



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

17 Aug 2026

DIVISION MEMORANDUM

No. 408 s. 2026

**EVALUATION OF THE SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP 3.0)
WORK APPLICATION PLAN IMPLEMENTATION**

To: Assistant Schools Division Superintendent
Chiefs, CID, and SGOD
Education Program Supervisors
Public Schools District Supervisors/ Coordinators
Elementary and Secondary Schools Heads
All Others Concerned

1. The **Capability Building on the Enhanced School Heads Development Program (SHDP 3.0) for Beginning and Untrained School Heads** was conducted in accordance with DepEd Order No. 024, s. 2020, otherwise known as the **National Adoption and Implementation of the Philippine Professional Standards for School Heads (PPSSH)**, and DepEd Order No. 011, s. 2019 on the transformation of the National Educators Academy of the Philippines (NEAP). As a major program requirement, participants developed a Work Application Plan (WAP) designed to apply the knowledge and competencies gained from the training in their respective school settings. The implementation of the WAP continued through July 2026. To determine the extent of its implementation and assess the outcomes achieved by the participants, a WAP Evaluation is scheduled on August 24–25, 2026, in Rosario Resort and Hotel, Brgy. Quilib, Rosario, Batangas.

2. This activity aims to evaluate the implementation of their SHDP 3.0 Work Application Plans and utilize the results to strengthen their leadership practices and support continuous school improvement.

Specifically, it aims to:

- Present and validate the implementation status, accomplishments, and evidences of their SHDP 3.0 Work Application Plans.
- Analyze and reflect on the outcomes, strengths, challenges, and lessons learned from the implementation of their Work Application Plans in relation to school improvement goals.
- Formulate and share actionable strategies, best practices, and recommendations to sustain gains and enhance leadership effectiveness and school performance.

3. The participants in this learning endeavor are the beginning and untrained school heads who participated in the training on January 12–16, 2026, in AXIAA Hotel, 135 West Avenue, Brgy. Bungad, Quezon City.



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4. All participants are required to prepare a portfolio in PDF format using the prescribed template, which can be accessed through the following link: **<https://tinyurl.com/SHDPWAPPortfolio>**. The completed portfolio, together with a scanned copy of the approved Workplace Application Plan (WAP), must be uploaded through the submission link **<https://tinyurl.com/SHDPWAPPortfolioSubmission>** on or before **August 20, 2026**. Participants are reminded to ensure that all required files are uploaded strictly to their corresponding group number folder. In addition, they are required to present their Work Application Plan (WAP) Implementation through a Poster Presentation. Each participant will be allotted 10 to 15 minutes for the presentation, including the panel's feedback and discussion. They are likewise required to bring a hard copy of their approved Work Application Plan (WAP) on their assigned presentation date for validation and reference during the evaluation. For more information on the presentation requirements, participants are advised to refer to the attached Poster Presentation Guidelines.
5. Each participant will receive a **Certificate of Completion** upon successfully presenting his/her WAP. **Best WAP Presenters** will be selected and recognized during the closing program.
6. The list of participants, WAP Assessors, PMT/TWG Members, and WAP Evaluation Guidelines are attached herewith.
7. The participants will be divided into two batches, with each batch further divided into 12 groups. Please note that participants who fail to attend the activity will be required to shoulder the cost allocated for them. Furthermore, the assessors, as well as the members of the Program Management Team (PMT) and Technical Working Group (TWG), are required to stay at the venue on the night of August 24, 2026.
8. Expenses for the food and venue during this activity will be charged against the HRTD Fund, while transportation expenses will be charged against SDO/School MOOE, subject to the existing Accounting & COA rules and regulations.
9. An online meeting for the assessors, PMT and TWG Members will be held on August 19, 2026, from 1:30 PM – 3:30 PM via MS Teams. The meeting link will be provided to the concerned participants on the morning of the said date.
10. This Memorandum shall serve as Travel Authority for the participants, assessors, PMT & TWG Members.
11. For queries and assistance, please contact Mrs. Evelyn C. de Sagun – SEPS HRDS and Mrs. Leoncia B. Maramot – EPS II HRDS through FB Messenger.



