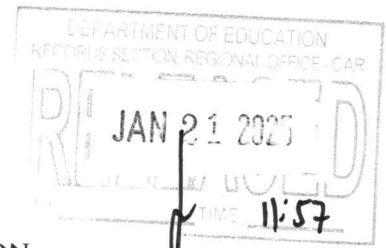




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



20 January 2025

REGIONAL MEMORANDUM

No. 040.2025

**UPDATES ON THE CONDUCT OF PROFESSIONAL DEVELOPMENT
ACTIVITIES FOR NON-TEACHING PERSONNEL**

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

1. In relation to RM No. 707, s. 2024 (Professional Development Activities for Non-Teaching Personnel), this Office provides the following updates for the conducted PDs:
 - a. Board and lodging, including meals shall be charged to OPDNTF downloaded funds. Travel and other incidental expenses incurred by participants shall be charged to local funds subject to existing accounting and auditing rules and regulations;
 - b. Participants in all conducted PDs are required to submit post-training documents as listed and scheduled in Enclosure 1 following respective templates 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.
 - c. 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; and
 - d. WAP accomplishment reports and evaluation shall be uploaded via <http://tinyurl.com/WAPup> before the due dates specified in Enclosure 1.
2. Should there be queries and/or clarifications, please contact Rosita Agnasi, OIC-HRDD or Laureen Likigan, SEPS-HRDD through email address at car.hrdd@deped.gov.ph.
3. Immediate dissemination of and strict compliance with this Memorandum is desired.


ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/ Regional Director 

HRDD/RCA/RM - Conduct of Professional Activities for Non Teaching Personnel
January 20, 2025



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>



Certificate No. PHP QMS
24 93 0192

Covered Professional Development Activities, Participants and Submission Dates

PD Title	Participants	Submission Dates		
		WAP	WAP Accomplishment report	Training Effectiveness Evaluation
SUPERVISORY DEVELOPMENT COURSE	<p>Regional Office</p> <ol style="list-style-type: none"> 1. DR. RAYMOND DAMOSLOG 2. LAUREEN B. LIKIGAN 3. JUMAR B. YAGO-AN 4. CYRILLE GAYE B. MIRANDA 5. DAISY P. ESWAT 6. VANDOLPH B. FLORA 7. RANDOLPH FLYN B. DACULOG 8. LILIA BANAWA 9. DIANE B. JOAQUIN 10. WARLY E. KINDIAWAN 11. ELIZABETH C. KIAL <p>SDO Abra</p> <ol style="list-style-type: none"> 12. WILMA P. PACAPAC 13. EDEN T. ADRIATICO <p>SDO Apayao</p> <ol style="list-style-type: none"> 14. SHIERY ANN O. GALLA 15. ALLAN C. GOBRIN <p>SDO Baguio City</p> <ol style="list-style-type: none"> 16. JULIET D. PIOK 17. ARIAN C. BANGSEIL 18. MYLINE JAMES <p>SDO Benguet</p> <ol style="list-style-type: none"> 19. STEPHEN P. BULALIN 20. CORAZON C. QUIPOT <p>SDO Ifugao</p> <ol style="list-style-type: none"> 21. RODERICK DOMINONG 22. SHIRLEY GUYGUYON 23. JOEL M. GULGULWAY <p>SDO Kalinga</p> <ol style="list-style-type: none"> 24. JONALAINE A. GAMALOG 25. FERMIN B. BALIWAG 26. VALENTINE PALATTAO <p>SDO Mt. Province</p> <ol style="list-style-type: none"> 27. ROSEMARIE SUDICALN 28. LYDIA PADCAYAN <p>SDO Tabuk City</p> <ol style="list-style-type: none"> 29. DEEWAI B. BAGAYAO 30. KAREN T. VELASCO 	April 30, 2025	July 30, 2025	January 17, 2026
DATA ANALYSIS TRAINING CUM QUALITY MANAGEMENT SYSTEM	<ol style="list-style-type: none"> 1. ALICE D. BODONG 2. ANGELIQUE F. LANGBIS 3. ANNIE ROSE B. CAYASEN 4. ARIANNE BINALLIW 5. BENJAMIN M. DIO-AL 6. BERNALYN P. BACASEN 7. CARL P. TEMPORAL 8. CLINTON L BUGTONG 9. CORNELIA D. ADACI-DULNUAN 10. CYRILLE GAYE B. MIRANDA 11. DAISY P. ESWAT 12. DALTON S. TELIAO 13. DAWNY BETH B. POLON 			

