



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

July 30, 2024

DIVISION MEMORANDUM
SGOD No. 090, s. 2024

SUBMISSION OF IMPLEMENTED WORK APPLICATION PROJECT (WAP)

TO: Asst. Schools Division Superintendent
Chiefs, Curriculum Implementation and
School Governance Operations Divisions
Education Program Supervisors
Section Heads
Cluster Heads
Public School Heads
All Other Personnel Concerned
This Division

1. Pursuant to Region Memorandum NEAP-2024-052, the 2024 DepEd SOX Workplace Application Project Expo will be held on September 13, 2024.
2. In this view, the City Schools Division of Tacurong City is calling all personnel, both teaching and non-teaching personnel, who attended various Professional Development (PD) Programs conducted post-pandemic up to the year 2023.
3. In connection with this, all participants who attended the following PD Programs are required to submit their completed Workplace Application Projects (WAPs) following the template specified in RM-NEAP-2024-052. Some of the PD Programs conducted include **Lunduyan sa Kahusayan, SEAMEO Innotech, UP NISMED Geogebra, HOTS-PLPs, ILT** and other NEAP and initiated PD Programs.
4. The following are required to submit the completed Work Application Project by category:

Category	Position	Cluster/Secondary Schools	Number of WAP
Category A	Education Supervisors (CES, EPS)	CID/SGOD	13
Category B	Education Specialist and Other Related Teaching Positions)	CID/SGOD	5



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Category C	School Heads (Principal, Assistant Principal, Head Teacher, Teacher-In-Charge)	Central	3
		East	8
		West	4
		North	8
		South	9
		ASBMNHS	1
		RMNHS	2
		SENHS	2
		SPNHS	2
		UKNHS	1
		TNHS	2
		VFGNHS	3
		Category D	Master Teachers (MT I-IV)
East	6		
West	14		
North	10		
South	10		
ASBMNHS	3		
RMNHS	2		
SENHS	5		
SPNHS	2		
UKNHS	0		
TNHS	30		
VFGNHS	9		
Category E	Teachers (TI-III / SPET /SST)		
		East	10
		West	10
		North	10
		South	10
		ASBMNHS	10
		RMNHS	10
		SENHS	10
		SPNHS	10
		UKNHS	10
		TNHS	10
		VFGNHS	10

5. All Functional Offices, Cluster, and Secondary Schools shall submit the Work Application Project (WAP) per category. Accomplishment shall be submitted on before **August 21, 2024**, through <https://tinyurl.com/WAPEXPO>.



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6. The SGOD-HRDS shall be responsible for the quality assurance based on the conformity/standards. All WAPs endorsed by HRDS shall undergo validation. Only **one entry of WAP per category** shall be endorsed to the Regional Office for 2024 WAP Expo. The following is the schedule and the members of the TWG on the validation of the Work Application Project (WAP):

Category	Validator	Schedule
EPS	Chief ES/ Selected EPS/ HRDS	August 22, 2024 (AM)
Teaching Related	Chief ES/ EPS/ HRDS	August 22, 2024 (AM)
School Heads	Chief ES/ EPS/ HRDS	August 23, 2024 (PM)
Master Teachers	Chief ES/ EPS/ HRDS	August 24, 2024 (AM)
Teachers	Chief ES/ EPS/ HRDS	August 24, 2024 (PM)

7. Attached is the Region Memorandum NEAP-2024-052 for your reference and guidance.

8. Meals and other expenses shall be charged against 2024 HRD Funds subject to the usual accounting and auditing rules and regulations.

9. For concerns and clarifications, contact **Ma. Dianne Joy R. Dela Fuente, SEPS** and **Janice P. Suboc, EPS II** – SGOD HRDS, through sgod.tacurong@deped.gov.ph.

