



Republic of the Philippines
Department of Education
REGION XI

SCHOOLS DIVISION OF DAVAO ORIENTAL

Office of the Schools Division Superintendent

March 11, 2025

DIVISION MEMORANDUM
No. 031, s. 2025

**IMPLEMENTATION OF CONTEXTUALIZED TEMPLATES FOR ACCOMPLISHMENT
REPORT AND WORKPLACE APPLICATION PLAN (WAP)**

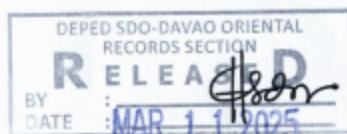
To : Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Education Program Supervisors
Elementary and Secondary School Heads
Elementary and Secondary Teachers
Division Personnel Concerned

In compliance with DepEd Memorandum No. 044, s. 2023, titled "Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the National Educators Academy of the Philippines (NEAP) Core Programs", the division shall implement the use of contextualized templates for the Accomplishment Report and Workplace Application Plan (WAP). This initiative is aligned with the One DepEd, One QMS framework to ensure the standardization of documentation, monitoring, and evaluation of professional development activities.

The Accomplishment Report template will guide the documentation of program objectives, implementation processes, outcomes, and best practices, while the Workplace Application Plan (WAP) will ensure that acquired competencies from professional development programs are effectively applied in the workplace. These standardized templates will promote consistency, efficiency, and accountability in reporting.

All concerned personnel are directed to use these prescribed templates in the submission of reports related to professional development programs. Copies of the templates are attached for reference and immediate implementation.

Please be guided accordingly.



5 P.m

for:
DR. JOSEPHINE L. FADUL
Schools Division Superintendent

3/11/25



Republic of the Philippines
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ACCOMPLISHMENT REPORT FORM

Program Owner:		
Contact Person:		Designation:
Contact No.:		Email Address:
Program Title:		
Date of Conduct:		
Venue:		
Total No. of Participants:		
Grade Level:	Male:	Female:
Executive Summary: <i>May include the program description and its objectives, and the daily proceedings of the conduct of the program.</i>		
Data Analysis Results Stratgeies Best Practices		
Photo Documentation <ul style="list-style-type: none">• <i>pictures and descriptions</i>		

I hereby declare the information provided in this program completion report is true and correct and there have been no misleading statements, omission of any relevant facts nor any misinterpretation made. I further allow DepEd-Division of Davao Oriental to investigate the authenticity of all the documents submitted.

I agree that DepEd-Division of Davao Oriental to be the co-owner of all the data gathered and the copyright of any publication of the use of these data.

Sign off by the Program/Course Manager or its equivalent.

Implementer:
Signature:
Date:

Noted by:

Immediate Superior

Approved by:

For: [Signature]
DR. JOSEPHINE L. FADUL
Schools Division Superintendent
3/11/25

(Enclosure No. 7 to DepEd Memorandum No. 044, s. 2023)



Republic of the Philippines
Department of Education

National Educators Academy of the Philippines

Sample Workplace Application Plan (WAP) Template

Name of Learner		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

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Type of Intervention				
Committee Work	Job Shadowing	Informal JEL Activities (Please specify)	Others (Please specify)	
Job Expansion	Special Project			
Job Rotation	Stretch Assignments			
		WAP Implementation		
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 learner will be able to do by the end of the WAP, following ABCD (Audience-Behavior-Condition-Degree) guidelines.				
Learning Objectives (What learner be able to do by the end of an activity/ learning session)	Activities (Activities that learner will engage in to meet each learning objective)	Timeline (Start-end of each activity)	Learning Facilitator (Immediate Supervisor or peer assigned to guide learner)	Support/Resources (Office order, information, etc. needed)

Prepared by (name and position):	Learner's Signature	Date

Reviewed by (name and position):	Signature	Date

Approved by (name and position):	Learner's Signature	Date