



Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



03 April 2025

**REGIONAL MEMORANDUM**  
No. 256-2025

**SUBMISSION OF REQUIREMENTS OF BATCH 5 TRAINERS  
METHODOLOGY 1 (TM1) AND COMPETENCY  
ASSESSORS' ACCREDITATION**

To: Assistant Regional Director  
Schools Division Superintendents  
All Divisions  
All Other Concerned

1. Relative to DM-OUHROD-2025-0791, re: Batch 5 Training on Trainers Methodology Level 1 and Competency Assessors' Accreditation for SHS-TVL, JHS-SPTVE, and JHS-TLE Teachers, the Human Resource Development Division (HRDD) and Curriculum and Learning Management Division (CLMD) in partnership with Cordillera State Institute of Technical Education (CSITE), call for the submission of requirements and participation of identified participants of the said training.

2. The training aims to equip Senior High School-Technical Vocational Livelihood (SHS-TVL), Junior High School – Special Program for Technical-Vocational Education (JHS-SPTVE) and Junior High School – Technology and Livelihood Education (JHS-TLE) Teachers in the regions with the necessary knowledge, attitude, values and skills by the prevailing standards in the Technical-Vocational Education and Training (TVET) sector. It covers the competencies required of Technical-Vocational Trainers to perform based on TESDA's Training Regulation of Trainers Methodology I in the following areas:

- a. Planning training sessions;
- b. Facilitating learning sessions (with e-learning);
- c. Supervising work-based learning;
- d. Conducting competency assessment;
- e. Maintaining training facilities; and
- f. Utilizing electronic media in facilitating training.

3. Further, the Competency Assessors Accreditation seeks to enhance the capability of schools to deliver high-quality training and assessment aligned with TESDA standards. This paves the way for a sustainable cycle of professional development, where certified assessors can facilitate and evaluate future batches of TM Level 1 trainees, consequently addressing identified training gaps.

4. Each Schools Division Office (SDO) through the TLE Education Program Supervisors must ensure the list of teachers based on the following qualifications:

- a. For TM Level 1 (SHS-TVL, JHS-SPTVE and JHS-TLE Teachers)
  - Holder of National Certificate (NC) II or III with validity at least until 2026
  - Has not participated or completed any TM Level 1 Training
  - Physically, mentally and emotionally fit to undergo the thirty- three (33) days training and assessment
- b. For Competency Assessors' Accreditation (*TM Level 1 Passers – DepEd or Non-DepEd Scholars*)



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- Practitioner of the occupation/trade or teacher/instructor/trainer in the trade area for at least 2 years, or as defined in the Implementing Guidelines of the qualification
  - Candidates without required industry work experience shall be granted Provisional Accreditation, subject to guidelines promulgated by the TEASDA Board for the purpose
- Holder of NC at the same time or higher level of qualification for which the assessors are credited
- Holder of TM Level 1 Certificate and/or Certificate of Competency (COC) 2 - Conduct of Competency Assessment
- Fluent in the language of the examination (both oral and written)
- Has assisted in the conduct of actual assessment as follows:
  - New applicant-competency assessor must have conducted actual assessment (also known as “loading” of at least 1 assessment schedule), with a minimum of 5 candidates until requirements for becoming Competency Assessor are met, under the supervision of a Lead Assessor
  - Accredited competency assessors in related qualifications shall only be required to conduct assessment/loading to at least 2 candidates under the supervision of a Lead Assessor

5. All scholars (Enclosure 1) shall accomplish and submit the following documents (hard copy), duly signed and notarized on or before **April 21, 2025** to the Regional Office (c/o HRDD):

- a. Enclosure 2: **Actual Profile Sheet**
- b. Enclosure 3: **Letter of Intent** (Duly signed by the Scholar, School Head and School Divisions Superintendent before forwarding to RO)
- c. Enclosure 4: **Scholarship Contract** (Duly signed by the Scholar, School Head, School Division Superintendent and notarized before forwarding to RO for ARD’s signature)
- d. Enclosure 5: **Undertaking** (Duly signed by the scholar and Schools Division Superintendent before forwarding to the RO for RD’s signature)
- e. Enclosure 6: **Workplace Application Plan** (Duly signed by the Scholar, School Head and School Division Superintendent and to be submitted a month after training.)
- f. Photocopy of **Updated PRC**
- g. Photocopy of **NC II**

