



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY

Office of the Schools Division Superintendent

February 4, 2025

DIVISION MEMORANDUM

SGOD-2025- 066

To : Assistant Schools Division Superintendent
Division Chiefs
Public Schools District Supervisors
Education Program Supervisors
Public School Heads
All Others Concerned

Subject : **SUBMISSION OF WORK ACTION PLAN (WAP) TO THE LEARNING AND DEVELOPMENT PROGRAMS ATTENDED**

This is in reference to Regional Memorandum HRDD-2025-019 dated January 28, 2025, signed by Allan G. Farnazo, Director IV, re: **Submission of Work Action Plan (WAP) to the Learning and Development Programs Attended.**

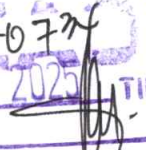
This pertains to RM-HRDD-2025-005, titled "Regional Training of Division Core Team Trainers on Design, Development, and Quality Assurance of School-Based Professional Development (PD) Programs." Participants are required to submit their signed Work Application Plan (WAP) no later than **January 29, 2025**, via <https://tinyurl.com/42h6u788>. The HRD-SEPS and EPS II are advised to facilitate the WAP submission with means of verifications (MOVs) including the MATATAG Curriculum for K147, HOTS-PLPs, ILT, and other implemented PD or L and D Programs.

Furthermore, given the importance of this data or output submission, it is crucial that these will be completed and submitted promptly. In view thereof, Schools Division offices are highly encouraged to prioritize and expedite the data/output collection process.

Immediate dissemination of this Memorandum is directed.


MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
25-7077
DATE: FEB 10 2025 TIME: 9:00A
BY: 

Enclosed: As stated.
SGOD/jsa



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RECORDS



Republic of the Philippines
Department of Education
DAVAO REGION

RECEIVED

DATE: 31 JAN 2025

TIME: 8:59

January 28, 2025

REGIONAL MEMORANDUM
HRDD-2025-019

**SUBMISSION OF WORK APPLICATION PLAN (WAP) TO THE LEARNING
AND DEVELOPMENT PROGRAMS ATTENDED**

To: Assistant Regional Director
Schools Division Superintendents

1. This has reference to RM-HRDD-2025-005 entitled Regional Training of Division Core Team Trainers on Design, Development, and Quality Assurance of School-based Professional Development (PD) Programs dated January 8, 2025. The participants are requested to submit the signed Work Application Plan (WAP) on or before January 29, 2025 via <https://tinyurl.com/42h6u788>. The HRD- SEPS and EPS II are advised to facilitate the WAP submission with Means of Verifications (MOVs) including the MATATAG Curriculum for K147, HOTS-PLPs, ILT, and other implemented PD or L and D programs.

2. Furthermore, given the importance of this data or output submission, it is crucial that these will be completed and submitted promptly. In view thereof, Schools Division Offices are highly encouraged to prioritize and expedite the data/output collection process.

3. Immediate dissemination of this Memorandum is directed.

ALLAN G. FARNAZO
Director IV

DEPARTMENT OF EDUCATION - DAVAO
RECORDS SECTION
RELEASED

Encl.: As stated
ROH3/glv

By:
Date: Jan. 30, 2025
44717



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Republic of the Philippines
Department of Education
DAVAO REGION

January 9, 2025

REGIONAL MEMORANDUM
HRDD-2025-005

REGIONAL TRAINING OF DIVISION CORE TEAM TRAINERS ON DESIGN,
DEVELOPMENT, AND QUALITY ASSURANCE OF SCHOOL-BASED
PROFESSIONAL DEVELOPMENT (PD) PROGRAMS

To: Assistant Regional Director
Schools Division Superintendents

1. This has reference to DM-OUHROD-2024-1765 titled Conduct of Regional Office-Led Workshops on the Design, Development, and Quality Assurance of School-Based Professional Development Programs and RM-HRDD-2024-236 or Participants for the Regional Training of Division Core Team Trainers on Design, Development, and Quality Assurance of School-Based Professional Development Programs, be informed that the activity is scheduled on January 13-17, 2025 at Sunny Point Hotel, Maa Road, Davao City. The list of participants, program of activity, and other relevant details are found in the enclosures.
2. The participants are directed to register via <https://tinyurl.com/3cwjdc4h> on or before January 10, 2025. They are advised to check in on January 12, 2025 (Sunday), 4:00PM and check out on January 17, 2025, 12:00NN. The first meal is dinner on January 12, 2025 and last meal is afternoon snacks on January 17, 2025.
3. The following **pre-work requirements** shall be submitted through <https://tinyurl.com/5n8hp2vs> on or before January 10, 2025:
 - a. Training designs or SDO and School-based PD outputs focusing in English, Science, and Math; and
 - b. Results of PD Needs Assessment conducted across governance levels.
4. Travel expenses and board and lodging of the participants from Regional Office shall be charged against the HRD support funds or from NEAP and other local funds contingent upon its availability, while the participants from the Schools Division Offices and schools, expenses incurred shall be charged against the HRD support funds or local funds, subject to the usual accounting, budgeting, and auditing rules and regulations.
5. Along this vein, the Resource Speakers, Process Observers, HRD-SEPS, and EPS II are advised to attend a virtual meeting with the Program Management Team on January 9, 2025 from 9:00AM-11:00AM via <https://bit.ly/3PovCec>.
6. Further, the members of the Program Management Team are entitled to Service Credits or Compensatory Time-Off in accordance with DepEd Order No. 53, s. 2003 titled Updated Guidelines on Grant of Vacation Service Credits to Teachers,



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Department of Education
DAVAO REGION

specifically on January 12, 2025, in checking and preparing the materials of the training.

7. Immediate dissemination of this Memorandum is directed.

REBONFAMIL R. BAGUIO
Director III
Officer-In-Charge
Office of the Regional Director

Encl.: As stated
ROH3/glv

DEPARTMENT OF EDUCATION - DAVAO
RECORDS SECTION
RELEASED

By: *[Signature]*
Date: *Jan. 09, 2025*
47862



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