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

26 Jan 2026

DIVISION MEMORANDUM
SGOD-2026-026

2026 WORKPLACE APPLICATION PROJECT (WAP) EXPO

To: Assistant Schools Division Superintendent
Public Schools District Supervisors / Principal In-charge
Principal / School Heads / School Administrators
Public and Private Schools
This Division

1. In relation to Division Memorandum SGOD-2025-104 titled Call for Submission of Workplace Application Project (WAP) of All Teaching and Non-Teaching Personnel, the Human Resource Development Section (HRDS) will conduct Workplace Application Project Expo on February 24, 2026, 9AM at Venue 88 Place and Events, General Santos City.

2. The following implementation guidelines is herebe reiterated:
   a. Participants must be 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-Charge)
Category D	Master Teachers (MT I-III)
Category E	Teachers (T1-III/Special Science Teacher/Special Education Teacher)
Category F	Non-Teaching personnel

3. For Categories C, D, E and F, all District Offices shall submit only one (1) entry for each Workplace Application Project (WAP) category mentioned. Below is the timeline of activites:

Date	Activity	Venue/Platform
February 9, 2026	Submission of Entries (Hard and soft copies)	• Hard copy submission at HRDS Office • Online submission https://bit.ly/WAP2026
February 10-11, 2026	Document Review	Online
February 16, 2026	Validation/Interview	Online
February 24, 2026	WAP Expo	Face-to-face at Venue 88, General Santos City

4. Enclosed to this memorandum are the following

Enclosure 1: The Workplace Application Project Expo Mechanics (adopted from RM NEAP-2024-052 with modification)
Enclosure 2: Workplace Application Project Report Template
Enclosure 3: Checklist of Requirements for Documents Review
Enclosure 4: Tools for Online Validation of WAP
Enclosure 5: Indicative Program of Activity
Enclosure 6: List of Division Technical Working Group
Enclosure 7: Division Memorandum SGOD-2025-104 "Call for Submission of Workplace Application Project (WAP) of All Teaching and Non-Teaching Personnel"

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

6. For inquiries, contact Rehanee P. Sambuto at rehanee.sambuto@deped.gov.ph and Madina P. Loguioman at madina.loguioman@deped.gov.ph

7. Immediate dissemination of this Memorandum is desired.

Digitally signed by
Estacio Ruth Laroscain
Adobe Acrobat version:
2023.008.20470

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index

under the following subjects:

PROGRAMS

Adriano A. Daligdig/SGOD/MLA – 2026 workplace application project (wap) expo
0076/January 26, 2026

Enclosure 1

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.

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

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	• The SDOs, through the HRDS, shall submit one WAP entry per category on or before February 9, 2026 • The Identified Documentation Review 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	• 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). Validation Guidelines • 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 submission. These data pertain to the significant improvement or effect to KPIs, learner and teacher performance, stakeholders, and community. • 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	The WAP Expo shall take place on February 24, 2026. 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	• 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:

a. Enhanced Professional Practices – Teachers and school leaders will gain new insights and practical strategies to implement in their workplace.
b. Improved Learners Outcomes - Learners will benefit from innovative teaching methods and enhanced learning experiences.
c. Professional Growth - Participating teachers and school leaders will develop greater confidence and expertise in applying their professional development learnings.
d. 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 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 Program Supervisors
Category B	Education Program Specialist and Other related Teaching positions
Category C	School Heads (School Principal, Head Teacher, Teacher-In-Charge)
Category D	Master Teachers (MT I-III)
Category E	Teachers (T1-III/Special Science Teacher/Special Education Teacher)
Category F	Non-Teaching personnel

a. The Workplace Application Project should have been implemented for at least 6 months.
b. 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.
c. Each District shall only send one presenter per WAP on the day of the expo in case there are multiple proponents.
d. 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.
e. Participants must also prepare their posters. Use vertical (portrait) layout at 6 x 2.5 ft. size. Participants shall prepare the stand.
f. The required attire of the participants is business/formal attire.

g. 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.

Enclosure No. 2 Workplace Application Project Template

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?

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.) *Supporting documents including photographs must be attached on a separate sheet to justify the data presented.*
Objective 1			
Objective 2			
Objective 3			
Add row/s when necessary.			

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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Telephone No.: (083) 508-2039
Website: www.depedsaragani.com
Email Address: sarangani@deped.gov.ph

Enclosure 3: Checklist of Requirements for Documentation Review

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	*Specific objectives*		
5.b	*Strategies in each objective*		
5.c	*Activities in each objective*		
5.d	*Results of each objective*		
6	Sustainability of the Project		
7	Attachments		
7.a	*Approved Workplace Application Plan/JEL Plan/Action Plan*		
7.b	*Memorandum indicating the name of the proponent in the L&D Program*		
7.c	*Certificate of Participation/Recognition of the proponent in the L&D Program*		
7.d	*Photo Documentation with captions*		
7.e	*Other MOVs that support the WAP Please specify:*		

Checked by: _____
Document Reviewer

Verified: _____
Program Holder

Enclosure 4: Tool for Online Validation of WAP

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.

