



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

23 Jul 2026

DIVISION MEMORANDUM

SGOD-2026-163

SUBMISSION OF WORKPLACE APPLICATION PLAN AND PROJECT FOR NON-TEACHING PROFESSIONAL DEVELOPMENT COMPLETERS

To: Non-teaching Personnel
This Division

1. Pursuant to **DepEd Memorandum No. 044, s. 2023**, entitled *Interim Guidelines for the Quality Assurance, Monitoring, and Evaluation of the National Educators Academy of the Philippines (NEAP) Core Programs*, all participants who have completed the Division Professional Development (PD) Program are required to prepare and submit a **Workplace Application Plan (WAP)** to demonstrate the application of the knowledge, skills, and competencies acquired during the training in their respective workplaces. Furthermore, participants shall implement the approved WAP and submit a **Workplace Application Project (WAPr)** as an accomplishment report to document, monitor, and evaluate the implementation and outcomes of their workplace application.
2. To monitor the effective workplace application of the competencies gained from the Human Resource Development Section (HRDS) professional development programs for non-teaching personnel, all participants who have completed the training are required to submit their duly approved Workplace Application Plan (WAP). Following the six (6)-month implementation period, participants shall submit an Accomplishment Report or Workplace Application Project as evidence of the implementation and outcomes of their approved Workplace Application Plan.
3. The templates for the Workplace Application Plan (WAP) and Workplace Application Project (WAPP) may be accessed through the following link <https://bit.ly/WAPtemplates>. Participants shall submit their duly approved Workplace Application Plan (WAP) on or before **July 30, 2026** through the following submission link <https://bit.ly/WAPsubmission2026>. The Workplace Application Project or Accomplishment Report shall be submitted after the six (6)-month implementation period through the same submission link, unless otherwise advised.
4. For inquiries, contact Ms. Rehanee P. Sambuto or Ms. Madina P. Loguioyman at hrd.sarangani@deped.gov.ph.

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent





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Encl.: As stated

Reference: As stated

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

REPORTS

Adriano A. Daligdig/SGOD/MLA – submission of workplace application plan and project
for non-teaching professional development completers
0506/July 23, 2026