**Note:** Templates can be accessed from the link: <https://tinyurl.com/2025B5TM1>

6. Expenses relative to program implementation such as board and lodging, travel expenses, training registration costs, assessment fees, training supplies and materials, and internet allowance of participants shall be charged against RO-downloaded funds while travel expenses of resource persons, training managers and assistants, and NEAP representatives will be covered through direct payment, subject to the existing auditing rules and regulations.

7. Moreover, teacher-participants shall be entitled to Service Credits in accordance with DepEd Order No. 013, s. 2024 titled *Revised Guidelines on the Grant of Vacation Service Credits for Teachers*. Likewise, non-teaching personnel including Division Chiefs may avail of Compensatory Time-Off under CSC-DBM Joint Circular No. 2 s. 2004 titled *Non-Monetary Remuneration for Overtime Services Rendered*, on

account of their direct involvement in the TM 1 training. ROs and SDOs are expected to strongly support the participation of their teacher representatives in the training. In all cases, adherence to the **No Disruption of Classes Policy** must be observed.

8. A separate memorandum will be released on the date, venue, and other updates regarding the said training.

9. For queries and clarifications, please contact **Rosita C. Agnasi**, OIC-HRDD-NEAPR or through email address at [car.neapr@deped.gov.ph](mailto:car.neapr@deped.gov.ph) and **Jennifer P. Ande**, the Chief Education Supervisor at the Curriculum and Learning Management Division, through landline number (074) 422-7096 or email address: [car.clmd@deped.gov.ph](mailto:car.clmd@deped.gov.ph).

10. Wide dissemination of and compliance with this Memorandum is directed.



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




//HRDDNEAPCAR/DBA/ ESF /Batch5TM1



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(Enclosure 1 to RM No. 256.2025)

**LIST OF PARTICIPANTS**

#	First Name	Middle Name	Surname	SDO	School
1	Bernard	Galiza	Lumaog	Abra	Cristina B. Gonzales Memorial HS
2	Jonathan	Maqueda	Barroga	Abra	Cristina B. Gonzales Memorial HS
3	Arland	Balneg	Claro	Abra	Abra HS Calot Extension
4	Balbina	Tacis	Pataray	Abra	RENHS
5	Aileen	Alfaro	Domondon	Abra	RENHS
6	Jimmy	Pamittan	Viado	Abra	Pilar RHS
7	Jo-Ann	Tecson	Babac	Abra	Manabo NHS
8	Jestoni	Daria	Bides	Abra	Manabo NHS
9	Princess	Balutoc	Dannang	Abra	Malincong Central School-ALS
10	Raylene	Domingo	Pacapac	Abra	Quidaoen NHS
11	Dexter	Pitpit	Mangibunong	Apayao	FNHS
12	Edmark	Nate	De La Cruz	Apayao	PVHS
13	Fides	Baria	Alay-ay	Apayao	SFSAT
14	Clarisse	D	Pasdangan	Baguio	Pines City National High School
15	Mark	L	Galian	Baguio	Pines City National high School
16	Frances Anne	C	Beraquit	Baguio	BAGUIO CITY NATIONAL SCIENCE HS
17	Cindy	A	Ognayon	Baguio	Pines City National High School
18	Gretchen	S	Salbino	Baguio	Pinget National High School
19	Aliwana	G	Denver	Baguio	Baguio City High School
20	Cheryl Ann		Mabli	Baguio	BAGUIO CITY HIGH SCHOOL
21	Mary Jane	N	Malihod	Baguio	SDO Baguio City