10. Immediate and wide dissemination of this Memorandum is desired.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent


Enclosures: As stated

References: RM NEAP-2024-052

Allotment: 2024 HRD Funds

To be indicated in the Perpetual Index under the following subjects:

MONITORING

EVALUATION

LEARNING AND DEVELOPMENT PROGRAM

EPP/SGOD/DM 2024 SUBMISSION OF IMPLEMENTED WORK APPLICATION PROJECT (WAP)/July 30, 2024



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J.C. Tanyag
6/13/24 1:34 PM

June 10, 2024

REGION MEMORANDUM
NEAP-2024-052

2024 DEPED SOX WORKPLACE APPLICATION PROJECT EXPO

To: Schools Division Superintendents
All Other Personnel Concerned

1. The National Educators Academy of the Philippines (NEAP) aims to monitor and evaluate the effectiveness of its Professional Development Programs through the implementation of the Workplace Application Project (WAP). This is to ensure that the skills and knowledge acquired by teachers and school leaders are practically applied and assessed within their work environments, thereby gauging the real-world impact of the program.
2. As part of the monitoring and evaluation of the impact of the Professional Development Programs implemented by the Central, Regional, and Schools Division Offices, this office through the National Educators Academy of the Philippines - Region 12 calls for Workplace Application Projects for the **2024 DepEd SOX Workplace Application Project Expo on August 16, 2024 within General Santos City.**
3. The **Workplace Application Project (WAP) Expo** aims to:
 - a. provide a platform for teachers and school leaders to present their applied projects and share their experiences,
 - b. demonstrate the direct impact of professional development on organizational/instructional practices and students' learning,
 - c. foster a culture of continuous improvement and professional growth among teachers and school leaders through giving of technical assistance, and
 - d. inspire and motivate other teachers and school leaders to apply new strategies and techniques in their respective workplace.
4. All WAPs shall cover **all post-pandemic Professional Development (PD) Programs** such as:
 - a. Lunduyan sa Kahusayan
 - b. SEAMEO Innotech
 - c. UP NISMED Geogebra
 - d. Other NEAP and CO/RO-Led Professional Development (PD) Programs **with the exception of those already showcased in the HRD SOX Awards, 2023 NEAP Transformation Relaunching, and National/Regional/Division Research Congress from post-pandemic to year 2023.**
5. The expo shall have the following job group categories:

Category A	Education Supervisors (CES, EPS, PSDS)
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Category B	Education Specialists and Other Related Teaching Positions <i>(as stipulated in DO 7, s 2023/DepEd GMIS & BHROD Classification)</i>
Category C	School Heads (Principal, Head Teacher, Teacher-In-Charge)
Category D	Master Teachers (MT I-IV)
Category E	Teachers (T I-III/Special Science Teacher/Special Education Teacher)
<i>Note: Categories D and E also include teachers teaching under Inclusive Education Programs (Multigrade, Special Education Program, Madrasah Education Program, Indigenous Peoples Education Program, Flexible Learning Options – Alternative Learning System). They shall be classified or categorized depending on their Salary Grade.</i>	

6. All SDOs through the Human Resource Development Section (HRDS), shall submit **one entry for each Workplace Application Project (WAP) Category**. Accomplishment reports, accompanied by an endorsement from the Schools Division Superintendent, must be submitted on or before **July 26, 2024, Friday**, through <https://bit.ly/44Ue58p>.

7. The accomplishment report should highlight data, significant change or impact of WAP to the school, learners' and teachers' performances, community, and other stakeholders. Supporting documents shall be attached with the accomplishment report to justify the impact or change stories presented. **Note that the WAP may be disqualified due to various reasons, such as but not limited to incomplete requirements, no official endorsement from the SDS, sending of application directly to the regional office email, and discrepancies in documents.**

8. The identified Regional Team shall validate the authenticity and data consistency of the project through an **online interview**.

9. Enclosed to this memorandum are the following:

- Enclosure 1: The Workplace Application Project Expo Mechanics
- Enclosure 2: Timeline of Activity
- Enclosure 3: Workplace Application Project Report Template
- Enclosure 4: Checklist of Requirements for Document Review
- Enclosure 5: Tool for Online Validation of WAP
- Enclosure 6: Endorsement Template
- Enclosure 7: Indicative Program of Activity
- Enclosure 8: List of Regional Technical Working Group
- Enclosure 9: List of Document Reviewers
- Enclosure 10: List of Online Validators and Secretariat
- Enclosure 11: Panel of Experts and assigned TWG
- Enclosure 12: Expected Number of Participants per SDO

