



Republic of the Philippines  
**Department of Education**

REGION IV- A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

31 July 2024


DIVISION MEMORANDUM  
No. 511 s. 2024

**PRESENTATION AND MONITORING OF WORKPLACE APPLICATION PLAN  
(WAP) OF MASTER TEACHERS PROFESSIONAL DEVELOPMENT PROGRAM  
(MTPDP 2.0) PARTICIPANTS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors/Parent Supervisors  
Heads, Public and Private Elementary and Secondary Schools  
All Others Concerned

1. Anchored on **DepEd Order No. 42, s. 2017**, titled **National Adoption and Implementation of the Philippine Professional Standards for Teachers (PPST)** and on **DepEd Memorandum No. 50, s. 2020** known as the **DepEd Professional Development Priorities for Teachers and School Leaders for SY 2020-2023**, SDO Tayabas conducted a Capacity Building Activity, titled **Enhancing the Competencies of Master Teachers in Leading Change towards Effective Curriculum Implementation** last July 17-22, 2023 at St. Jude Cooperative Hotel, Tayabas City. Outputs required from the said training include the development and implementation of Workplace Application Plan (WAP), targeting Levels 3 and 4 of Kirkpatrick's Model of Evaluation.
2. Relative to the training conducted, presentation and monitoring of WAP of Master Teachers who participated in the previous training shall be conducted on August 23, 2024 from 8:00 a.m to 12:00 p.m. on a venue to be announced in a separate memorandum.
3. The activity aims to:
  - a. emphasize the significance of professional standards in the continuing professional development and advancement of teachers; and
  - b. ensure that the participants are properly equipped to effectively implement the basic education curriculum.
4. Template of WAP and slide decks for power point presentation may be accessed at <https://tinyurl.com/MT-WAP>.
5. Attached is the list of participants and members of the Program Management Team and their roles and responsibilities.

6. Clarifications and queries shall be coordinated with Ms. Regicelle Cabaysa, OIC-Senior Education Program Specialist for HRTD, through email [regicelle.cabaysa@deped.gov.ph](mailto:regicelle.cabaysa@deped.gov.ph).
7. Immediate dissemination of this Memorandum is hereby desired.

  
**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

Encl.: None

Reference: DepEd Order No. 42, s. 2017 and DM No. 50, s. 2020

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

WORKPLACE APPLICATION PLAN (WAP)  
MASTER TEACHERS

SGOD – presentation and monitoring of workplace application plan (wap) of master teachers professional development program (mtpdp 2.0) participants  
SGONLTJ7-001366 /July 31, 2024

**Enclosure 1 – List of Participants**

No.	Name	Position	School
1	Infante, Priscilla	Master Teacher I	EPES
2	Villaverde, Garry	Master Teacher II	FELES
3	Dimailig, Jeffrey	Master Teacher I	Mayuwi CS
4	Cabriga, Jeric	Master Teacher I	TECS
5	Gob, Annadel	Master Teacher I	TWCS III
6	Tibordo, Johncent Roy	Master Teacher I	BUSAL IS
7	Garcia, Nezsi	Master Teacher I	BANHS
8	Marquez, Lesette	Master Teacher I	WPNHS
9	Abella, Maricel	Master Teacher I	LPIHS
10	Abesamis, Tesalonica	Master Teacher I	LPIHS
11	Abulencia, Jacinta	Master Teacher I	LPIHS
12	Cabrera, Lyka Rose	Master Teacher I	LPIHS
13	Empamano, Ronelda	Master Teacher I	LPIHS
14	Laguador, Gerardo	Master Teacher I	LPIHS
15	Nadera, Reynan	Master Teacher I	LPIHS
16	Oabel, Nelda	Master Teacher I	LPIHS
17	Pagana, Richilyn	Master Teacher I	LPIHS
18	Rada, Michaela	Master Teacher I	LPIHS
19	Talavera, Niel Orven	Master Teacher I	LPIHS
20	Talavera, Mary Joy	Master Teacher I	LPIHS



**Enclosure 2**

**PROGRAM MANAGEMENT TEAM TERMS OF REFERENCE**

**PRESENTATION AND MONITORING OF WORKPLACE APPLICATION PLAN (WAP)  
OF MASTER TEACHERS PROFESSIONAL DEVELOPMENT PROGRAM (MTPDP 2.0)  
PARTICIPANTS**

