



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

23 Sept 2026

DIVISION MEMORANDUM
SGOD – 2026 - 169

2026 DIVISION WORKPLACE APPLICATION PROJECT EXHIBIT

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Education Program Supervisors
Section Heads
Cluster Heads
Elementary & Secondary School Heads
This Division

1. The **DepEd Memorandum No. 44, s. 2023**, or the Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the National Educators Academy of the Philippines (NEAP) Core Programs and **DepEd Order 24, s. 2020**, or the National Educators Academy of the Philippines (NEAP) Transformation, aims to strengthen the implementation of learning and development programs at various governance levels. This ensures that teachers, school leaders, and related teaching and non-teaching personnel apply and are assessed on the skills and knowledge they gain in their work environments, thereby gauging the program's real-world impact.
2. Further, anchored on the Basic Education Monitoring and Evaluation Framework for the assessment of the impact of the professional development programs attended, the Schools Division Office of Tacurong calls for the submission of **Workplace Application Project Reports through a WAP Exhibit** to be held on **October 29, 2026, within Koronadal City**. The specific venue will be announced in a separate memorandum.
3. This activity aims to:
 - a. provide a platform for teachers and school leaders to present their applied projects and share their experiences from various national, regional, and division learning and development activities participated;
 - b. demonstrate the direct impact of professional development on organizational/instructional practices and students' learning;



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- 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 WAP Reports shall cover all post-pandemic Professional Development (PD) Programs such as a.) Enhanced K to 12 Curriculum; b.) Classroom Observable & Non-Classroom Observable Indicators; c.) NEAP Scholarship Programs; d.) Instructional Coaching for Literacy and Numeracy, and e.) Other NEAP and CO/RO-led Professional Development (PD) Programs, except those already presented in awards/recognition-giving bodies at various governance levels, including the Division Research Congress.
 5. The exhibit shall cater to WAP Reports from the different job groups in the following categories:
 - Category A: Education Supervisors (EPS)
 - Category B: Education Specialists, Related Teaching and Non-Teaching Positions
 - Category C: School Heads (Principal, Head Teacher, TICs)
 - Category D: Master Teachers (MT I-IV) -Elementary & Secondary
 - Category E: Teachers (T I-VII/ALS/SPED) -Elementary & Secondary
 6. The SDO and Elementary and Secondary Schools shall submit one WAP entry in every category applicable to them, subject to screening and evaluation prior to presentation. **All interested applicants shall fill in the data** needed at the link: <https://tinyurl.com/2026WAPTitles> on or before **October 1, 2026**.
 7. Mechanics of the WAP Exhibit and templates are attached for your perusal and reference.
 8. Expenses relative to the conduct of the activity, specifically meals, accommodation, cash incentives/honoraria, supplies, panel of experts, validators, and identified participants, shall be charged against the 2026 HRD INSET Funds, while the travel expenses, poster/supplies, and incidental expenses of SDO and school participants shall be charged to their respective local funds, subject to the usual accounting and auditing rules and regulations.



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9. For concerns and clarifications, contact Ma. Dianne Joy R. dela Fuente, SEPS-HRDS, through email address ma.delafuente004@deped.gov.ph or mobile number 09295140654.
10. For wide dissemination and compliance.

CARLOS G. SUSARNO, PHD., CESO VI
Asst. Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

MDJRdF/SGOD/DM-2026-DIVISION WAP EXHIBIT/ September 23, 2026



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Enclosure No. 1 to Division Memorandum SGOD -2026- 169

WAP EXHIBIT MECHANICS

(in reference to Regional Memorandum NEAP-2024-052)

The Workplace Application Project (WAP) Exhibit is a platform for teachers, school leaders, and related teaching and non-teaching personnel to showcase the practical application of their learning from NEAP and other CO-Led Professional Development (PD) Programs. The exhibit aims to highlight innovative practices and strategies that contribute to organizational improvement and target learning outcomes.