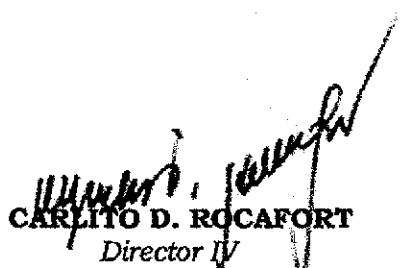
10. Meals, accommodation, cash incentives/honorarium, and supplies of the Regional TWG, panel of experts, validators, and identified participants shall be charged against the 2024 HRD Funds while the travel expenses, poster/supplies, and incidental expenses of SDO participants shall be charged to their respective local fund subject to the usual accounting and auditing rules and regulations.



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11. For concerns and clarifications, contact **Henry Fritz H. Diaz, Senior Education Program Specialist - HRDD-NEAP**, through email **henryfritz.diaz@deped.gov.ph**.

12. Immediate dissemination of this memorandum is desired.


CARLITO D. ROCAFORT
Director IV

Encl.: As stated
Reference: As stated
Allotment: 2024 HRD Funds
To be indicated in the Perpetual Index under the following Subjects:

MONITORING

EVALUATION

LEARNING AND DEVELOPMENT PROGRAM

HPHD/HRDD-NEAP/RM- 1st DEPED SOX WORKPLACE APPLICATION PROJECT EXPO/050/June 10, 2024



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Enclosure 1 to Region Memorandum NEAP-2024-052

THE WORKPLACE APPLICATION PROJECT EXPO MECHANICS

A. Rationale

The education sector is continuously evolving, with an increasing emphasis on the professional development of teachers and school leaders to ensure they are equipped with the latest educational strategies and technological advancements. Professional development programs, especially those developed by the National Educators Academy of the Philippines (NEAP), play a crucial role in enhancing the skills and knowledge of its clientele – the teachers and school leaders. However, the true value of these programs is realized only when the acquired knowledge and skills are effectively applied in their respective workplace leading to improved student learning outcomes.

Based on DepEd Order No. 7, s. 2023, the **application of Learning and Development (L&D)** pertains to the demonstrated success of knowledge and skills acquired from Human Resource Development (HRD) interventions attended by a teacher or school leader, which should have resulted in notable positive outcomes in their current or past work. Hence, the **Workplace Application Project (WAP) Expo** is conceived to address this crucial connection between professional development and workplace application.

WAP Expo provides a platform for teachers and school leaders **who have undergone NEAP and other CO/RO-led Professional Development Programs** to present their workplace application projects and showcasing how they have applied their new skills and knowledge in real workplace settings. Furthermore, **the expo aims to highlight the tangible impacts of workplace application projects in the organization, students' learning, and community in general.**

B. Significance of the Workplace Application Project

1. Bridging Theory and Practice

Professional development programs equip teachers and school leaders with innovative approaches, theoretical knowledge, and new instructional methodologies. However, without practical application, these learning may not translate into meaningful workplace experiences. The expo bridges this gap by encouraging teachers and school leaders to implement and showcase their learning through tangible projects.

2. Demonstrating Impact

It is crucial to assess and recognize the impact of professional development on the desired outcomes. This expo allows teachers and school leaders to present evidence of the positive changes in their organization/learners' learning experiences and achievements by providing a clear demonstration of the benefits of continuous professional development.



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3. Fostering a Culture of Continuous Improvement

By sharing their experiences and outcomes, teachers and school leaders can inspire their colleagues to adopt innovative practices and engage in ongoing professional growth. The expo promotes a culture of continuous improvement, where teachers and school leaders are motivated to refine their projects and embrace new ideas.

4. Encouraging Collaboration and Sharing of Best Practices

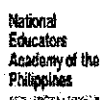
The expo creates a collaborative environment where teachers and school leaders can exchange ideas, learn from each other's experiences, and discuss challenges and solutions. This collaborative approach helps in the dissemination of best practices and fosters a supportive professional learning community.

C. Participants

Organized by the National Educators Academy of the Philippines – Region 12, the participants of the expo are **regular teachers and school leaders (including Inclusive Education Programs)** who have attended/completed NEAP and other CO/RO-led Professional Development Programs conducted from post-pandemic to present.