22	Felto		Agpawa	Baguio	Irisan National High School
23	Erwin		Cabasan	Baguio	Baguio City National Science High School
24	Paul		Colingan	Baguio	Pines City National High School
25	Jesusa		Yadao	Baguio	Joaquin Smith National High School
26	Warren		Ngayawon	Baguio	Tabora Elementary School
27	Emelyn		Bandong	Baguio	Dona Aurora National High School
28	Meriam	Macay	Dicos	Benguet	Franklin Guy Haight NHS
29	Bryner Ian	Benito	Tayaban	Benguet	Bineng NHS
30	Joel	Lino	Mangallay	Benguet	Alejo M. Pacalso Memorial NHS
31	Fredrick	Lupos	Balangay	Benguet	Alejo M. Pacalso Memorial NHS
32	Juliet	S	Bassuit	Benguet	TSHI
33	Agustino	Dayawen	Amancio	Benguet	TSHI
34	Arnel	B	Albis	Benguet	TSHI
35	Romnick	S	Onil	Benguet	TSHI
36	Clemente		Anglioan	Benguet	Benguet NHS
37	Pepe		Toctocan	Benguet	Benguet NHS
38	Norma Mae	Hipolito	Langpa	Benguet	Tublay National Trade High School
39	Judilyn	C	Abad	Benguet	Tublay National Trade High School
40	.Joel	O	Langag	Benguet	Laurencio FNHS
41	Julie	B	Justo	Benguet	Laurencio FNHS
42	Rafaela	C	Lammagan	Benguet	Laurencio FNHS
43	Joy	Montes	Malafu	Benguet	Balili NHS
44	Winalia	W	Empizo	Benguet	Kapangan Central NHS
45	Denver		Changilan	Benguet	Mankayan NHS

46	Ferlyn	S	Piok	Benguet	Alejo M. Pacalso Memorial NHS
47	Reynaldo	P	Antonio	Benguet	BInga NHS
48	Kharine	S	Sapdit	Benguet	BInga NHS
49	Glory	G	Kidagan	Benguet	Alejo M. Pacalso Memorial NHS
50	Lanie	Basilio	Bas-ilan	Benguet	Alejo M. Pacalso Memorial NHS
51	Novelyn	B	Domogen	Benguet	Kayapa NHS
52	Kelvin	L	Salpan	Benguet	Ambuklao NHS
53	Geraldin	D	Vicente	Benguet	Natubleng National High School
54	Ben	B	Cangsan	Benguet	Taloy Sur NHS
55	Alona	C	Mina	Benguet	Taloy Sur NHS
56	Shrinee Anne	L	Akidang	Benguet	Gatawa C. Dontogan IS
57	Roland	G	Pitpitunge	Benguet	Trazon S. Fianza Sr. NHS
58	Melba	Paran	Alberto	Benguet	Ampucaao NHS
59	Kate Lou	H	Domalus	Benguet	Natubleng National High School
60	Alma	Bonggik	Codman	Benguet	Lepanto National High School
61	Carmelita	P	Landacan	Benguet	Bulalacao National High School
62	Bryan		Cadingpal	Benguet	Lepanto National High School
63	Mechelle	Alicwaday	Banario	Benguet	Lepanto National High School
64	Franzmarie	Lesino	Langbis	Benguet	Lepanto National High School
65	Maricil	Balaodan	Amparo	Benguet	Abucot Integrated School
66	Jelbes	Sagada	Bayawa	Benguet	Loo National High School
67	Mark Anthony	Esteban	Mamolang	Benguet	Loo National High School
68	Filver	Michael	Segundo	Benguet	Loo National High School