**Overall Chairperson:** Celedonio B. Balderas, Jr. – Schools Division Superintendent

**Co-Chairperson:** Herbert D. Perez – Assistant Schools Division Superintendent

Committee	Person/s In-Charge	Terms of Reference
Program Manager	Imelda C. Raymundo	<ul style="list-style-type: none"> <li>- Oversees the implementation of the entire program.</li> <li>- Orients the PMT and resource persons on their terms of reference and details of the program design</li> <li>- Organizes and supervises the PMT to ensure that all processes are carried out and outputs delivered according to standards</li> <li>- Leads in crafting the Program Completion Report</li> </ul>
Learning Manager	Regicelle D. Cabaysa	<ul style="list-style-type: none"> <li>- Leads the conduct of the program per session room</li> <li>- Ensures that the program is carried out based on the detailed design in collaboration with the resource persons</li> <li>- Prepares and maintains a conducive learning environment by facilitating unfreezing, levelling of expectations, and norm-setting activities and by addressing emerging learning needs</li> <li>- Facilitates management of learning activities as scheduled and as needed</li> <li>- Ensures that the pre-assessment is administered</li> <li>- Ensures that Level 2 (Learning) evaluation is conducted and analyzes the results in coordination with the M&amp;E Coordinator</li> </ul>

Panelists	Imelda C. Raymundo Edwin R. Rodriguez Mikael Sandino T. Andrey Michael Leonard D. Lubiano Louie L. Fulleo Jerome Chavez LC Richelle Quintero Maria Corazon A. Borbon	<ul style="list-style-type: none"> <li>- Applies effective presentation and facilitation techniques in conducting assigned sessions</li> <li>- Provides expert content input during learning sessions</li> </ul>
M&E Coordinator	Montano L. Agudilla Jr.	<ul style="list-style-type: none"> <li>- Prepares and implements the Monitoring and Evaluation Plan in collaboration with the PMT</li> <li>- Assists the Program Manager in accomplishing the Program Delivery Readiness Checklist</li> <li>- Applies process observation and prescribed tools to monitor and evaluate program delivery</li> <li>- Administers and analyzes the results of Level 1 evaluation which is to be presented during debriefing</li> <li>- Assists the Learning Manager in administering and analyzing the results of Level 2 evaluation</li> <li>- Prepares Post-Program Delivery M&amp;E Report and submits to PM for inclusion in the Program Completion Report</li> </ul>
Documenter	La Trisha R. Dalit	<ul style="list-style-type: none"> <li>- Documents the proceedings of the learning sessions using the prescribed documentation template</li> <li>- Take photos of the different parts of the program delivery</li> </ul>
Secretariat	Ian Neric O. Ilao	<ul style="list-style-type: none"> <li>- Attends to registration needs of learners/participants</li> <li>- Ensures that the learners/participants fill up attendance sheets every day.</li> <li>- Prepares directory of participants based on registration forms</li> <li>- Assists in the distribution of learning materials and supplies</li> <li>- Assists in posting and</li> </ul>



		<ul style="list-style-type: none"> <li>collection of session outputs</li> <li>- Compiles session documents and learning resource materials</li> </ul>
Welfare Officer	Lailani Omlas	<ul style="list-style-type: none"> <li>- Ensures that provisions for inclusion, safety, security, health, and wellness of learners/participants, PMT, and resource persons are adequate and available at all times in the venue</li> </ul>
Logistics Officer	Regicelle D. Cabaysa	<ul style="list-style-type: none"> <li>- Ensures the quality, adequacy, and availability of facilities, equipment, supplies and materials, vehicles, and other resources to support the successful implementation of the program</li> <li>- Leads ocular inspection of venues to ensure adherence to standards and specifications</li> <li>- Checks that session rooms are always ready for use and conducive to learning</li> </ul>
Finance Officer/s	Benjie Millares Agnes Luzadas	<ul style="list-style-type: none"> <li>- Oversees all finance-related concerns of the program, including the efficient allocation and timely release of funds as well as the documentation for liquidation</li> <li>- Initiates procurement processes of resources, materials and relevant services, and follows up fund disbursement with appropriate offices</li> <li>- Monitors and documents all disbursements against budget to support liquidation</li> <li>- Liquidates all fund disbursement and prepares a financial report</li> </ul>