D. Format and Activities

Document Review	<ul style="list-style-type: none"> • The SDOs, through the HRDS, shall submit one WAP entry per category on or before July 26, 2024. • The Identified Regional Team shall review all the submitted WAP documents in terms of document completeness, alignment with prescribed documented information, and compliance with the set guidelines. • In case of minimal discrepancies, the HRDD shall notify the proponent via email and shall ensure compliance with the needed document(s) within 24 hours.
Online Validation	<ul style="list-style-type: none"> • After the document review, the identified validators shall conduct an online validation of the Workplace Application Project (WAP) implementation. • The validators are tasked with validating the authenticity and data consistency of the project. • The expected participants of the said validation shall comprise the following: WAP proponent/s, Immediate Supervisor, at least one direct recipient of the WAP (e.g., learner), and other stakeholders (LGU/Barangay Officials/PTA Representative/parents, and related stakeholders of the project). <p>Validation Guidelines:</p> <ul style="list-style-type: none"> • The virtual validation shall be done for 15-30 minutes per WAP. • Data relative to the implementation of the WAP shall be prepared by the implementer on/before the set deadline



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	<p>submission. These data pertain to the significant improvement or effect to KPIs, learner and teacher performance, stakeholders, and community.</p> <ul style="list-style-type: none"> • Validators shall ask questions to verify data and gather supplementary inputs to the implemented WAP. • Answers shall be catered by the validators one at a time. • Attendees are required to click the “raise hand” button and wait for the acknowledgement of the validators before speaking.
WAP Expo/Presentation	<ul style="list-style-type: none"> • The WAP Expo shall take place on August 16, 2024. Specific venue shall be announced on a separate issuance. • Only the validated and approved WAP shall be showcased during the expo. A memorandum containing the names of the approved WAP for expo shall be issued on a separate issuance. • The WAP proponent shall present their projects, highlighting the objectives, implementation process, and outcomes to their target audience. • Each expo/presentation shall include an assessment of the project's impact on student learning and community/partner engagement.
Panel Discussion and Provision of Technical Assistance	<ul style="list-style-type: none"> • After each presentation, the panel of experts shall provide input on the importance of professional development and its real-world applications based on the WAP. • There shall be an interactive discussion where experts can ask questions/clarifications, provide recommendations and technical assistance, and gain deeper insights into the projects presented.

E. Expected Outcomes

The Workplace Application Project Expo is expected to yield several positive outcomes:

- Enhanced Professional Practices** – Teachers and school leaders will gain new insights and practical strategies to implement in their workplace.
- Improved Learners Outcomes** - Learners will benefit from innovative teaching methods and enhanced learning experiences.
- Professional Growth** - Participating teachers and school leaders will develop greater confidence and expertise in applying their professional development learnings.
- Collaborative Culture** - The expo will promote a collaborative culture among teachers and school leaders and encourage the sharing of best practices and continuous professional growth.

F. WAP Expo Guidelines

The Workplace Application Project (WAP) Expo is a platform for teachers and school leaders to showcase the practical application of their learning from NEAP and other CO-Led Professional Development (PD) Programs. The expo aims to highlight



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innovative practices and strategies that contribute to the improvement of the organization and target recipient outcomes (e.g., learners). This will be done in five job groups/categories:

- Category A: Education Supervisors (CES, EPS, PSDS)
- Category B: Education Specialists and Other Related Teaching Positions
- Category C: School Heads (Principal, Head Teacher, TICs)
- Category D: Master Teachers (MT I-IV)
- Category E: Teachers (T I-III/SST/SPED)

1. The Workplace Application Project should have been implemented for **at least 6 months**.
2. Participants must be **regular teachers or school leaders** who have attended NEAP and other CO/RO-led Professional Development Programs from the post-pandemic period to the present.
3. The SDO shall only send **one presenter per WAP** on the day of the expo in case there are multiple proponents.
4. Participants must submit their WAP Report following the prescribed template on or before **July 26, 2024** through this link <https://bit.ly/44Ue58p>.
5. Presentations shall be limited to a **maximum of 10 minutes**, followed by a **5-10-minute interpellation**. The presentation may include a short video clip containing recipients' testimonies, messages, etc.
6. Participants must also prepare their posters. Use vertical (portrait) layout at 6 x 2.5 ft. size. Participants shall prepare the stand.
7. The WAP Report should follow the following format:
 - Font: Bookman Old Style
 - Font Size: 11
 - Spacing: 1.5
 - Paper Size: A4
 - Orientation: Portrait
 - Margin: Normal
8. The required attire of the participants is business/formal attire.