PD Title	Participants	Submission Dates		
		WAP	WAP Accomplishment report	Training Effectiveness Evaluation
DATA ANALYSIS TRAINING CUM QUALITY MANAGEMENT SYSTEM	14. DUMAS D. ABAN 15. DWAYNE RYLAND P. COLAS 16. EDGAR D. VICENTE 17. EDRALYN C. GANGA 18. ERIC MARVIN B. URMAZA 19. ESTER L. GALLOTAN 20. FELY B. BADIVAL 21. FLORENCE E. BALICTAN 22. GLENN P. PAPA 23. JANETTE O. PAYANG 24. JAYMARIL B. PACITO 25. JEFFERSON VILLENA 26. JENELYN . KITONGAN 27. JONALYN C. AMBRONA 28. JOSE LORENZO C. COBARRUBIAS 29. JOYCE L. LABAN 30. LAUREEN B. LIKIGAN 31. LENA L. ALINAO 32. LEONARDO AQUINO 33. LETECIA M. RAMOS 34. LILIA A. BANAWA 35. MARISSA W. SOC-A 36. MARITES A. CALICA 37. MARVIN JOHN C. FLORES 38. PURITA D. DE LOS SANTOS 39. RANDOLPH FLYNN B. DACULOG 40. RAYMOND DAMOSLOG 41. ROMULO B. BASA 42. ROSEMARIE A. YANGKIN 43. RUSHEL W. MINONG 44. TOMASA B. PIS-O 45. TON B. GABINO 46. VANDOLPH B. FLORA 47. WARLY E. KINDIAWAN 48. WINNIE JOY N. JOSE	March 30, 2025	June 30, 2025	December 30, 2025
COMMUNICATION SKILLS TRAINING	Regional Office 1. JAYMARIL B. PACITO 2. MANILYN D. BOTILAS 3. RUBY A. BALAG-EY 4. JOYCE L. LABAN 5. CARL ELTON P. TEMPORAL 6. TON B. GABINO 7. ISHALYN B. PANIKI SDO Abra 8. ANGELEE A. BARBON 9. MARIMAR AM LOPEZ 10. ROSE ANN NAIDA MAE C. BERSALONA SDO Baguio City 11. AMILL FLAMINIANO 12. SAMUEL F. BAB-ANGA 13. ENGELBERT A. CACHO SDO Benguet 14. CHARMAINE JOY D. NONOG 15. LEAH JOY F. BUENAVISTA SDO Ifugao 16. CHRISTOPHER A. TENENAN 17. RIEZA MITZ P. NGIPOL	January 30, 2025	April 30, 2025	October 14, 2025

PD Title	Participants	Submission Dates		
		WAP	WAP Accomplishment report	Training Effectiveness Evaluation
	18. JOEL M. GULGULWAY 19. JEZEEBEL B. BUNATON SDO Kalinga 20. NENA B. DANG-IT 21. JOSHUA E. PUMOS-AN SDO Mt. Province 22. LALAIN T. LANGPAWEN 23. LORNA B. DOMINGUEZ 24. MELISSA A. DAMONG 25. THYRANY A. CATTEL SDO Tabuk City 26. CLIFFORD KAYSONNE M. RIVERA 27. MARK CHRISTIAN D. BUDUAN	January 30, 2025	April 30, 2025	October 14, 2025



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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							

Prepared by:	Printed Name Proponent	Signature	Date
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



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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