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Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF PANABO CITY

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

SGOD-2025-0329

To : Assistant Schools Division Superintendent/Bids and Awards  
Committee Chair  
Chief Education Supervisor, Schools Governance Operations  
Division  
Chief Education Supervisor, Curriculum Implementation Division  
Senior Education Program Specialist, SMME  
Education Program Specialist II, SMME  
All Education Program Supervisors  
All Public Schools District Supervisors  
All SDO Program Owners  
All concerned

Subject: **RESUMPTION SCHEDULE FOR THE VIRTUAL ORIENTATION  
ON THE WORKPLACE APPLICATION PLAN (WAP)  
DEVELOPMENT AND MONITORING**

Date: July 7, 2025

Attached are Regional Memorandum No. HRDD-2025-161 re: Corrigendum to RM-HRRD-2025-150 and Division Memorandum No. SGOD-2025-315 re: **Virtual Orientation on Workplace Application Plan (WAP) Development and Monitoring, please be informed that the new schedule for the said activity will be on July 9, 2025, Wednesday** from 9:30 AM to 12:00 NN, via <http://bit.ly/45DqOqm>. Further, other provisions stated in the previous memoranda remain enforced.

Please be guided accordingly.

  
**JINKY B. FIRMAN PhD, CESO VI**  
Schools Division Superintendent

**RELEASED**

**JUL 07 2025**

RECORDS SECTION SDO PANABO CITY  
BY: 

SGOD/ABA/lji



Schools Division Office of Panabo City  
City Hall Compound, Km 31, Panabo City  
Telephone No: (084) 823-1469  
Email: panabocity.division@depd.gov.ph

**DepEd Panabo:**  
**Empowering Champions in Education**  
through Journeying, Blending and Fostering commitment in  
providing quality education, MATATAG for all.

**CHAMPION**  
**Award**



RECORDS

120096



Republic of the Philippines  
**Department of Education**  
DAVAO REGION

July 2, 2025

REGIONAL MEMORANDUM  
HRDD-2025-161

CORRIGENDUM TO RM-HRDD-2025-150

To: Assistant Regional Director  
Schools Division Superintendents

1. This has reference to RM-HRDD-2025-150 titled Virtual Orientation on Workplace Application Plan (WAP) Development and Monitoring dated June 24, 2025, be informed that the virtual conference will be rescheduled on July 9, 2025 from 9:00 o'clock in the morning to 12:00 noon.
2. The list of participants and other relevant details are found in the enclosures.
3. For queries, email [hrddneapro11@gmail.com](mailto:hrddneapro11@gmail.com).
4. Immediate dissemination of this Memorandum is directed.

**ALLAN G. FARNAZO**  
Director IV

Encl.: As stated  
ROH3/glu

DEPARTMENT OF EDUCATION  
RECORDS SECTION  
**RELEASED**

By: *[Signature]*  
Date: *July 04, 2025*  
Time: *120096*





Republic of the Philippines  
**Department of Education**  
DAVAO REGION

June 24, 2025

REGIONAL MEMORANDUM  
HRDD-2025-150

VIRTUAL ORIENTATION ON WORKPLACE APPLICATION PLAN (WAP)  
DEVELOPMENT AND MONITORING

To: Assistant Regional Director  
Schools Division Superintendents

1. This has reference to DM 008, s. 2023 entitled Multi-year Guidelines on the Results-Based Performance Management System- Philippine Professional Standards for Teachers and DM 44, s. 2023 titled Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the National Educators Academy of the Philippines Core Programs. The Human Resource Development Division (HRDD) in collaboration with the Curriculum and Learning Management Division (CLMD) and Quality Assurance Division (QAD) will be conducting an online orientation on the development and monitoring Workplace Application Plan (WAP) on July 3, 2025 from 9:30 AM to 12:00 noon via <http://bit.ly/45DqQgm>. This is to ensure that knowledge and skills acquired during the professional learning and development programs attended are shared and applied to workplace with colleagues.
2. The list of participants and other relevant details are found in the enclosures.
3. For queries, email [hrddneaprol1@gmail.com](mailto:hrddneaprol1@gmail.com).
4. Immediate dissemination of this Memorandum is directed.