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9. The WAP presentation shall be guided with the rubrics below:

Rating Area	Excellent 5	Very Good 4	Good 3	Fair 2	Poor 1
Impact of the WAP (40%)	The WAP has extensively benefited target recipients from the workplace and the community.	The WAP has widely benefited target recipients from the workplace and the community.	The WAP has reasonably benefited target recipients from the workplace and the community.	The WAP has limitedly benefited target recipients from the workplace and the community.	The WAP has benefited a few target recipients from the workplace and the community.
Networking and Linkages (20%)	The WAP has extensively established concrete linkages and support with various stakeholders in the community.	The WAP has widely established concrete linkages and support with various stakeholders in the community.	The WAP has reasonably established concrete linkages and support with various stakeholders in the community.	The WAP has limitedly established concrete linkages and support with various stakeholders in the community.	The WAP has established weak linkages and support with various stakeholders in the community.
Documentation (20%)	The WAP has presented complete documentation in all phases of implementation.	The WAP has presented substantial documentation in most of the phases of implementation.	The WAP has presented reasonable documentation in some phases of implementation.	The WAP has presented limited documentation in few phases of implementation.	The WAP has presented weak documentation in one phase of implementation.
Clarity and Organization (10%)	The main points are effectively communicated with clarity and precision, and the presentation flows smoothly.	The main points are well articulated, and there is a logical flow from one point to another.	The main points are somewhat clear but presentation could be better explained and be more structured.	The main points are not well articulated and some parts lack coherence.	The main points and flow of the presentation are extremely difficult to understand and follow.
Engagement and Interaction (10%)	The questions are confidently addressed with thorough and insightful responses.	The questions are addressed with clear and concise responses to most questions.	The questions are almost addressed and only provide surface-level responses.	The questions are somehow addressed, but provide incomplete or incorrect responses to most questions.	The questions are not addressed and struggles to provide any meaningful responses.



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Enclosure 2 to Region Memorandum NEAP-2024-052

TIMELINE OF ACTIVITY

Date	Activity	Modality	Office/Person Responsible	Expected Participants
July 26, 2024	Deadline of WAP Submission	Online Submission Link: https://bit.ly/44Ue58p	HRDD-NEAP	SDO WAP Proponents
July 29-31, 2024	Document Review	Face-to-Face	HRDD-NEAP	Identified Document Reviewers
July 31, 2024	Virtual Orientation of Online Validators	Online	HRDD-NEAP	Online Validators and Secretariat
August 1-2, 2024	Online Validation	Online (Online link to follow)	RTWG/ Validators/ and Assigned Secretariat	WAP proponent/s, Immediate Supervisor, at least one direct recipient of the WAP (e.g., learner), and other stakeholders (LGU/Barangay Officials/PTA Representative/ parents, and related stakeholders of the project).
August 5, 2024	Virtual Orientation of RTWG and Panel of Experts	Online (Online link to follow)	HRDD-NEAP	Panel of Experts and RTWG
August 8, 2024	Arrival and briefing of RTWGs and Panel of Experts	Face-to-Face	HRDD-NEAP	RTWG and Panel of Experts
August 16, 2024	1 st DepEd SOX WAP Expo	Face-to-Face	HRDD-NEAP / RTWG / Panel of Experts	SDO WAP Proponents and HRDS



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Enclosure 3 to Region Memorandum NEAP-2024-052

**WORKPLACE APPLICATION PROJECT REPORT
TEMPLATE**

Front Page (The front page should include the heading of the SDO, title of the WAP, name/s of proponent/s, position, DepEd email, contact number, and category)

I. Project Profile

Name/Title of Project:	
Project Proponent/s & Position:	
No. of Participants/Recipients:	
Project Locale:	
Date Started:	
Date Accomplished:	
Total Expenditure:	
Source of Fund:	
Name of Functional Division/School:	
Name of Division:	
WAP Category:	
Contact Number:	
DepEd Email:	

II. Executive Summary

(Note: The executive summary shall not be more than 500 words)

Guide Questions:

- What were the highlights of the project?
- What happened in the implementation of the project? Describe if target activities were followed or there were deviations. If deviations happened, why?
- What performance gaps in the classroom and school/workplace were addressed by the project?
- What advocacy projects or programs have you initiated that benefited the workplace and the community?
- What top 3 contributions have you made to your community beyond work?