This will be done in five job groups/categories:

Category A: Education Supervisors (EPS)

Category B: Education Specialists, Related Teaching and Non-Teaching Positions

Category C: School Heads (Principal, Head Teacher, TICs)

Category D: Master Teachers (MT I-IV)

Category E: Teachers (T I-VI/ALS/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/SDO-led Professional Development Programs from 2025 to the present.
3. Each Cluster and Secondary School shall select and send one presenter per WAP on the day of the exhibit. However, if the WAP is authored by more than one person, only one of the proponents shall present.
4. Participants must **submit their WAP Report** following the prescribed template on or before **October 16, 2026**, through this link: <https://tinyurl.com/WAPCategoryEntries2026>.
5. Presentations shall be limited to a maximum of 10 minutes, followed by a maximum of 10-minute interpellation. The presentation may include a short video clip containing recipients' testimonies, messages, etc.



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6. Participants must also prepare their posters, including the stand. Use a vertical (portrait) layout at 6 ft x 2.5 ft size. The presenter is allowed a free layout of the poster.
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 participant shall be in business/formal attire during the presentation.
9. The WAP presentation shall be guided by the following rubrics:

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 benefited target recipients from the workplace and the community to a limited extent.	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	The main points are well articulated, and there is a logical flow	The main points are somewhat clear, but presentation could be	The main points are not well articulated, and some	The main points and flow of the presentation are extremely difficult to



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	precision, and the presentation flows smoothly.	from one point to another.	better explained and be more structured.	parts lack coherence.	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 No. 2 to Division Memorandum SGOD-2026-169

MATRIX OF ACTIVITY

DATE/TIME	ACTIVITY	RESPONSIBLE PERSON
October 28, 2026		
2:00 PM – 6:00 PM	Pre-work Activity	TWG
October 29, 2026		
7:30 AM – 8:30 AM	Arrival and Registration	TWG
8:30 AM -9:30 AM	Opening Program	
	Opening Program Preliminaries - National Anthem - Prayer - Regional and City Hymn - Opening Remarks - Acknowledgment of Participants - Statement of Purpose and Program Overview - Message - Program Norms and Reminders	Nomer F. Buenavente AA VI Ayesha P. Piñol OIC-ASDS Ernie P. Pama EPS-SGOD Mayflor D. Romualdo Chief ES-SGOD Carlos G. Susarno, PHD, CESO VI OIC-Schools Division Superintendent Ma. Dianne Joy R. dela Fuente SEPS
9:31 AM – 9:45	Health Break	
WAP EXHIBIT (Breakout Sessions per Category)		
9:46 AM – 12:00 NN	WAP Presentation	Per Category
12:01 PM – 1:00 PM	Lunch Break	
1:01 PM – 2:45 PM	Continuation of WAP Presentation	Per Category
2:46 PM – 3:00 PM	Health Break	
3:01 – 4:00 PM	Closing Program and Awarding Ceremonies	
	Declaration and Awarding of Winners per Category	Ma. Dianne Joy R. dela Fuente SEPS-HRDS
	Words of Challenge	Carlos G. Susarno, PHD, CESO VI OIC-Schools Division Superintendent
	Closing Message and Acknowledgment	Mayflor D. Romualdo Chief ES-SGOD
	Closing Prayer	Brendon A. Moises PDO-I
4:01 – 5:00 PM	Post-evaluation & Debriefing	Mohani A. Paguita SEPS -SMME
John G. Bayugos PDO-II Program Facilitator		



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**WORKPLACE APPLICATION PROJECT (WAP)
ACCOMPLISHMENT REPORT**

I. PROJECT PROFILE

Name of Project	
Activity/ies	
Project Proponent	
No. of Participants/Recipients	
Venue/Locale	
Date Started	
Date Accomplished	
Total Expenditure	
Source of Fund	
Name of School	
Name of Division	

II. NARRATIVE REPORT

III. ACCOMPLISHMENT OF OBJECTIVES

OBJECTIVES	STRATEGIES	ACTIVITIES	RESULTS
What are the objectives of the project?	What are the strategies that helped in the accomplishment of the objectives?	What are the specific activities in each objective?	Were the objectives attained? Provide percentage of attainment and impact or significant story through data to support your claim. Supporting documents including photographs must be attached on a separate sheet to justify the data presented.
Objective 1			



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Objective 2			
(add if any)			

IV. SUSTAINABILITY OF THE PROJECT

Prepared and submitted by:

Position

Noted:

Immediate Supervisor
Position

Recommending Approval:

AYESHA P. PINOL
Public School District Supervisor
Officer-in-Charge
Office of the Asst. Schools Division Superintendent

APPROVED:

CARLOS G. SUSARNO, PHD., CESO VI
Asst. Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



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MODE OF VERIFICATION



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