



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

Office of the Schools Division Superintendent

March 4, 2026

DIVISION MEMORANDUM

SGOD-2026-116

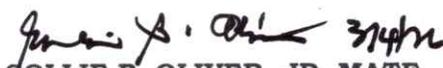
To : Assistant Schools Division Superintendent
Division Chiefs
Public School District Supervisors
Education Program Supervisors
Public School Heads
Public School Teachers
All Others Concerned

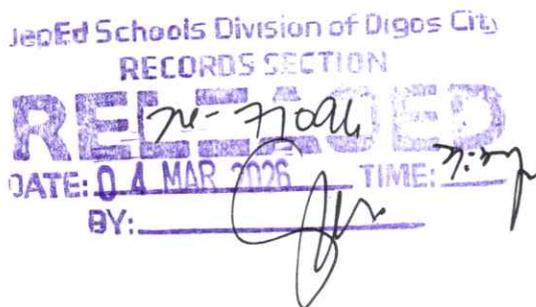
Subject: **ADOPTION AND UTILIZATION OF THE SCORING RUBRICS FOR THE EVALUATION OF WORK APPLICATION PLAN (WAP) IN THE NEAP SCHOLARSHIP PROCESSES**

1. This is in reference to Regional Memorandum HRDD-2026-046 dated February 25, 2026, signed by Allan G. Farnazo, Director IV, re: **Adoption and Utilization of the Scoring Rubrics for the Evaluation of Work Application Plan (WAP) in the NEAP Scholarship Processes**, this Office directs the adoption and utilization of the scoring rubrics for the evaluation of Work Application Plan (WAP) in the NEAP scholarship processes, effective immediately.
2. Accordingly, the Scholarship Committee at the Regional and Schools Division Office, among others, shall ensure strict compliance with the established NEAP Scholarship Processes and related quality standards.
3. Relevant details are found in the enclosures.
4. Immediate dissemination of this Memorandum is directed.

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

For and in the absence of the
Schools Division Superintendent


SOLLIE B. OLIVER, JD, MATE
Chief Education Supervisor-SGOD
Officer In-Charge



Enclosed: As stated.
SGOD



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082)553-8396 | (082)553-8376 | (082)553-9170
| (082)553-8375

RECORDS

121625



Republic of the Philippines
Department of Education
DAVAO REGION



February 25, 2026

REGIONAL MEMORANDUM
HRDD-2026-046

ADOPTION AND UTILIZATION OF THE SCORING RUBRICS FOR THE
EVALUATION OF WORK APPLICATION PLAN (WAP) IN THE NEAP
SCHOLARSHIP PROCESSES

To: Assistant Regional Director
Schools Division Superintendents

1. In line with DM-OULS-2026-018 dated January 19, 2026, this Office directs the adoption and utilization of the scoring rubrics for the evaluation of Work Application Plan (WAP) in the NEAP scholarship processes, effective immediately.
2. Accordingly, the Scholarship Committee at the Regional and Schools Division Offices, among others, shall ensure strict compliance with the established NEAP Scholarship Processes and related quality standards. Refer to the enclosures for further details.
3. Immediate dissemination of this Memorandum is desired.

ALLAN G. FARNAZO
Director IV-6

DEPARTMENT OF EDUCATION ROX
RECORDS SECTION
RELEASED

Encl.: As Stated.
ROH1/nrb

By: _____
Date: Feb 26, 2026
121625



Republic of the Philippines
Department of Education
 DAVAO REGION

Name: _____ Position/Designation: _____
 Office: _____ Contact No.: _____
 Address: _____ Email Address: _____

Program Title: _____
 Duration: _____ Inclusive Dates: _____
 Modality: _____ Venue: _____
 Learning Service Provider: _____

SCORING RUBRICS FOR THE EVALUATION OF WAP

Potential (Relevance and Feasibility of WAP)		
Criteria	Increasing levels of Quality and Descriptions	Points
Context (5 points)	The nature, extent, and salience of the identified problem or issue are comprehensively discussed. Different aspects of the action research setting are elaborated showing in-depth and critical analysis of the situation.	5 points
	The educational relevance and timeliness of the proposed action plan or issue are shown. The need to conduct a plan to address or improve the situation is explained.	3 points
	Presents a general description of the problem or issue as its focus of inquiry	1 point
	Not described	0 point
Intervention, Innovation, Strategy (5 points)	The rationale, extent, and limitation of the intervention, innovation, or strategy are explained in detail. Its plausibility as a way to address the problem or issue is given support.	5 points
	Outlines when and where the intervention, innovation, and strategy will be undertaken, and who will be involved. Activities to be conducted are stated.	3 points
	Mentions an intervention, innovation, or strategy to be tried out to address the problem or issue.	1 point
	Not presented.	0 point
Relevance of the proposed	Intervention/innovation/strategy is highly relevant and addresses the core issues or needs with exceptional precision.	5 points



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





Republic of the Philippines
Department of Education
 DAVA0 REGION

Potential (Relevance and Feasibility of WAP)		
Criteria	Increasing levels of Quality and Descriptions	Points
Intervention, Innovation, Strategy (5 points)	There may be noticeable gaps in understanding or addressing certain details or nuances.	3 points
	Relevance is limited; it addresses only some aspects of the issues or needs.	1 point
	Largely irrelevant and fails to address the core issues or needs adequately.	0 point
Relevance to DepEd or Office Priorities/ Mandates (5 points)	Aligns perfectly with the core priorities and mandates of DepEd. It directly addresses key goals and objectives, demonstrating a deep understanding of DepEd's strategic plans and effectively contributes to achieving them.	5 points
	Aligns well with the priorities and mandates but may lack some focus or depth in certain areas.	3 points
	Shows some alignment with the priorities and mandates of DepEd but has significant gaps. It addresses a few relevant areas but may not be fully integrated with the core goals and objectives.	1 point
	Has minimal or no relevance to the priorities and mandates of DepEd.	0 point
Relevance to KRA, actual duties, and Position (5 points)	Highly relevant/aligned with KRA, directly contributes to achieving all major objectives of the KRA, with exceptional results and highly relevant/aligned with actual duties and position	5 points
	Contributes to achieving some objectives of the KRA but are aligned with actual duties and position.	3 points
	Has limited contribution to achieving the KRA and not fully aligned with actual duties and position.	1 point
	Does not contribute to achieving the KRA and not aligned with actual duties and position.	0 point
Feasibility of Workplace Application Plan (5 points)	A SMART work plan is provided covering the start to completion of the WAP. Timelines are realistic and show concretely how it will unfold over the allowed period; the overall plan reflects the proponent's	5 points



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





Republic of the Philippines
Department of Education
 DAVAO REGION

Potential (Relevance and Feasibility of WAP)		
Criteria	Increasing levels of Quality and Descriptions	Points
	capacity to concretize ideas into clear and sequential steps to be undertaken.	
	Includes concrete steps and details for the completion of the activities.	3 points
	Somewhat structured but lacks detail in certain areas. Objectives, activities, and timelines need improvement, and some risks may be unaddressed.	1 point
	Poorly defined or absent. Objectives, activities, and timelines are not clear.	0 point

Total Points: _____

Remarks:

Evaluated by:

NAME AND SIGNATURE
 POSITION

Reviewed by:

NAME AND SIGNATURE
 POSITION

Approved:

NAME AND SIGNATURE
 POSITION

Conformed:

 Name and Signature of Scholar/Applicant



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