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12. Immediate dissemination and strict compliance with this Memorandum are highly expected.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent 

Encl.: as stated

Reference: DepEd Order No. 024, s. 2020, DepEd Order No. 011, s. 2019

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

Issuances: Division Memorandum

ECS/Evaluation of the School Heads Development Program Work Application Plan Implementation/R2-154874/
08/17/2026



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Attachment A

EVALUATION OF THE SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP 3.0)
WORK APPLICATION PLAN IMPLEMENTATION

August 24 - 25, 2026
Rosario Resort & Hotel, Brgy. Quilib, Rosario, Batangas

LIST OF PARTICIPANTS

Group No.	NAME	SEX	DESIGNATION	SCHOOL
Batch 1 – August 24, 2026				
1	Philip Adrian A. Tenorio	M	Principal I	Banyaga National High School
2	Lanie Q. Laroza	F	Head Teacher I	Ping-As Coral Elementary School
3	Remedios C. Villela	F	Head Teacher II	Patugo Elementary School
4	Susan L. Katimbang	F	Teacher III	Paligawan Elementary School
5	Aldrin N. Hernandez	M	Head Teacher III	Alagao-Malindig Elementary School
6	Randy E. Cepillo	M	Officer-in-Charge	Colvo Elementary School
7	Maricris D. Atienza	F	Head Teacher I	Lumbang Na Bata Elementary School
8	Cristina M. Papa	F	Head Teacher II	Bambang Elementary School
9	Gerry M. Tahud	M	Master Teacher I	Jacobo Zobel Elementary School
10	Mario A. Caunceran	M	Principal II	Florencio D. Firmante Elementary School
11	Medina R. Mendoza	F	Head Teacher II	Dalipit East Bo. School & Dalipit Elementary School
12	Analyn T. Inandan	F	Principal I	Panghayaan Elementary School
1	Maria Elaine D. Resurreccion	F	Head Teacher I	San Gregorio Annex Elementary School
2	Belen P. Terrago	F	Principal II	Bugaan Integrated School
3	Mathew Alliene D. Mendoza	M	Assistant Principal II	Lemery Senior High School
4	Dennis N. Mendoza	M	Master Teacher II	Gov. Feliciano Leviste Memorial National High School
5	Tsinno T. Florentino	M	Master Teacher II	Lian National High School
6	Beverly R. Ebreo	F	Principal II	Masaguitsit Elementary School



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7	Lea G. Gupo	F	Officer-in-Charge	Malapad Na Parang National High School
8	Carmelo C. Carpio	M	ASP II	Anselmo A. Andoval Memorial National High School
9	Lisa M. Garcia	F	Head Teacher I	Mabini National High School
10	Nimfa, Wagan, Sor	F	ASP II	Malvar Senior High School
11	Gilberto L. Perez	M	Principal III	Malvar Central School
12	Kamille L. Garcia	F	Head Teacher I	Paaralang Elementarya Ng Loob
1	Jerald C. Mendoza	M	Head Teacher II	Tala National High School
2	Elvina A. Limeta	F	Head Teacher III	Natipuan Elementary School
3	Rufina B. Samonte	F	Principal IV	Nasugubu West Central School
4	Joel D. Abreu	M	Head Teacher II	Balaytigue National High School
5	Don Carlo F. Gollena	M	Principal I	Bukal Integrated National High School
6	Rhona B. Clayton	F	ASP II	Padre Garcia Integrated National HS
7	Nora C. Gutierrez	F	Principal II	Pinagsibaan Integrated School
8	Phil F. Perena	M	OIC ASP II	Alupay Integrated NHS
9	Glen D. Pagcaliwagan	M	Head Teacher I	Bayawang Integrated School
10	Jovie C. Palma	F	School Principal I	Lumbangan Elementary School
11	Melita P. Opina	F	Assistant School Principal II	Dr. Bonifacio A. Masilungan INHS
12	Jennifer M. Maulion	F	Head Teacher I/TIC	Lipahan National High School
1	Edzel M. Leopango	F	Head Teacher II	Tipas Integrated National High School
2	Maria Sonia M. Hernandez	F	Principal II	Calubcub I Senior High School
3	Jennifer R. Virtusio	F	Head Teacher I	Palahanan Integrated NHS
4	Job S. Triviño	M	Principal I	Sico 1.0 Integrated NHS
5	Mylene A. Del Rosario	F	Head Teacher II	Mahabang Parang ES
6	Charlyn Grace P. Casabuena	F	School Principal I	Maabud Elementary School
7	Nilo M. Vanguardia	F	Head Teacher IV	Luta Sur national High School
8	Ligaya M. Cusi	F	Head Teacher III	Kaingin Elementary School
9	Rosalia Rosally O. Magsino	F	Head Teacher I	Jorge Maranan Atienza ES
10	Ma. Jacinta D. Comia	F	Head Teacher III	Caloocan Elementary School
11	Vanessa D. Plata	F	Head Teacher I	Bacao Elementary School
12	Rodea Lou O. Caybugay	F	Principal I	San Isidro National HS
1	Ranilo B. Tejada	M	OIC/Head Teacher I	Paaralang Elementarya Ng San Isidro
2	Elsa E. De Guzman	F	Head Teacher III	Talahib Elementary School
3	Juliet S. Maneja	F	Head Teacher I	San Jose Elementary School