Encl.: As stated  
ROH3/glu

DEPARTMENT OF EDUCATION ROXI  
RECORDS SECTION

**RELEASED**

By: [Signature]  
Date: June 30, 2024  
Time: 12:003

ALLAN G. FARNAZO  
Director IV-3



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Telephone Nos.: (082) 291-0051  
Email Address: [region11@deped.gov.ph](mailto:region11@deped.gov.ph)  
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Republic of the Philippines  
**Department of Education**  
DAVAO REGION

Enclosure

**Participants in WAP Orientation**

<b>Batch 1</b>	<b>Batch 2</b>	<b>Batch 3</b>
SEPS & EPS II of SMME Unit QAD EPS, PPRD EPS, AD-SAO Division Supervisors	Chiefs of RO Chiefs of SGOD & CID CLMD Supervisors	Focal Persons of the PAPS Implementation of the SDOs

Batch 1 – July 3, 2025 8:30 AM – 9:30 AM

Batch 2 – July 3, 2025 9:30 AM – 10:30 AM

Batch 3 – July 3, 2025 10:30 AM – 11:30 AM





Republic of the Philippines  
**Department of Education**  
DAVAO REGION

July 1, 2025

REGIONAL MEMORANDUM  
HRDD-2025-160

DISSEMINATION OF GUIDELINES ON THE DELIVERY OF RO AND SDO-  
MANAGED CAPABILITY DEVELOPMENT MODULE ON DLP  
IMPLEMENTATION FOR PILOT-SCHOOL TEACHERS

To: Assistant Regional Director  
Schools Division Superintendents  
Chiefs Education Supervisors of the Human Resource Development  
Division and Curriculum and Learning Management Division

1. This has reference to DM-OUHROD-2025-1657, titled Guidelines on the Delivery of the RO and SDO-Managed Capability Development Module on the Dynamic Learning Program Implementation for Pilot-School Teachers. Details are provided in the enclosure.
2. The Pilot SDOs, through the School Governance and Operations Division-Human Resource Development Section (SGOD-HRDS), shall update the DLP Training Schedule Tracker through [tinyurl.com/DLP1SCHED](https://tinyurl.com/DLP1SCHED) not later than July 4, 2025.
3. To ensure smooth coordination, the DLP Pilot SDOs' SGOD-HRDS Senior Education Program Specialists are requested to submit their contact information through [tinyurl.com/DLPSEPS](https://tinyurl.com/DLPSEPS) on or before the same date.
4. For dissemination and appropriate action.

ALLAN G. FARNAZO  
Director IV

Encl.: As stated.  
ROH1/nrb

DEPARTMENT OF EDUCATION  
RECORDS SECTION  
**RELEASED**

By: *[Signature]*  
Date: *July 04, 2025*





Republika ng Pilipinas  
**Department of Education**

**OFFICE OF THE UNDERSECRETARY**  
**HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT**

**MEMORANDUM**

**DM-OUHROD-2025- 657**

24 JUN 2025 GW 12/10/2  
3:58

**TO :** Concerned Regional Directors  
Concerned Schools Division Superintendents  
Concerned HRDD Chiefs / NEAP R Focal Persons  
All Others Concerned

**FROM :** **WILFREDO E. CABRAL**  
Undersecretary  
Human Resource and Organizational Development

*Carmela C. Oracion*  
**CARMELA C. ORACION**  
Assistant Secretary  
Human Resource and Organizational Development  
(National Educators Academy of the Philippines)

**SUBJECT :** **GUIDELINES ON THE DELIVERY OF THE RO- AND SDO-MANAGED CAPABILITY DEVELOPMENT MODULE ON THE DYNAMIC LEARNING PROGRAM IMPLEMENTATION FOR PILOT-SCHOOL TEACHERS**

**DATE :** 20 June 2025

1. Following the completion of the *Capability Development Module on the Dynamic Learning Program (DLP) Implementation for Pilot-School Teachers* held last 02-13 June 2025, the DLP Pilot Regions shall proceed with the delivery of the training program to the identified Pilot/Treatment Schools.
2. In view of the official commencement of the DLP pilot implementation which is scheduled in the second quarter of School Year (SY) 2025-2026, as stated in a memorandum issued by the Office of the Secretary titled "*Implementation of the Pilot Study of the DLP*" dated 13 June 2025 (*Enclosure 1*), the **DLP Pilot Schools Division Offices (SDOs), in coordination with the Regional Office – Human Resource Development Division (RO-HRDD), must complete the training roll-out not later than the second week of July 2025.**
3. To ensure quality standardized training delivery, the following guidelines are hereby issued:

<b>a. Composition and Roles of the Program Management Team (PMT)</b>	<ol style="list-style-type: none"><li>i. The training shall be managed by a PMT composed of <i>Program Manager, Learning/ Class Managers, Trainers, Monitoring and Evaluation (M&amp;E) Officers, Documenter (may be performed simultaneously with M&amp;E), and Welfare Officers</i>.</li><li>ii. The PMT Members shall perform their roles consistent with the terms of reference outlined in Department</li></ol>
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	Memorandum (DM) No. 044, s. 2023 "Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the NEAP Core Programs."
<b>b. Number of Participants to be Trained</b>	The number of participants to be trained shall be consistent with the number of identified Key Stage 3 teachers per Pilot School per learning area <i>(please refer to Enclosure 2)</i> .
<b>c. Ensuring Consistent and Accurate Delivery of All Training Sessions</b>	<p>i. The training sessions shall be delivered either in <b>three (3) consecutive days or staggered</b> throughout the prescribed training period, provided <b>no modification is made in the session sequence and scope</b>.</p> <p>ii. The training must be delivered <b>strictly as designed and developed</b>. Modifying session content, time requirements, sequence and structure, assessments, resource materials is <b>PROHIBITED</b>.  <i>Note: Only session objective "b. Craft a sample teacher and class program based on DLP guidelines" shall be excluded from the delivery of Session 3B: Preparing the Teachers and Class Program.</i></p> <p>iii. <b>Using the NEAP Central Office-managed link/code and forms</b>, the pre-test is to be administered before the training sessions commence while the post-test will be conducted on Day 3 of the training before the closing program.  <i>Note: SDOs and schools shall no longer duplicate or create versions of the tests.</i></p> <p>iv. A DLP Pilot-School Trainer may be assigned multiple learning sessions with consideration of manageability and adequate breaks.</p> <p>v. National DLP Core Trainers may be tapped to serve as lead trainers.</p>
<b>d. Communicating Training Details to the Participants</b>	<p>i. The participants shall confirm their attendance through an online registration form.</p> <p>ii. All participants must join the <i>DepEd DLP Pilot Implementers Facebook Community Page</i>: <a href="https://bit.ly/depeddlpchamps">bit.ly/depeddlpchamps</a>.</p> <p>iii. The participants must complete the training briefer (explainer video) and the pre-test before the in-person training proper.</p> <p>iv. The participants must bring their own laptops, chargers, extension cords, and alternative sources of internet connection (e.g., mobile data, pocket wifi, etc.).</p>
<b>e. Establishing and Maintaining a Conducive Learning Environment</b>	<p>i. The training class size shall be 35 participants at the maximum. They shall be grouped strictly according to learning area specialization.</p> <p>ii. For distant/remote DLP Pilot Schools, standalone training delivery shall apply where training sessions may be delivered in plenary (one general group), provided that trainers shall ensure that learning area-contextualized activities and materials are executed.</p> <p>iii. There shall be a minimum of 2 trainers per class according to learning area. They must be completers of the Capability Development Module on the DLP Implementation for Pilot-School Trainers.</p> <p>iv. Management of the training program must adhere to the quality standards specified in DM No. 044, s. 2023 – Enclosure 10.</p>



	v. The Pilot-School Trainers shall deliver and facilitate learning sessions consistent with the Learning Management Quality Standards prescribed in DM No. 044, s. 2023 – Enclosure 10.
<b>f. Monitoring and Documenting Participant Engagement</b>	<p>The concerned PMT Members shall be responsible for the following:</p> <ul style="list-style-type: none"> <li>- Record and monitor participants' attendance</li> <li>- Track and ensure participants' completion and submission of assessments and outputs</li> <li>- Assist participants needing support or clarification</li> <li>- Award certificates to participants based on the following categories: <ul style="list-style-type: none"> <li>• <i>Certificate of Appearance</i> – inclusive of dates based on record of the participant's physical attendance during the training hours</li> <li>• <i>Certificate of Participation</i> – for participants who have successfully completed the training hours and satisfactorily complied with the training requirements, assessments, and outputs</li> <li>• <i>Certificate of Recognition</i> – for Trainers and PMT Members who have completely and satisfactorily served their roles and responsibilities</li> </ul> </li> </ul>
<b>g. Managing Training Monitoring and Evaluation</b>	<ul style="list-style-type: none"> <li>i. Training proceedings and participants' engagement shall be monitored and documented using the template provided in DM No. 044, s. 2023.</li> <li>ii. Daily debriefing sessions of the PMT and Trainers shall be facilitated and documented.</li> <li>iii. The Evaluation Tool for Level I must be administered at the end of the training day using the prescribed evaluation form.</li> <li>iv. Copy of the participants' Workplace Application Plans (WAPs) shall be collected by the PMT.</li> <li>v. The Training Completion Report shall be prepared using the prescribed format (per DM No. 044, s. 2023 – Enclosure 13) and submitted to NEAP Quality Assurance Division within 20 working days from the date of completion of the training.</li> </ul>

