



Republic of the Philippines  
**Department of Education**  
Region I  
SCHOOLS DIVISION OFFICE PANGASINAN II

Office of the Schools Division Superintendent

13 August 2024

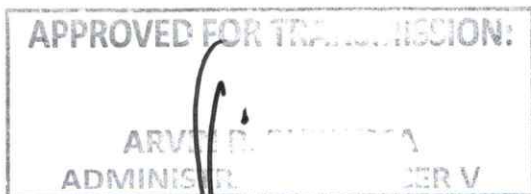
**DIVISION MEMORANDUM**

NO.: 413, S. 2024

**GUIDELINES IN THE APPLICATION OF LEARNING AND DEVELOPMENT (L&D)  
AND APPLICATION OF EDUCATION**

To: Assistant Schools Division Superintendents  
Chief Education Supervisors (SGOD, CID)  
Education Program Supervisors  
School Heads (Elementary and Secondary)  
Assistant Principals, OICs  
All Other SDO Personnel

1. DepEd Order No. 07 s. 2020 or the "DepEd Merit Selection Plan" states that the **Application of L&D** is a proven success of the learnings gained from the Human Resource Development (HRD) interventions done/attended by the applicant which must have led to significant positive results in their current or previous work. While **Application of Education** is the contribution made by an applicant to their workplace as a result of their learnings from their education degree/s or units earned, such as but not limited to applied concepts, processes, and skills that are relevant to the position to be filled. Points shall be given to an applicant who has successfully applied the learnings gained from said higher education units or degree/s earned. The application of education must have led to significant positive results in the applicant's current or previous work.
2. The main goal of this guidelines is to establish the overall structure and processes for setting policies, establishing Learning and Development system and overseeing management and effectiveness of Learning and Development and Application of Education function and their alignment to the goals, vision and strategic direction of the Division.
3. Attached here are the guidelines and important information in the submission of the said application of L&D and Education.
4. Immediate dissemination of the Memorandum is desired.



**VIVIAN LUZ S. PAGATPATAN, CESO VI**  
OIC, Schools Division Superintendent



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**ANNEX A**  
**PHASES OF THE APPLICATION OF LEARNING AND DEVELOPMENT AND EDUCATION**

Activity/ies	Description of Activity	Timeline	Persons Involved
<b>Phase 1 : Action Plan Submission</b>	Complete Documents in two (2) copies: <ol style="list-style-type: none"> <li>Action Plan</li> <li>Certificate of Participation from L &amp; D Attended or TOR highlighting the subject for Application of Education</li> </ol> <p>Note: All Action Plans are expected to follow the standard templates.            Link to the templates:</p> 	August 2024 November 2024 February 2025 May 2025	Records HRD Office
	Procedures: <ol style="list-style-type: none"> <li>Documents should be stamped received by the Schools Division Office Records Section.</li> <li>Documents should be submitted at the HRD office. Log your documents in the log book.</li> <li>Late submissions for the first month of the quarter will not be included. It shall be considered for the following quarter.</li> </ol>		
<b>Phase 1 : Action Plan Evaluation</b>	Application for Learning and Development/Education will be checked as to the following: <ol style="list-style-type: none"> <li>Completeness and correct order of the documents.</li> <li>Relevance of the Action Plan to the L&amp;D and Education attended.</li> </ol>	Every Quarter as Scheduled by the DCP	Division Committee Proponent



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	<p>3. SMART statements of the components.</p> <p>Note: Checking Committee will ensure comprehensive key points of the action plan in terms of originality, significance and relevance.</p>		
<b>Phase 1 : Action Plan Validation</b>	<p>Procedures:</p> <ol style="list-style-type: none"> <li>1. Download the template of the presentation at _____.</li> <li>2. Prepare a 10-15 minutes presentation based on the template.</li> <li>3. Wait for the presentation schedule of the proponents through a division memorandum.</li> <li>4. Present the action plan of the proponent. No representative/s are allowed.</li> </ol> <p>Note:</p> <ul style="list-style-type: none"> <li>• The committee shall check the originality/uniqueness of the action plans.</li> <li>• Failure to present the AP shall still be considered by waiting for the next schedule through a memorandum.</li> </ul>	Every Quarter as Scheduled by the DCP	Division Committee Proponent
<b>Phase 1 : Action Plan Revision</b>	<p>Procedures:</p> <ol style="list-style-type: none"> <li>1. All presented action plans shall be returned for revisions. If there are no revisions, the AP will go on to the next phase.</li> <li>2. Each proponent will be given two-three days to submit/return the revised action plans. Follow the "procedures" in the submission phase.</li> <li>3. All revised action plans will no longer undergo oral presentations.</li> <li>4. After submission, the HRD will issue a document that the action plan is okay for implementation.</li> </ol>	Third Week of the Month	Division Committee Proponent



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<p style="text-align: center;"><b>Phase 2 : Accomplishment Report  Implementation</b></p>	<p>Procedures:</p> <ol style="list-style-type: none"> <li>1. Proponents are given 3-6 months for the implementation of the Action Plan.</li> <li>2. During this phase, the division committee will conduct random/ unannounced visit for revalida/progress tracking to ensure all project objectives have been met. The Division Committee shall revalidate the submitted documents for originality.</li> <li>3. Proponents are required to conduct documentations, project accomplishment reports and write-ups. These will be compiled for the completion phase.</li> <li>4. For the pictures/photographs, use GEO-TAGGED Camera to properly indicate the dates and place of the implementations.</li> <li>5. Ensure that the timeline of the action plan is followed.</li> <li>6. Once the Action Plan is found to be fraudulent, the division committee shall not issue a Certificate of Completion (COC).</li> </ol>	<p style="text-align: center;">Three-Six Months</p>	<p style="text-align: center;">Proponent Division Committee on L&amp;D Education</p>
<p style="text-align: center;"><b>Phase 2 : Accomplishment Report  Completion</b></p>	<p>Procedures:</p> <ol style="list-style-type: none"> <li>1. All documents for completion shall be submitted to the division office. Please follow the "procedure part" in the submission phase.</li> <li>2. A final interview will be conducted by the Division Committee in the station / school where the action plan was implemented.</li> <li>3. Certificate of Completion will be issued once the project / action plan is fully implemented.</li> </ol>	<p style="text-align: center;">Sixth Months</p>	<p style="text-align: center;">Proponent Division HRD Committee</p>



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**ANNEX B. Division Committee on L&D and Application of Education**

Chairman: **RUSSEL JIM V. TAMAYO CESO VI**  
Assistant Schools Division Superintendent  
(ELEMENTARY)

**MARCIANO U. SORIANO JR. CESO VI**  
Assistant Schools Division Superintendent  
(SECONDARY)

Co-Chairpersons **REMENTOR B. AQUINO EdD**  
Chief, SGOD  
**CORNELIO R. AQUINO EdD**  
Chief CID

Members: **JANICE M. RIVERA PhD**  
SEPS, HRD

**EMHIL M. MEDRANO**  
EPS, HRD

**CHERRY C. QUESADA**  
School Head

**MILDRED M. GAGAR PhD**  
School Head

**RICARDO S. TAMBOGON**  
School Head

Consultant: **VIVIAN LUZ S. PAGATPATAN CESO VI**  
Schools Division Superintendent



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