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III. Accomplishment of Objectives

Objectives (What are the specific objectives of the project?)	Strategies (What are the strategies that helped in the accomplishment of the objectives?)	Activities (What are the specific activities in each objective?)	Results (Were the objectives attained? Provide percentage of attainment and impact or significant story through data to support your claim.) <i>Supporting documents including photographs must be attached on a separate sheet to justify the data presented.</i>
Objective 1			
Objective 2			
Objective 3			
<i>Add row/s when necessary.</i>			

IV. Sustainability of the Project

- What are the recommendations to improve the implementation of the project?
- How will the project be sustained? Discuss next steps, e.g. networking and linkages, partnership, etc. if any.

Attachments:

1. Approved Workplace Application Plan/Job-Embedded Learning Plan/Action Plan
2. Memorandum indicating that you attended the L&D Program
3. Certificate of Participation/Recognition in your L&D Program
4. Photo Documentation with captions
5. Other MOVs that support the WAP

Note: You may include charts, graphs, etc., in your WAP report. Ensure that all required details of the WAP are present in the report.



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Enclosure 4 to Region Memorandum NEAP-2024-052

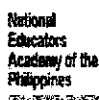
CHECKLIST OF REQUIREMENTS FOR DOCUMENT REVIEW

Item	Requirements	Status of Submission (Check if complied)	Remarks
1	Endorsement of Schools Division Superintendent		
2	Front Page		
3	Project Profile		
4	Executive Summary		
5	Accomplishment of Objectives		
5.a	<i>Specific objectives</i>		
5.b	<i>Strategies in each objective</i>		
5.c	<i>Activities in each objective</i>		
5.d	<i>Results of each objective</i>		
6	Sustainability of the Project		
7	Attachments		
7.a	<i>Approved Workplace Application Plan/ JEL Plan/ Action Plan</i>		
7.b	<i>Memorandum indicating the name of the proponent in the L&D Program</i>		
7.c	<i>Certificate of Participation/ Recognition of the proponent in the L&D Program</i>		
7.d	<i>Photo Documentation with captions</i>		
7.e	<i>Other MOVs that support the WAP Please specify:</i>		

Checked by: _____
 Document Reviewer

Verified: _____
 Program Holder

Noted: _____
 OIC CES, HRDD



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Enclosure 5 to Region Memorandum NEAP-2024-052

TOOL FOR ONLINE VALIDATION OF WAP

Item	Criteria	Yes	No	Remarks
1	Does the data pertain to significant improvement or effect on KPIs, learner/teacher performance, stakeholders, and community? (Impact)			
2	Does the data collected reflect the actual outcomes and impacts of the WAP, without any manipulation or bias? (Authenticity)			
3	Are the methodologies and tools used for data collection and analysis appropriate and effective for the WAP? (Process)			
4	Has the WAP addressed the identified needs and challenges effectively based on the data collected and analyzed? (Addressed Needs)			
5	Were the target recipients actively involved in the data collection process, providing input and feedback to ensure the relevance and accuracy of the collected information? (Involvement)			
6	Was there evidence of collaboration and cooperation among stakeholders to verify the impact and outcomes of the WAP? (Collaboration)			
7	Has the WAP outlined clear plans and strategies for ensuring the sustainability of its outcomes and impacts beyond the initial implementation phase? (Sustainability)			
8	Are there any other comments or observations regarding the quality and validity of the data related to the WAP? If yes, please specify: _____ _____ _____			

Yes: The criteria are met satisfactorily.

No: The criteria are not met or only partially met.

Remarks: Additional comments or explanations regarding the validation decision, providing context or suggestions for improvement.

