



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

03 Jul 2025

DIVISION MEMORANDUM

SGOD-2025-104

CALL FOR SUBMISSION OF WORKPLACE APPLICATION PROJECT (WAP)
OF ALL TEACHING AND NON-TEACHING PERSONNEL

To: Public Schools District Supervisors Concerned
Public Elementary School Heads Concerned

1. In line with the Department of Education's commitment to promote continuous professional development and improved school and office performance, the Schools Division Governance Operations Division (SGOD) through the Human Resource Development Section (HRDS) calls for **Submission of Workplace Application Project (WAP)** to all teaching and non-teaching personnel who have completed various Learning and Development (L&D) programs. A WAP is a mechanism for translating professional development learnings into improved teaching practices, leadership strategies, operational or administrative processes within the workplace.
2. The Workplace Application Project (WAP) aims to:
 - a. Encourage the practical application of professional development learnings in day-to-day school or office operations.
 - b. Promote innovative and sustainable practices that address identified school or workplace challenges.
 - c. Foster a culture of accountability and impact-driven learning among DepEd personnel.
3. Please take note of the following implementation guidelines:
 - a. All permanent teaching and non-teaching personnel who have completed post-pandemic L&D programs such as Lunduyan sa Kahusayan, SEAMEO Innotech, UP NISMED Geogebra, HOTS-PLTs, Instructional Leadership Training (ILT), Revised K-12 MATATAG Curriculum for Kindergarten, G1, G4, G7, Office Performance and Development for Non-teaching Personnel (OPDNTP) and other Division initiated PD Programs.
 - b. The WAP should be implemented over a period of at least six (6) months and may focus on areas such as curriculum implementation, instructional supervision, learner outcomes, administrative efficiency, stakeholder engagement, or resource management.
 - c. The WAP submission shall have the following job group categories:

| | |
|------------|---|
| Category A | Education Program Supervisors |
| Category B | Education Program Specialist and Other related Teaching positions |
| Category C | School Heads (School Principal, Head Teacher, Teacher-In- |



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| | |
|------------|---|
| | Charge) |
| Category D | Master Teachers (MT I-III) |
| Category E | Teachers (T1-III/Special Science Teacher/Special Education Teacher) |
| Category F | Non-Teaching personnel |

- d. All District Offices may create a committee for screening applicants within their District but must submit only one entry of WAP for Category C, D, E and F.
 - e. Applicants are required to submit WAP entries using the WAP Report Template. The accomplishment report should highlight data, significant change or impact of WAP to the school, learners' and teacher's performances, community and other stakeholders.
 - f. It must observe the following format:
 - Font: Bookman Old Style
 - Font Size: 11
 - Spacing 1.5
 - Paper Size: A4
 - Orientation: Portrait
 - Margin: Normal
 - g. Winning participant per category per District shall submit one (1) PDF file of their respective entries with the following documents:
 - (1) Endorsement from the District
 - (2) Front Page
 - (3) WAP Report
 - (4) Attachments/Mean of Verification (MOVs)
 - h. Deadline of submission and evaluation
 - District Level: August 11-15, 2025
 - Division Level: August 25-29, 2025
4. See enclosed Endorsement and WAP Report template for reference. Templates can be accessed through the link <https://bit.ly/3ZWJjuf>.
 5. For inquiries, contact Rehanee P. Sambuto, SEPS at mobile number 09385540626 or Madina P. Loguioman, EPS II at 09193702488.
 6. For the information, guidance, and compliance of all concerned.

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: As stated
Reference: N o n e
To be indicated in the Perpetual Index



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under the following subjects:

FORMS

AAD/SGOD/MLA – call for submission of workplace application project (wap)
of all teaching and non-teaching personnel
0573/July 03, 2025



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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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July 1, 2025

RUTH L. ESTACIO, Ph.D., CESO V
Schools Division Superintendent
DepEd SDO Sarangani

Attention: **REHANEE P. SAMBUTO**
SEPS - HRDS

Dear **SDS Estacio**:

Respectfully submitting the list of participants of (Name of District) to the 2025 Call for Submission of Workplace Application Project (WAP):

| Category | Name | Position | WAP Title |
|----------|------|----------|-----------|
| C | | | |
| D | | | |
| E | | | |
| F | | | |

Thank you.

Sincerely yours,

PSDS/PICs