69	Julie	Awas	Marcos	Benguet	Marcelo Marquez NHS
70	Lester	Dangpas	Agustin	Benguet	Puguis National High School
71	Carla	Tindo	Baladad	Benguet	Marcelo Marquez NHS
72	Shirlyнна	Vicente	Butale	Ifugao	Namulditan Senior High School
73	Shelimie	Bacdayan	Wandagan	Kalinga	BIGA NHS
74	Rogelio	Kiwang	Lumang	Mt. Province	Tadian School of Arts and Trades
75	Jovell	Napenew	Machanum	Mt. Province	Gawan Serapio NHS
76	Maeludy	Amogan	Liwaden	Mt. Province	EBNAVHS
77	Silvestre	Alicoy	Sadagan	Mt. Province	Tadian School of Arts and Trades
78	Oscar	Balangtad	Matias	Mt. Province	Tadian School of Arts and Trades
79	Glenworth	Calwitan	Pinos-an	Mt. Province	EBNAVHS
80	Andrew Bryan	San Jose	Lao-ay	Mt. Province	Panabungen SATHI
81	Jovey Grail	Falisong	Ganggangan	Mt. Province	Sadanga NTVSTHS
82	Noel	Coycoydo	Manlapaz	Mt. Province	Guinzadan NHS
83	Bonieleen	Tawaran	Soga-ang	Mt. Province	Bacarri NTHS
84	Roselyn	Calpi	Datoc	Mt. Province	Sagada NHS
85	Novelyn	Labutan	Bitaga	Mt. Province	Dacudac NHS
86	Janelene	Cammas	Bandao	Mt. Province	Am-am NHS
87	Marilyn	Pastidio	Laguiwed	Mt. Province	Mt Data NHS
88	Ursula	Ayban	Oliseo	Mt. Province	Sabangan NHS
89	Jaquiline	Agwayas	Guimong	Mt. Province	Betwagan NHS
90	Grace	Lumacdag	Bayangan	Tabuk	Tabuk City NHS

				City	
91	Lalaine	Piedad	Maruquin	Tabuk City	Tabuk City NHS
92	May Flor	Danag	Gangano	Tabuk City	Tabuk City NHS
93	Angeline	Sangngangao	Sangangab	Tabuk City	Dupag NHS
94	Glen	Dakiwag	Tongdo	Tabuk City	Nambucayan NHS
95	Kimberly	Tawatao	Ruaboro	Tabuk City	Tabuk City NHS
96	Marites	Ramos	Nagoy	Tabuk City	Kalinga NHS
97	Henzel		Wanawan	Tabuk City	
98	Froilan	Dangatan	Taclawan	Tabuk City	Tabuk City NHS
99	Michelle	Ada-ol	Galdoc	Tabuk City	Naneng NHS
100	Editha	Boaken	Songayon	Tabuk City	Balong NHS



(Enclosure 2 to RM No. 256.2025)

**Actual Profile Sheet**

<b>Program/Course Title:</b>	<b>Batch 5 Trainers Methodology 1 (TM1) and Competency Assessors' Accreditation for Senior High School Technical-Vocational Livelihood (SHS-TVL), Junior High School Special Program for Technical-Vocational Education (JHS-SPTVE), and Junior High School TLE (JHS TLE) Teachers</b>					
<b>Name (Last Name, First name, Middle Initial)</b>	<b>Gender</b>	<b>Position Level (Teacher I – III, Master Teacher I – IV, Principal I –IV, etc.)</b>	<b>Current Role/Designation (SHS-TVL/JHS- SPTVE/JHS TLE)</b>	<b>Region</b>	<b>Division</b>	<b>School Name</b>



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(Enclosure 3 to RM No. 256.2025)

**LETTER OF INTENT**

(Insert Date)

[NAME OF HEAD OF OFFICE OF GOVERNANCE LEVEL]

[Position]

[Office]

[Address]

Dear

**XXXX,**

Greetings!

This is (insert your full name), (position) in (bureau/service/unit/office/school name).

I am writing to signify my interest to register and/or apply for the (scholarship program) offered by (sponsoring institution).

If accepted, I am willing to maintain academic standards and shall faithfully abide with the program requirements and prescribed terms and conditions of the scholarship program/contract and the rules and regulations enforced by the university/training institution.

I certify that all documents I submitted are true and correct and I shall take full responsibility and accountability on the validity and authenticity of the same. I understand that any violation will automatically disqualify me from the selection process, and I may be subjected to appropriate legal action warranted by applicable laws.

Thank you.