Validator's Decision:

	Accepted	_____ Signature over printed name
	Not accepted	

Note: Discuss with the other validators your reasons for checking each indicator. In case of different check marks, come to a final decision. The final decision is not based on the majority's decision; it is a decision based on reasoned and consensual judgment.



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Enclosure 6 to Region Memorandum NEAP-2024-052

ENDORSEMENT TEMPLATE

(Heading)

(Date)

CARLITO D. ROCAFORT
Director IV
DepEd Region 12

Attention: **EMILY F. ENOLPE**
OIC CES, HRDD

Dear Director Rocafort:

Respectfully submitting the list of participants of (Schools Division Office) to the
2024 DepEd SOX Workplace Application Project Expo:

Category	Name	Position	WAP Title
A			
B			
C			
D			
E			

Thank you very much.

Sincerely yours,

Schools Division Superintendent



Republic of the Philippines
Department of Education
 SOCCSKSARGEN REGION

10:21 a.m. – 10:40 a.m.	2 nd WAP Presentation	SDO General Santos City
10:41 a.m. – 11:00 a.m.	3 rd WAP Presentation	SDO Kidapawan City
11:01 a.m. – 11:20 a.m.	4 th WAP Presentation	SDO Koronadal City
11:21 a.m. – 11:40 a.m.	5 th WAP Presentation	SDO Sarangani
11:41 a.m. – 12:00 p.m.	6 th WAP Presentation	SDO South Cotabato
12:00 p.m. – 1:00 p.m.	Lunch Break	
1:01 p.m. – 1:20 p.m.	7 th WAP Presentation	SDO Sultan Kudarat
1:21 p.m. – 1:40 p.m.	8 th WAP Presentation	SDO Tacurong City
1:40 p.m. – 2:00 p.m.	Consolidation of Result	c/o Panel of Experts and RTWG
2:00 p.m. – 2:30 p.m.	Health Break	
2:30 p.m. – 3:30 p.m.	Closing Program and Awarding	
	Congratulatory Message	Kathrine H. Lotilla OIC Asst. Regional Director
	Giving of Certificates	
	Declaration of Winners per Category	Henry Fritz H. Diaz SEPS, NEAP/Program Holder
	Words of Challenge	Carlito D. Rocafort Regional Director
	Closing Message and Acknowledgement	Emily F. Enolpe OIC CES, HRDD
	Closing Prayer	
Home Sweet Home		
3:30 p.m. – 5:00 p.m.	Feedbacking/Post Evaluation	Top Management, RTWG, & Panel of Experts
Dinner		



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Enclosure 8 to Region Memorandum NEAP-2024-052

Composition of Regional Technical Working Group

No.	Name	Position	Office
1	Carlito D. Rocafort	Regional Director	ORD
2	Kathrine H. Lotilla	OIC ARD	ORD
3	Emily F. Enolpe	OIC CES	HRDD
4	Dave C. Prodigio	EPS	HRDD
5	Roger V. Suerte	EPS	HRDD
6	Henry Fritz H. Diaz	SEPS	HRDD-NEAP
7	Jodan F. Manua	EPS II	HRDD
8	Apple John A. Satorre	EPS II	HRDD
9	Jyzyll G. Cantos	ADAS III	NEAP
10	GV Lo B. Yoro	ADAS I	HRDD
11	Cheryl P. Villa	Accountant III	FINANCE
12	Lydia G. Initan	AO V	AD
13	Aldwin B. Opre	ITO I	ORD
14	Charl Lorenz B. Nadela	CP II	ORD
15	Levi Carla E. Villanueva	CMT I	ORD
16	<i>To be identified by the Chief</i>	QAD Rep. (EPS)	QAD
17	Regine L. Vingno	Legal Asst. II	ORD
18	<i>To be identified by the Unit Head</i>	Driver	AD



Republic of the Philippines
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Enclosure 9 to Region Memorandum NEAP-2024-052

Document Reviewers

No.	Name	Position	Office
1	Emily F. Enolpe	OIC CES	HRDD
2	Dave C. Prodigio	EPS	HRDD
3	Roger V. Suerte	EPS	HRDD
4	Henry Fritz H. Diaz	SEPS	HRDD-NEAP
5	Jodan F. Manua	EPS II	HRDD