4. The Pilot Regions, through the HRDD and the School Governance and Operations Division – Human Resource Development Section (SGOD-HRDS), shall update the DLP Training Schedule Tracker through the link [tinyurl.com/DLP1SCHED](https://tinyurl.com/DLP1SCHED) not later than **24 June 2025**.
5. To ensure smooth coordination, the DLP Pilot SDOs' SGOD-HRDS Senior Education Program Specialists are requested to submit their contact information through the link [tinyurl.com/DLPSEPS](https://tinyurl.com/DLPSEPS) on or before the same date.
6. Should you have further questions or concerns, please coordinate with **Mr. Alvin Fulgencio Jr.** or **Ms. Trisha Imare Lunar** of NEAP through email [neap.qad@deped.gov.ph](mailto:neap.qad@deped.gov.ph) or landline (02) 8633-7207.
7. For dissemination and appropriate action.

**Copy furnished:**  
**OFFICE OF THE SECRETARY**  
**OFFICE OF THE UNDERSECRETARY FOR OPERATIONS**





Republic of the Philippines  
**Department of Education**  
**OFFICE OF THE SECRETARY**

**MEMORANDUM**

**FOR : THE REGIONAL DIRECTOR**  
Region NCR, CALABARZON, V, VII, NIR, and XI

**FROM : ATTY. FATIMA LIPP D. PANONTONGAN**  
*Undersecretary and Chief of Staff*  
*Office of the Secretary*

**MALCOLM S. GARMA**  
*Assistant Secretary*  
Officer-in-Charge, Undersecretary for Operations

**SUBJECT : IMPLEMENTATION OF THE PILOT STUDY OF THE DYNAMIC LEARNING PROGRAM**

**DATE : JUNE 13, 2025**

This is to inform all Pilot Regions, Schools Division Offices, and Schools that the timeline for the implementation of the Dynamic Learning Program Pilot Study shall commence in the Second Quarter of School Year 2025-2026. Please do not start implementing the program prior to official release of the guidelines, the delivery of Learning Activity Sheets, and official notice from the proponent offices.

Prior to the commencement of implementation, preparatory activities shall be undertaken in the First Quarter of School Year 2025-2026 as follows:

Timeline	Preparation/Activities
<b>First Quarter</b>	
June 2025	<ul style="list-style-type: none"><li>• Release of Guidelines</li><li>• Release of Pilot Sections</li><li>• Conduct of Capability Building for Dynamic Learning Program Implementation</li></ul>
June to July 2025	<ul style="list-style-type: none"><li>• Orientation of School Heads of Pilot Schools</li><li>• School-Based Orientation of Parents and Collection of Data Consent Forms</li><li>• School-Based Orientation of Students and Collection of Data Consent Forms</li><li>• Conduct of Phil-IRI BOSY 2025-2026</li></ul>



July 2025	<ul style="list-style-type: none"> <li>• Conduct of Validation of Monitoring and Evaluation Process, Forms, and Tools</li> <li>• Conduct of Pre-Pilot in Select Schools</li> <li>• Conduct of Pre-Test in Pilot Schools</li> </ul>
August 2025	<ul style="list-style-type: none"> <li>• School Based Preparation (Class Programming and Institutional Arrangements)</li> <li>• Delivery and Distribution of Learning Activity Sheets</li> </ul>
<b>Second Quarter</b>	
August to September 2025	Start of Pilot Implementation

Further guidelines will be released for the purpose of the preparatory activities. For any questions or concerns, you may reach out to Dir. Michael Cabauatan through [michael.cabauatan@deped.gov.ph](mailto:michael.cabauatan@deped.gov.ph) or through 09285547995

Thank you very much.