Very truly yours,

[NAME OF APPLICANT]

[Position]

[Official Station of Applicant]

Endorsed by:

**[Name of SH/ASDS/ARD/NEAP/BHROD Director]**

[Position]

Approved/Disapproved by:

**[NAME OF HEAD OF OFFICE OF GOVERNANCE LEVEL]**

[Position]

(Enclosure 4 to RM No. 256.2025)

## SCHOLARSHIP CONTRACT

This Scholarship Contract, is entered into this \_\_\_ day of \_\_\_\_\_, at \_\_\_\_\_, Philippines, by and between:

**[NAME OF SCHOLAR]**, Filipino, of legal age and with residence at [HOME ADDRESS], [POSITION] of [SCHOOL / OFFICE /STATION], (hereinafter referred to as the "SCHOLAR")

-and-

The **DEPARTMENT OF EDUCATION**, herein referred to as "**DepEd**", an agency of the national government of the Republic of the Philippines, created by virtue of law, particularly Batas Pambansa Bldg. 232, otherwise known as the "Education Act of 1982," as amended by Republic Act No. 9155, otherwise known as the "Governance of Basic Education Act of 2001," with its field office at [ADDRESS] represented by its \_\_\_\_\_, **[NAME]**;

### WITNESSETH THAT:

**WHEREAS**, Section 5 (4), Article XIV of the 1987 Philippine Constitution underscores the right of teachers to professional development, which states that: "*The State shall enhance the right of teachers to professional advancement. Non-teaching academic and non-academic personnel shall enjoy the protection of the State.*";

**WHEREAS**, DepEd is a government agency who is committed to facilitating the professional growth of its personnel and equipping them to address the evolving demands of the 21st century basic education delivery by offering scholarships to eligible personnel;

**NOW, THEREFORE**, for and in consideration of the foregoing, the PARTIES have agreed on the following:

### I. NATURE OF THE SCHOLARSHIP

The training of Senior High School Technical-Vocational Livelihood (SHS-TVL), Junior High School Special Program for Technical-Vocational Education (JHS-SPTVE), and Junior High School TLE (JHS TLE) teachers on Trainers' Methodology Level 1 (TM 1) and Competency Assessors' Accreditation are key initiatives aimed at enhancing the competencies of educators in technical-vocational education. This training seeks to empower teachers with the skills and knowledge necessary to deliver competency-based training (CBT), ensuring alignment with industry standards and the demands of the 21st



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century. By strengthening the capacity of SHS-TVL, JHS-SPTVE, JHS TLE teachers, the program supports the Department of Education's (DepEd) commitment to providing learners with practical, industry- relevant skills, preparing them for higher education, entrepreneurship, or immediate employment.

The Trainers' Methodology Level 1 (TM 1) training lasts for 33 days, while the Competency Assessors' Accreditation process may take several weeks to a few months, depending on the availability of training schedules, assessment slots, and TESDA's processing time.

## II. DURATION OF SCHOLARSHIP

This scholarship grant on TRAINERS METHODOLOGY LEVEL 1 (TM 1) and COMPETENCY ASSESSORS' ACCREDITATION is delivered by the TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY (TESDA) through a combination of face-to-face and modular learning modalities from JULY-AUGUST 2025 (Inclusive timelines could be adjusted).

## III. SCHOLAR'S PRIVILEGES AND ENTITLEMENTS

The Scholar shall be entitled to the following:

- a. TM 1 training and assessment fees of fifteen thousand three hundred sixty-five pesos (Php 15, 365.00) and board and lodging.
- b. Use of office equipment and facilities of the DepEd Academic Institution Partner (as deemed necessary).