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Enclosure 10 to Region Memorandum NEAP-2024-052

Online Validators and Secretariat

No.	Name	Position	Office
Category A: Education Supervisors (CES, EPS, PSDS)			
1	Norman S. Valeroso	EPS	QAD
2	Jade T. Palomar	EPS	CLMD
3	Grace Patrice M. Mondragon	EPS	QAD
Secretariat	Kelvin Jay L. Losañes	ADA VI	AD
Category B: Education Specialists and Other Related Teaching Positions			
1	Michael A. Poblador	EPS	QAD
2	Elgene O. Dequilla	Engr II	ESSD
3	Ismael N. Ngitngit Jr	PDO IV	ESSD
Secretariat	GV Lo B. Yoro	ADAS I	HRDD
Category C: School Heads			
1	Magdaleno C. Duhilag Jr	EPS	CLMD
2	Crisanto M. Bulado	EPS	CLMD
3	Noren Grace G. Laguting	AO V	FD
Secretariat	Jyzyll G. Cantos	ADAS III	NEAP
Category D: Master Teachers (MT I-IV)			
1	Nathaniel F. Bangoc II	EPS	QAD
2	Ma. Isabel R. Cunanan	EPS	CLMD
3	Arturo D. Tingson Jr	EPS	CLMD
Secretariat	Christine Jane E. Aguillon	ADAS I	FTAD
Category E: Teachers (T I-III/SST/SPET)			
1	Cynthia G. Diaz	EPS	CLMD
2	Louella D. Jabido	EPS	QAD
3	Emerin B. Astillero	AO V	AD
Secretariat	Apple John A. Satorre	EPS II	HRDD

Overall Secretariat: **Henry Fritz H. Diaz**



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Enclosure 11 to Region Memorandum NEAP-2024-052

Panel of Experts and Assigned TWG

No.	Name	Position	Office
Category A: Education Supervisors (CES, EPS, PSDS)			
1	Ma. Lourdes A. Sanches	CAO	FD
2	Luz Lalli L. Ferrer	CES	CLMD
3	Napoleon J. Gio	CES	ESSD
TWG	Jzyll G. Cantos	ADAS I	NEAP
Category B: Education Specialists and Other Related Teaching Positions			
1	Maria Jeanette N. Delima	SAO	FD
2	Leonardo B. Mission	EPS	CLMD
3	Joseph Russel M. Farnazo	OIC CAO	AD
TWG	Apple John A. Satorre	EPS II	HRDD
Category C: School Heads			
1	Glenn A. Bisnar	CES	PPRD
2	Emily F. Enolpe	OIC CES	HRDD
3	Melinda A. Rivera	CES	FTAD
TWG	Levi Carla E. Villanueva	CMT I	ORD
Category D: Master Teachers (MT I-IV)			
1	Shienna Lyn L. Antenor	EPS	CLMD
2	Roger V. Suerte	EPS	HRDD
3	Raffy G. Herrera	EPS	PPRD
TWG	GV Lo B. Yoro/Regine L. Vingno	ADASI/LA II	HRDD
Category E: Teachers (T I-III/SST/SPET)			
1	Jay-ar S. Lipura	EPS	CLMD
2	Dave C. Prodigio	EPS	HRDD
3	Agney C. Taruc	EPS	FTAD
TWG	Jodan F. Manua	EPS II	HRDD
ICT In-charge: 1. Aldwin B. Opre 2. Charl Lorenz B. Nadela			



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Enclosure 12 to Region Memorandum NEAP-2024-052

Expected Number of Participants per SDO

SDO	Category A	Category B	Category C	Category D	Category E	HRDS	ASDS	SDS	Total
Cotabato	1	1	1	1	1	1	2	1	9
General Santos	1	1	1	1	1	1	1	1	8
Kidapawan	1	1	1	1	1	1	1	1	8
Koronadal	1	1	1	1	1	1	1	1	8
Sarangani	1	1	1	1	1	1	1	1	8
South Cotabato	1	1	1	1	1	1	1	1	8
Sultan Kudarat	1	1	1	1	1	1	1	1	8
Tacurong	1	1	1	1	1	1	1	1	8
TOTAL									65