



Republic of the Philippines

Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

02 September 2025

DIVISION MEMORANDUM

No. **596** s. 2025

PREPARATION, APPROVAL, SUBMISSION, AND PRESENTATION OF WORK APPLICATION PLAN

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. In reference to the National Educators' Academy of the Philippines (NEAP) requirement for participants of professional development programs, such as training, is the preparation and implementation of a Workplace Application Plan (WAP).
2. The WAP serves as a concrete plan outlining how participants intend to apply newly acquired skills and knowledge in their respective work settings within a defined timeframe. It is a vital tool for ensuring the practical integration of training outcomes into day-to-day professional practice. This Office underscores the importance of this post-training document.
3. In line with this, and with reference to **Division Memoranda (DM) 327 & 357 s. 2025-Training of Grades 2, 3, 5, and 8 Teachers on the Revised K to 12 Curriculum Implementation-Phase 2** and **DM 455, s. 2025-Master Teacher Professional Development Program 2.0**, all School Heads and Master Teachers are advised to review and sign the WAP of the participants of these 2 trainings.
4. The following activities must be observed:

Activity	Date	Remarks
Finalization and Signing of WAP	September 1-5, 2025	School Heads and Master Teachers must review and provide technical assistance to trainees before signing: Prepared by: (Teacher-Participant, with name and position) Reviewed by: (Master Teacher, with name and position) Approved by: (School Head, with name and signature) Note: If the participant/trainee is a Master Teacher, the School Head will review and approve the WAP.

DIVISION MEMORANDUM

No. 596 s. 2025

Page **2** of 2

Uploading of duly signed WAP	September 5, 2025	Link for Uploading are: https://tinyurl.com/WAP-MATATAG-Phase2 (Training of Grades 2, 3, 5, and 8 Teachers on the Revised K to 12 Curriculum Implementation-Phase 2 https://tinyurl.com/WAP-MTPDP-Jul-Aug2025 (Master Teacher Professional Development Program 2.0)
Implementation of the WAP	September 2025– February 2026	School Heads and Master Teachers must monitor the WAP implementation
Evaluation and Presentation of the WAP	March 2026	Schedule of presentation will be released through a separate memorandum. Evaluation tool may be accessed from: https://tinyurl.com/WAP-Tool-Eval Portfolio Template may be accessed from: https://tinyurl.com/Portfolio-Template-WAP

5. Strict compliance of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: None.

References:

DM 327, s. 2025

DM 357, s. 2025

DM 455, s. 2025

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

PROFESSIONAL DEVELOPMENT

SGOD- preparation, approval, submission, and presentation of work application plan
DTS No./September 2, 2025