Enclosure 5. Indicative Activity Matrix

Activity Matrix
February 24, 2026

Time	Topic/s	Person In-charge
8:00:9:00	Arrival and Registration	Participants and Secretariat
9:00-9:45	Opening Program National Anthem Prayer Regional Hymn Sarangani Hymn QMS Quality Policy	AVP
	Welcome Message	**Ma. Shirley M. Cardinal** SGOD-Chief
	Presentation of Participants	**Madina P. Loguioman** EPS II-HRDS
	Statement of Purpose and Overview of the Activity	**Atty. Nelyn B. Frinal, CESO VI** Assistant Schools Division Superintendent
	Message	**Ruth L. Estacio, PhD, CESO V** Schools Division Superintendent
	Program Norms and Reminders	**Rehanee P. Sambuto** SEPS-HRDS
9:45-10:00	**Health Break**	
WAP Expo Proper (Breakout per Category)		
10:00-12:00	WAP Presentation Education Program Supervisors (Category A) WAP Presentation - Teaching Related (Category B) WAP Presentation - School Heads (Category C) WAP Presentation - Master Teachers (Category D) WAP Presentation - Teachers (Categpry E) WAP Non-Teaching personnel (Category F)	**Participants per District**

12:00-1:00	Lunch Break	
1:00-3:00	WAP Presentation (continuation)	**Participants per District**
3:00-3:30	**Consolidation of Result**	**c/o Panel of Experts and TWG**
3:30-4:30	Closing Program and Awarding Congratulatory Message Giving of Certificates Declaration of Winners per Category Words of Challenge Closing Message and Acknowledgement Closing Prayer	 **Atty. Nelyn B. Frinal, CESO VI** Assistant Schools Division Superintendent **Ma. Shirley M. Cardinal** SGOD-Chief **Ruth L. Estacio, PhD, CESO V** Schools Division Superintendent **Rehanee P. Sambuto** SEPS-HRDS **Host**
4:30-5:00	Post Evaluation	**Host**

Enclosure 6: List of Division Technical Working Group

Top Management/Core Team

1	Ruth L. Estacio, Ph.D, CESO V	Schools Division Superintendent
2	Atty. Nelyn B. Frinal, CESO VI	Asst. Schools Div. Superintendent
3	Donna S. Panes, Phd.	Chief-CID
4	Ma. Shirley M. Cardinal	SGOD Chief
5	Adriano A. Daligdig	Education Program Supervisor
6	Rehanee P. Sambuto	Administrative Officer IV
7	Madina P. Loguioman	Education Program Specialist II
8	Aiza Cruz	Administrative Assistant II
9	Leonila E. Tabaranza	Administrative Officer IV
10	Jonathan Agreda	Administrative Officer II
11	Estylinda G. Tudayan	Nurse II

Document Reviewers

1	Felipe B. Tuyugon	Senior Education Program Specialist
2	Rehanee P. Sambuto	Senior Education Program Specialist
3	Madina P. Loguioman	Education Program Specialist II
4	Ismael R. Villaluz	Education Program Specialist II
5	Jestoni L. Sales	Education Program Specialist II

Validators/Panel Experts and Secretariat

1	Ma. Shirley M. Cardinal	SGOD Chief
2	Donna S. Panes, Phd.	Chief-CID
3	Romeo L. Martin	Senior Education Program Specialist
4	Maejel F. Salimama	Adminstrative Assistant III/Secretariat
	Category B - Teaching Related	
1	RO Personnel	Education Program Supervisor
2	Adriano A. Daligdig	Education Program Supervisor
3	Mario S. Donio	Education Program Supervisor
4	Ruel R. Sagogili	Adminstrative Aide VI/Secretariat
	Category C - School Heads	
1	RO Personnel	
2	Judith B. Alba, Phd.	Education Program Supervisor
3	Edmund C. Gulam	Education Program Supervisor
4	Reynaldo C. Tagala	Education Program Supervisor
5	Jestoni L. Sales	Education Program Specialist II
	Category D - Master Teachers	
1	RO Personnel	
2	John Gerson P. Constantino	Education Program Supervisor
3	Analiza A. Domingo	Education Program Supervisor
4	Araceli J. Dinopol	Senior Education Program Specialist
5	Ismael R. Villaluz	Education Program Specialist II
	Category E - Teachers	
1	RO Personnel	
2	Melchor P. Maguan	Education Program Supervisor
3	Marlou De Arce	Education Program Supervisor
4	Edward Ryan F. Gulam	Education Program Supervisor
5	Aiza Cruz	Administrative Assistant II
	Category F - Non-Teaching	
1	RO Personnel	
2	Irma May G. Dinasas	Administrative Officer V
3	Roel D. Balbarino	Administrative Officer IV
4	Joanne Gay C. Alquiza	Administrative Officer IV
5	Shella Mae A. Cellona	Adminstrative Assistant III/Secretariat

Enclosure 7. Division Memorandum SGOD-2025-104 “Call for Submission of Workplace Application Project (WAP) of All Teaching and Non-Teaching Personnel”

DEPARTMENT OF EDUCATION
DIVISION OF SARANGANI
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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/Means 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.

Digitally signed by Ruth L. Estacio PhD, CESO V

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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