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4	Lilian S. Manaois	F	Officer-in-Charge	Dalima Elementary School
5	Niño A. Viaro	M	Head Teacher III	Magahis Elementary School
6	Maria Josefa E. Bolilan	F	Principal I	Agoncillo National High School
7	Ryan R. Ramos	M	OIC-Assistant Principal II	Alitagtag Senior High School
8	Loreta M. Asugui	F	Principal I	Pinakurusan Elementary School
9	Ronel A. Gomez	M	ASP II	Balayan Senior High School
10	Michael L. Valencia	M	Master Teacher I	Cesar Oroña Elementary School
11	Jeneffer F. Mamaradlo	F	Head Teacher I	Pitugo Elementary School
12	Aldrin Gabo	M	Head Teacher I	Balayong Elementary School
1	Ma. Buena S. Bautista	F	Head Teacher I	Sugod Elementary School
2	Jerome A. Cudiamat	M	ASP II	Calatagan Senior High School
3	Wilfredo G. Rapas	M	Head Teacher III	Kilitisan Elementary School
4	Richard A. Buenas	M	ASP II	Calatagan Senior High School
5	Cherrelyn V. Atienza	F	Principal I	Sabang Elementary School
6	Arabel C. Morales	F	Head Teacher I	Niyugan Elementary School
7	Paulo Gaylord R. Cajudo	M	Head Teacher II	Marcos Catibog Memorial Elem. School
8	Reimar A. Cornejo	M	ASP II	Lemery Senior High School
9	Arlene B. Baes	F	Head Teacher II	Malabrigo Elementary School
10	Margie A. Ilagan	F	Teacher -in-Charge	Bignay Elementary School
11	Sheryl C. Ilagan	F	Head Teacher II	Mabini National High School
12	Marvin A. Abanes	M	ASP II	Anselmo A. Sandoval Mem. National High School
1	Jeffrey S. De Las Alas	M	Principal I	Santiago National High School
2	Maricar C. Macahia	F	ASP II	Malvar Senior High School
3	Mariwen T.Abu	F	Head Teacher II	Paaralaang Elementarya ng Calingatan
4	Edmund M. Evangelista	M	Head Teacher III	Lumbangan National High School
5	Ernaldo P. Tavares Jr.	M	Head Teacher II	Dayap Elementary School
6	Rachel I. Bacit	F	Officer-in-Charge	Nasugbu National High School
7	Aurea L. Destreza	F	Head Teacher III	Utod Elementary School
8	Maybel M. Din	F	ASPI II	Padre Garcia Integrated National High School
9	Odeza M. Babasa	F	Head Teacher I	Palakpak Integrated National High School
10	Romela C. Caringal	F	Teacher III/OIC	Nasi Elementary School
11	Nida A. Ilagan	F	Principal I	Macalamcam B National High School
12	Raquel D. Callos	F	Head Teacher I	Mayuro Elementary School
1	John Phol A. Comia	M	ASP II	Calantas Senior High School & Calantas National High School