## IV. DUTIES AND RESPONSIBILITIES OF THE SCHOLAR

The SCHOLAR shall fulfill the following duties and responsibilities:

- a. Actively participate in the training program and comply with the training requirements;
- b. Must maintain eligibility requirements throughout the scholarship program;
- c. Conduct oneself in such a manner that will uphold the moral integrity and professionalism of a DepEd personnel and a public servant throughout the course;
- d. Present WAP Proposal to the Head of Office, Scholarship Committee, and Personnel Development Committee within two (2) months after program completion;
- e. Ensure WAP implementation and completion within the timeline stated in the plan;
- f. Fulfill his/her service obligation of six (6) months upon completion of the program;
- g. Apply knowledge, skills and learning experiences gained from the professional development courses or programs through Workplace Application Plan (WAP) implementation and sharing of expertise gained with other teachers in the school, district, division, or region during training, Learning Action Cells (LAC),

conferences, etc.;

Refund in full to DepEd such sums of money as may have been defrayed by the Philippine government for expenses incurred for having attended the program or course, such as but not limited to salaries and benefits received during the duration of the scholarship program, for deferring without approval, withdrawing from the scholarship program, and/or contract termination due to non-compliance with one's duties and responsibilities; and

- h. In the event of an extension of study due to personal oversight or negligence, pay the remaining fees for the subjects that have yet to be taken or completed.

## V. DUTIES AND RESPONSIBILITIES OF DepEd

The Department shall fulfill the following duties and responsibilities:

- a. Ensure that the scholar's absence from the permanent official station, if needed, will not hamper the operational efficiency of the office/school; and
- b. Ensure that the scholar receives salary, allowances and other benefits as provided by law and/or scholarship contract.

## VI. DEFERMENT/WITHDRAWAL

Deferment or withdrawal from enrolment or participation in the scholarship program or course must be with approval from the Head of Office through the submission of a formal letter with appropriate supporting documents. The Head of Office of the concerned governance level shall have the right to approve or disapprove all requests for deferment or withdrawal based on the following grounds.

- a. In case of serious illness with medical abstract issued by government physician government-accredited hospital or clinic;
- b. Force majeure or fortuitous event; and
- c. Other unavoidable circumstances considered meritorious by the PDC.

If the scholar suffers illness or injury, resulting in an inability to continue studies, it should be supported by a medical abstract issued by the government physician or government-accredited hospital or clinic stating:

- a. The nature and extent of the sickness or injury incurred or sustained by the scholar;
- b. Facts and actual circumstance surrounding the acquisition of, or giving rise to the sickness or injury; and
- c. That the illness was not the proximate result of the scholar's misconduct, gross negligence, use of prohibited drugs or alcoholic liquor.

## VII. PENALTIES

DepEd scholar who defers without approval, withdraws from the scholarship program and/or whose scholarship contract is terminated due to non-compliance with his/her duties and responsibilities shall refund in full to DepEd such sums of

money as may have been defrayed by the Philippine government in relation to the scholarship program or course but not limited to salaries and benefits received in the duration of the scholarship program. Such withdrawal may be due to any of the following:

- a. grantee's fault or willful neglect or causes within one's control;
- b. resignation or retirement from the service; and
- c. transfer to private entities.

**VIII. EFFECTIVITY**

This Scholarship Contract shall take effect upon signing/approval of the parties and shall be valid and binding until the completion of its purpose/s or unless earlier terminated by the Parties.

**IN WITNESS WHEREOF**, the Parties have signed this Scholarship Contract as of the date first above written.

[NAME]  
[POSITION]  
DepEd Scholar  
Department of Education

[NAME]  
[POSITION]  
Immediate Supervisor/School Head

**SIGNED IN THE PRESENCE OF:**

[NAME]  
[POSITION]  
Head of Office/Governance Level

**RONALD B. CASTILLO**  
Assistant Regional Director  
RO PDC Chairperson

**A C K N O W L E D G M E N T**

REPUBLIC OF THE PHILIPPINES)  
\_\_\_\_\_ ) S.S.

BEFORE ME, a Notary Public for and in \_\_personally appeared the following:

Name	Government Issued ID (Details)	Date and Place Issued
Name of Scholar		



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Known to me as the same person who executed the foregoing Scholarship Contract, signed by the PARTIES and their instrumental witnesses, and they acknowledged to me that the same is their free voluntary act and deed.