Republic of the Philippines  
**Department of Education**  
 REGION XI  
 SCHOOLS DIVISION OF PANABO CITY

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**  
 SGOD-2025-0315

To : Assistant Schools Division Superintendent/Bids and Awards  
 Committee Chair  
 Chief Education Supervisor, Schools Governance Operations  
 Division  
 Chief Education Supervisor, Curriculum Implementation Division  
 Senior Education Program Specialist, SMME  
 Education Program Specialist II, SMME  
 All Education Program Supervisors  
 All Public Schools District Supervisors  
 All SDO Program Owners  
 All concerned

Subject: **ATTENDANCE TO THE VIRTUAL ORIENTATION ON THE  
 WORKPLACE APPLICATION PLAN (WAP) DEVELOPMENT AND  
 MONITORING**

Date: June 30, 2025

Attached is Regional Memorandum No. HRDD-2025-150 re: **Virtual Orientation on Workplace Application Plan (WAP) Development and Monitoring, which will be on July 3, 2025**, from 9:30 AM to 12:00 NN, via <http://bit.ly/45DqOqm>. The participants of this activity for the different batches are the following, to wit:

Batch	Participants	Time schedule
I	SEPS and EPS II – SMME All Division Supervisors (EPSs and PSDSs)	8:30 AM – 9:30 AM
II	Chiefs of SGOD and CID	9:30 AM – 10:30 AM
III	All SDO Program Owners	10:30 AM – 11:30 AM

For your information and compliance.

SGOD/ABA/ljt

**JINKY B. FIRMAN PhD, CESO VI**  
 Schools Division Superintendent  
**RELEASED**

**JUL 02 2025**



Schools Division Office of Panabo City  
 City Hall Compound, Km 31, Panabo City  
 Telephone No: (084) 823-1469  
 Email: panabocity.division@deped.gov.ph

RECORDS SECTION - PANABO CITY

BY **DepEd Panabo**  
**Empowering Champions in Education**  
 Through Learning, Leading and Fostering commitment to  
 providing quality education, MATATAG for all

CHAMPION  
 Panabo





Republic of the Philippines  
**Department of Education**  
DAVAO REGION

June 24, 2025

REGIONAL MEMORANDUM  
HRDD-2025-150

VIRTUAL ORIENTATION ON WORKPLACE APPLICATION PLAN (WAP)  
DEVELOPMENT AND MONITORING

To: Assistant Regional Director  
Schools Division Superintendents

1. This has reference to DM 008, s. 2023 entitled Multi-year Guidelines on the Results-Based Performance Management System- Philippine Professional Standards for Teachers and DM 44, s. 2023 titled Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the National Educators Academy of the Philippines Core Programs. The Human Resource Development Division (HRDD) in collaboration with the Curriculum and Learning Management Division (CLMD) and Quality Assurance Division (QAD) will be conducting an online orientation on the development and monitoring Workplace Application Plan (WAP) on July 3, 2025 from 9:30 AM to 12:00 noon via <http://bit.ly/45DqQqm>. This is to ensure that knowledge and skills acquired during the professional learning and development programs attended are shared and applied to workplace with colleagues.
2. The list of participants and other relevant details are found in the enclosures.
3. For queries, email [hrddneaprol1@gmail.com](mailto:hrddneaprol1@gmail.com).
4. Immediate dissemination of this Memorandum is directed.

Encl.: As stated  
ROH3/ glv

DEPARTMENT OF EDUCATION ROXI

RECORDS SECTION

**RELEASED**

By:

Date:

Time:

ALLAN G. FARNAZO  
Director IV

June 30, 2024

121003



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Email Address: [region11@deped.gov.ph](mailto:region11@deped.gov.ph)  
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Republic of the Philippines  
**Department of Education**  
DAVAO REGION

Enclosure

**Participants in WAP Orientation**

<b>Batch 1</b>	<b>Batch 2</b>	<b>Batch 3</b>
SEPS & EPS II of SMME Unit QAD EPS, PPRD EPS, AD-SAO Division Supervisors	Chiefs of RO Chiefs of SGOD & CID CLMD Supervisors	Focal Persons of the PAPS Implementation of the SDOs

Batch 1 – July 3, 2025 8:30 AM – 9:30 AM

Batch 2 – July 3, 2025 9:30 AM – 10:30 AM

Batch 3 – July 3, 2025 10:30 AM – 11:30 AM



Address: F. Torres St., Davao City (8000)  
Telephone Nos.: (082) 291-0051  
Email Address: [region11@deped.gov.ph](mailto:region11@deped.gov.ph)  
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