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2	Roselyn A. Ortega	F	Teacher III/OIC	Antipolo Elementary School
3	Dulce A. Gutierrez	F	School Principal III	Tugtug Elementary School
4	Ryan Romulo L. Matocinos	M	Head Teacher I	Hugom Elementary School
5	Julieta S. Deduque	F	Master Teacher I	Tipas Integrated National High School
6	Ederlina C. Umali	F	Head Teacher I	Calubcob I National High School
7	Margarita H. Delen	F	Head Teacher 1	Pacita Ramos Mendoza Memorial National High School
8	Arnold L. Salagubang	M	Head teacher II	Paaralang Elementarya ng Mabalanoy
9	Annaliza B. Montero	F	Head Teacher I	Boboy Elementary School
10	Thelma P. Cabaguio	F	Head Teacher III	Mataas na Lupa-Palsahingin Elementary School
11	Rowena DC. Soquiat	F	Head Teacher III	Pook ni Banal Elementary School
12	Rochell R. Bandong	F	ASP II	San Pascual Senior High School I
1	Sherryl N. Hernandez	F	Head Teacher II	Taal National High School
2	Vanessa A. Bautista	F	Principal IV	Taal National High School
3	Melona C. Almendras	F	Master Teacher II	Doña Maria Laurel Platon Memorial School
4	Rex G. Ramos	M	Head Teacher II	Tilambo National High School
5	Marifel D. Rabano	F	School Principal I	San Marcelino Elementary School
6	Ronald B Ortega	M	Head Teacher I	Piña Elementary School
7	Sheryl B. Jugueta	F	Head Teacher II	Banalo Elementary School
8	Liezel B. Castillo	F	Head Teacher III	Makawayan Elementary School
9	Hanny S. Villamor	F	Head Teacher I	Malabanan Elementary School
10	Elbie R. Mendoza	F	School Principal I	Coral Na Munti National High School
11	Joyce G. Ylagan	F	Teacher III	San Jose T. Reyes Integrated School
12	Crisanto Magtalas	M	Principal II	Dalipit Elementary School
1	Analyn M. Baylosis	F	Head Teacher II	San Piro National High School
2	Jaena N. Dela Cerna	F	Asst. School Principal II	Primitivo Kalaw Senior High School
3	Patricia V. Saludo	F	Teacher-In-Charge	Solis Elementary School
4	Daisy M. Agbay	F	Master Teacher II	As-Is Integrated School
5	Emer C. De Leon	M	Head Teacher I	Bisaya Elementary School
6	Maribel M. Formentos	F	Head Teacher I	Coral Ni Bacal Elementary School
7	Dino V. Busilig	M	Head Teacher II	Calatagan National High School

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8	Alvin D. Rasdas	M	Head Teacher II	Encarnacion Elementary School
9	Imelda H. De Sagun	F	Head Teacher III	Carlota Elementary School
10	Rosette L. Tapalla	F	ASP II	Dr. Juan A. Pastor Integrated National High School
11	Fe E. Nanteza	F	ASP II	Placido T. Amo Senior High School
12	Joana Z. Austria	F	Head Teacher II	Dita Elementary School
1	Niña Grace T. Aquino	F	Asst. Principal II	Dionisio P. Vito National High School
2	Naneth A. Macatangay	F	OIC-ASP II	Lobo Senior High School
3	Cristina B. Ramirez	F	Head Teacher II	Sawang Elementary School
4	Gory Deil D. Anyayahan	F	Teacher-in-Charge	Basilio S. Marasigan Mem. National High School
5	Inah Gizelle I. Manongsong	F	Head Teacher I	San Jose Elementary School
6	Robella L. Magnaye	F	Head Teacher I	Bilucan Elementary School
7	Dennis S. Calingacion	M	ASP II	San Isidro Malvar Senior High School
8	Jeremias S. Beltran	M	Head Teacher II/OIC	Tumalim National High School
9	Michael T. Villaluna	M	Head Teacher III	Balaytigue Elementary School
10	Florencio A. Avena	M	Officer-in-Charge	Maugat Elementary School
11	Maricyl P. Tendan	F	ASP II	Pantalan Senior High School
12	Elsie T. Bolado	F	ASP II	Pansol Integrated National High School
1	Nora R. Dagle	F	School Principal 1	Alupay Integrated National High School
2	Janice B. Dimatulac	F	Head Teacher III	Palakpak Elementary School
3	Juliana P. Espiritu	F	Head Teacher III	Maligaya Elementary School
4	Rowena R. Masilang	F	Principal III	Rosario Integrated National High School
5	Leny P. Macasaet	F	Head Teacher III	Banaybanay 1 Elementary School
6	Mildred M. De Torres	F	Principal III	Marcos Espejo Integrated School
7	Abel D. Manzana	M	Head Teacher I	Palingowak Elementary School
8	Gregoria P. Rodriguez	F	Head Teacher I	Catmon Elementary School
9	Mary Joy B. Manzana	F	Teacher-in-Charge	Coloconto Elementary School
10	Mary Ann S. Macalalad	F	Head Teacher I	Pulangbato National High School
11	Mabel G. Campang	F	Head Teacher II	Don Eulogio Luistro Elementary School
12	Ovien C. Gabay	F	Teacher III /TIC	Calumpang East Elementary School
1	Arlene H. Cometa	F	Head Teacher I	San Antonio Elementary School
2	Maribel C. Marasigan	F	Teacher III - OIC	Resplandor Elementary School
3	Clarissa B. Peniz	F	School Principal I	Ilat National High School