This Scholarship Contract consists of \_\_\_pages including the Annex and this page in which this acknowledgment is written, signed by the parties and their instrumental witnesses every page thereof.

WITNESS MY HAND AND NOTARIAL SEAL, on the date at the place first written above.

NOTARY PUBLIC

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_ Series of 2025

(Enclosure 5 to RM No. 256.2025)

**UNDERTAKING**

I, [full name], [position] of [school, division, region], [age], [civil status], [citizenship], and residing at [address] after having been sworn in accordance with the law, do hereby depose and state that:

- b. I am fully aware of the Competency Assessors' Accreditation offered by the Department of Education, through the National Educator's Academy of the Philippines (NEAP), in partnership with Technical Education and Skills Development Authority (TESDA).
- c. I shall submit all the program or course requirements until its completion, commit to maintain academic standards and shall faithfully abide with the program requirements enforced by training institution.
- d. I shall maintain eligibility requirements throughout the scholarship program.
- e. I shall conduct myself in such a manner that will uphold the moral integrity and professionalism of a DepEd personnel and a public servant throughout the course.
- f. I shall apply knowledge, skills and learning experiences gained from the professional development courses or programs through knowledge sharing and/or transfer.
- g. Should I defer without approval, withdraw from the scholarship program and/or whose scholarship contract is terminated due to non-compliance with my duties and responsibilities shall refund in full to DepEd such sums of money as may have been defrayed by the Philippine government in relation to the scholarship program or course but not limited to salaries and benefits received during the duration of the scholarship program. Such withdrawal may be due to any of the following:
  - 1. fault or willful neglect or causes within one's control
  - 2. resignation or retirement from the service
  - 3. transfer to private entities
- h. I understand that any violation will automatically disqualify me from the scholarship program, and I may be subjected to appropriate legal action warranted by applicable laws.

**IN WITNESS WHEREOF**, I have hereunto set my hand this \_\_\_ day of \_\_\_\_\_, 20\_\_\_ at \_\_\_\_\_.

\_\_\_\_\_  
(Scholar's Name and Signature)

**With the endorsement and approval of:**

\_\_\_\_\_  
Schools Division Superintendent

**SUBSCRIBED AND SWORN TO** before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_ in \_\_\_\_\_.

\_\_\_\_\_  
ESTELA P. LEON-CARIÑO, Ed.D, CESO III  
**Regional Director**



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 CORDILLERA ADMINISTRATIVE REGION

(Enclosure 6 to RM No. 256-2025)

**Workplace Application Plan (WAP) Template**

Name of Scholar		Office and Position	
Title of PD Programs		Date of Delivery	
		PD Program Provider	
Name of Immediate Supervisor		Office and Position	

**Background and Rationale of WAP Plan:**

Briefly describe why the WAP will be implemented. Identify the competency gaps that will be addressed and current performance level on key result area(s).

Expected Performance Improvement			
Competencies for Development	Key Result Area(s)	Expected Improvement in Performance Indicator	Means of Verification
Type of Intervention			
WAP Implementation			



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Briefly describe the intervention (e.g., type of special project, nature of committee and role of learners, etc.), and specify duration and offices where learner will be assigned, if appropriate. Use one to two paragraphs.

**Application Objective**

State what the learner will be able to do by the end of the WAP, following ABCD (Audience-Behavior-Condition-Degree) guidelines.

<p><b>Learning Objectives</b> <i>(What scholar be able to do by the end of an activity/learning session)</i></p>	<p><b>Activities</b> <i>(Activities that scholar will engage in to meet each learning objective)</i></p>	<p><b>Timeline</b> <i>(Start-end of each activity)</i></p>	<p><b>Learning Facilitator</b> <i>(Immediate Supervisor or peer assigned to guide scholar)</i></p>	<p><b>Support/Resources</b> <i>(Office order, information, etc. needed)</i></p>
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Prepared by (name and position):	Scholar's Signature	Date

Reviewed by (name and position):	Signature	Date

Approved by (name and position):	Signature	Date



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