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4	Evelyn B. Ojales	F	Teacher III	Sta. Teresita Central School
5	Cheryl D. Montenegro	F	Master Teacher I/OIC	Antonio Bonsol Elementary School
6	Laarni G. Canlobo	F	Teacher III	Quiling Elementary School
7	Christian A. Africa	M	OIC-Assistant Principal II	Taysan Senior High School
8	Marilou B. Escala	F	Head Teacher III	Mabayabas Elementary School
9	Anabelle B. Escobilla	F	Officer-in-Charge	Guinhawa Elementary School
10	Mary Ann B. Luzon	F	Head Teacher III	Pisa Elementary School
11	Ma. Rhoda E. Panganiban	F	Asst. School Principal II	Tuy Senior High School
12	Rosauro V. Valeriano	M	Assistant School Principal II	Tuy Senior High School

Batch 2 – August 25, 2026

1	Melanie D. Magboo	F	Teacher III	Agoncillo National High School
2	Mark Christian R. Catapang	M	Head Teacher III	Alitagtag National High School
3	Rosanna T. De Los Reyes	F	Principal I	Jose Chua Ben Chong Memorial Elementary School
4	Rolando M. Magpantay Jr.	M	Head Teacher III	Paligawan Elementary School
5	Moises Israel C. Abel	M	ASP II	Bauan Technical Integrated High School
6	Carmi D. Mendoza	F	ASP II/OIC	Batangas Province Science High School
7	Rosalie P. Enrique	F	Head Teacher I	Caluangan Elementary School
8	Gloria C. Salazar	F	Principal I	Calatagan National High School
9	Ma. Cristina T. Garcia	F	Head Teacher I	Paraiso Elementary School
10	Lyne M. Jaen	F	Head Teacher I	Don Juan Integrated School
11	Orven F. Mendoza	M	School Principal I	Cuenca National High School
12	Norliza C. Tiemsem	F	MT II/OIC	Lucsuhin Integrated School
1	Juharra D. Canta	F	ASP II	Placido T. Amo Senior High School
2	Elena C. Carurucan	F	Head Teacher III	Niogan Elementary School
3	Gina C. Flores	F	Principal III	Sinisian Elementary School
4	Gigi M. Agito	F	ASP II	Lobo Senior High School
5	Virginia C. Marasigan	F	Head Teacher II	Nagtaluntong Elementary School
6	Nimfa P. Delica	F	Head Teacher III	Balatbat Elementary School
7	Celerina M. Sintones	F	Principal I	Solo Elementary School/ Ligaya Primary School
8	Boyot G. Cabutihan	M	Officer-in-Charge	Santiago Malvar Senior High School
9	Clyo O. Endaya	F	Head Teacher I	San Fernando Elementary School
10	Marites F. Manigbas	F	Head Teacher 3	Bubuyan Elementary School



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11	Alexandra V. Cloma	F	Assistant School Principal II	Nasugbu East Senior High School
12	Jericho B. Clemente	M	Head Teacher I	Kaylaway Ii Elementary School
1	Vincent Paul M. Cabral	M	MT I/OIC	Calayo Elementary School
2	Mildred A. Destreza	F	Officer-in-Charge	Balokbalok Elementary School
3	Domcar C. Lagto	M	Head Teacher III	Papaya Elementary School
4	Janice R. Mendoza	F	OIC-ASP II	Pansol Integrated National High School
5	Jennifer L. Camitan	F	Head Teacher III	Macalamcam B Elementary School
6	Merryjoy C. Macatangay	F	Principal II	Baybayin Elementary School
7	Marivic D. De Castro	F	Head Teacher I	Balibago Elementary School
8	Edwin A. Cabanig	M.	Head Teacher III	St. Isidore National High School
9	Olivia B. Morales	F	Head Teacher III	Salaban Elementary School
10	Levi M. Perez	F	ASP II	Taysan San Jose Integrated National High School
11	Evelyn R. Maulion	F	Head Teacher III	Paaralang Elementarya Ng Poctol
12	Remedios M. Luistro	F	Head Teacher I	Imelda Elementary School
1	Marissa A. Quinia	F	ASP II	Buhaynasapa Integrated National High School
2	Edison V. Cabato	M	Head Teacher I	Paaralang Elementarya Ng Janaojanao
3	Willie C. Malapitan	M	Head Teacher I	Tungal Elementary School
4	Larry T. Ojales	M	Principal I	Banoyo Integrated National High School
5	Fraida D. Delas Alas	F	Head Teacher III	Balimbing Elementary School
6	Benilda M. Dalawampu	F	Principal I	Ilat Elementary School
7	Arnel A. Alcantara	M	Head Teacher I	Tambo Integrated School
8	Edelyn B. Salazar	F	ASP II	Taal Senior High School
9	Lorena M. Polon	F	HT III/OIC	Doña Maria Laurel Platon School of Agriculture
10	Loverealjoy A. Lopez	F	School Principal I	Pinagbayanan Integrated National High School
11	Gilberto D. Escala	M	Head Teacher III	Conde Elementary School
12	Hilaria Wilma A. Marasigan	F	Head Teacher II	San Pedro Elementary School
1	Gerry G. Caringal	M	Principal I	Gamaw Elementary School
2	Marcelo B. Ularde	M	Principal I	Bolbok National High School
3	Eufrocino C. Erna	M	Head Teacher III	San Jose Elementary School
4	Dorothie M. Biscocho	F	Head Teacher III	Barigon Elementary School
5	Randolf O. Badillo	M	Asst. Principal II	Alitagtag Senior High School
6	Ruvilando A. Villalobos	M	Head Teacher III	Toong Elementary School
7	Glenda R. Enriquez	F	Head Teacher III	Looc Elementary School
8	Cristobal R. Adarlo	M	Asst. Principal II	Bauan Technical Integrated High School
9	Leonides M. Vidal	M	HEAD TEACHER III	Matala Elementary School

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10	Valentina C. Malapitan	F	Head Teacher II	Tamayo Elementary School
11	Annabelle M. De Jesus	F	Head Teacher III	Pacita Madrigal Warns Mababang Paaralan ng Bagong Silang
12	Herminia C. Hernandez	F	Head Teacher III	Calatagan 2.0 National High School
1	Marilou P. Magpanray	F	Principal I	Emmanuel Elementary School
2	Blademer O. Manalo	M	Assistant Principal II	Cuenca Senior High School
3	Grace M. Villanueva	F	Head Teacher I	Gregorio Sison Memorial Elementary School
4	Lea U. Magayanes	F	Teacher III	Berinayan Elementary School
5	Ivan M. De Castro	M	Head Teacher I	Masalisi Elementary School
6	Marcela C. Maala	F	Head Teacher II	Gulod Elementary School
7	Felicisimo C. Noche Jr.	M	Head Teacher III	Tubuan Elementary School
8	Crystal Diane M. Cabatay	F	HEAD TEACHER II	Balibago Elementary School
9	Donata B. Elamparo	F	Head Teacher I	Nagtoctoc Elementary School
10	Ellen E. Carmona	F	Teachers-in- Charge	Pinaghawanan Elementary School
11	Alicia B. Ortega	F	San Teodoro ES	San Teodoro Elementary School
12	Anais V. Geronimo	F	Principal I	Don Julio Leviste Mem. National High School
1	Mario L. Perez	M	Head Teacher I	Bagong Pook Elementary School
2	Brendalyn L. De Leon	F	Head Teacher I	Paaralang Elementarya Ng Kinalaglagan
3	Pedro C. Nepomuceno Jr.	M	Assistant School Principal II	Nasugbu East Senior High School
4	Cleto Caubalejo	M	Head Teacher III	Malapad na Bato Elementary School
5	Dolorosa P. Granados	F	Principal I	Pantalan Elementary School
6	Adelia H. Pacia	F	Head Teacher III	Bunducan National High School
7	Leny L. Mercado	F	Head Teacher I	Tangob Elementary School
8	Cerilina D. Comia	F	Head Teacher I	Maugat East Elementary School
9	Estelita P. Oliveros	F	Head Teacher 2	Macalamcam Elementary School
10	Marissa D. De Ocampo	F	Principal III	Alupay Elementary School
11	Annaliza L. Maglangit	F	School Principal	Itluga Integrated National High School
12	Myrna R. De Castro	F	Principal I	Timbugan National High School
1	Analiza L. Magmanlac	F	ASP II	Taysan San Jose Integrated National High School
2	Lawrence B. Aytona	F	Principal I	Tipas Integrated National High School



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9	Remedios D. Cortiñas	F	Principal III	Ayao-Iyao Elementary School
10	Vivian A. Ondo	F	Principal II	Bukal Elementary School
11	Mylene H. Limjoco	F	ASP II	Lian Senior High School
12	Irelyn R. Dueñas	F	Principal I	Jaybanga Integrated National High School
1	Lita G. Jara	F	Head Teacher II	Punas Elementary School
2	Yson O. Abarintos	M	Principal I	P. Anahao Elementary School
3	Mila M. Ilao	F	Head Teacher III	San Juan-Sto Niño Elementary School
4	Lady Diana C. De Ocampo	F	Principal I	San Isidro National High School
5	Judith C. Dinaya	F	Head Teacher II	San Gregorio Elementary School
6	Lianor B. Malabanan	F	TEACHER IN CHARGE	Upa Primary School
7	Louders A. Tenorio	F	Teacher III	Bilaran National High School
8	Ron Ronald A. Cloma	M	ASP II	Pantalan Senior High School
9	Ma. Cecilia P. Sevilla	F	Principal II	Wawa Elementary School
10	Myra T. Bruno	F	Head Teacher III	Bucana Elementary School
11	Antonia Lorena L. Bituin	F	Head Teacher I	Domingo M. Zuno Elementary School
12	Yollie M. Eriño	F	HEAD TEACHER III	Banaba Elementary School
1	Rosalie O. Mendoza	F	Head Teacher III	Compradia Elementary School
2	Myrna A. Rosales	F	Principal II	Bagong Pook Elementary School
3	Glenn C. Patupat	M	Teacher-In-Charge	Tulo Elementary School
4	Edwin B. Litong	M	School Principal I	San Ignacio Elementary School
5	Sheirbert G. Mercado	M	Head Teacher I	Bagong Pook Elementary School
6	Cecilia P. Verdadero	F	HEAD TEACHER II	Calubcob I National High School
7	Ma. Shejanie S. Matocinos	F	Principal-1	Aplaya Elementary School
8	Arrah S. Sulit	F	ASP II	Laiya Integrated National High School
9	Juliet J. Silang	F	ASP I	Palahanan Integrated National High School
10	Emely C. Panaligan	F	Head Teacher III	Libato National High School
11	Valyn R. Encarnacion	F	Head Teacher III	Bonliw Elementary School
12	Kristine Annie R. De Villa	F	School Principal I	San Nicolas Integrated High School
1	Maria Fatima F. Macuha	F	Principal 1	Banaba Elementary School
2	Rolena M. Garcia	F	Principal I	Alalum Elementary School
3	Loida Amor V. Siscar	F	Head Teacher I	Calumala Elementary School
4	Jonna May D. Casalme	F	Head Teacher I	San Guillermo Elementary School

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5	Lea H. Sanggalang	F	Head Teacher III	Talisay Senior High School
6	Noel L. Lara	M	Principal	Bilogo Integrated National High School
7	Maricel C. Garcia	F	Officer-in-Charge	Laurel Elementary School
8	Maria Fe A. Alvarez	F	Head teacher I	Papaya Elementary School
9	Jesie O. Magsino	F	Head Teacher III	Corona Elementary School
10	Rosario A. Consigo	F	Head Teacher I	Gumapac Barangay School
11	Emiliana R. Bituin	F	Head Teacher I	Mataywanak Elementary School



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Attachment B

EVALUATION OF THE SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP 3.0)
WORK APPLICATION PLAN IMPLEMENTATION

August 24 - 25, 2026
Rosario Resort & Hotel, Brgy. Quilib, Rosario, Batangas

EXECUTIVE COMMITTEE	
Overall Chairperson	MARITESS A. IBAÑEZ, CESO V Schools Division Superintendent
Co-Chairpersons	RHINA O. ILAGAN, CESE OIC-Asst. Schools Division Superintendent JOFIT P. DAYOC, CESE OIC- Asst. Schools Division Superintendent
Members	MARIO B. MARAMOT, PhD OIC- Chief, School Governance & Operations Division DAVID M. NUAY, PhD Chief EPS – Curriculum Implementation Division

PROGRAM MANAGEMENT TEAM AND TECHNICAL WORKING GROUP

LIST OF ASSESSORS

Group No.	NAME	SEX	POSITION	SCHOOL/SUB-OFFICE
1	Eleazar C. Magsino	M	PSDS	Calatagan
2	Maria Melissa M.Ariola	F	PSDS	Agoncillo
3	Nenita A. Adame	F	PSDS	Lemery
4	Nancy D. Lubis	F	PSDS	Mataasnakahoy
5	Riza C. Guzano	F	PSDS	Balayan East
6	Movita O. Cruzat	F	Principal IV	As-Is Integrated HS, Bauan West SO
7	Agrifina A. Dirain	F	PSDS	Malvar
8	Avelino B. Mortel	M	PSDS	San Pascual
9	Arnel A. Evangelista	M	Principal IV	Laiya INHS, San Juan East
10	Rianita S. Pasigpasigan	F	Principal IV	Sta. Maria-San Pedro ES, Bauan East SO
11	Aniano I. Hernandez	M	PSDS	San Luis
12	Erickson T. Gutierrez	M	PSDS	Taysan



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1	Jocelyn M. Manset	F	Principal IV	Dr. Juan A. Pastor Integrated National High School Ibaan SO
2	Lucky May L. Pasia	F	PSDS	Padre Garcia
3	Julita E. Ilagan	F	PSDS	Lobo
4	Joel B. Lubis	M	PSDS	San Jose
5	Wilson T. Ojales	M	Principal IV	Balayan National High School Balayan SO
6	Rundolph R. Abanto	M	Principal III	Alitagtag Central School Alitagtag SO
7	Bernarda M. Reyes	F	PSDS	Rosario West
8	Rodrigo S. Castillo	M	PSDS	San Nicolas
9	Ginalyn U. Macaraig	F	PSDS	Talisay
10	Emiteria B. Villamor	F	PSDS	Bauan East
11	Andrea M. Hernandez	F	PSDS	Cuena
12	Sarah S. Saguin	F	PSDS	San Juan West

No.	ROLE	NAME	SEX	POSITION	SCHOOL/SUB-OFFICE
1	Program Manager	Evelyn C. De Sagun	F	SEPS- HRDS	SDO
2	Lead Secretariat/ Logistics	Leoncia B. Maramot	F	EPS II - HRDS	SDO
3	Secretariat/ Logistics	Arnel B. Catapang	M	Admin. Asst. II	SDO
4	Group Facilitator/CM	Vicky P. de Torres	F	Principal IV	Gregorio Paradero Elementary School Tuy SO
5	Group Facilitator/CM	Marivic M. Dimaculangan	F	Principal IV	Mataasnakahoy NHS Mataasnakahoy SO
6	Group Facilitator/CM	Gilma C. Porley	F	Principal IV	Mabini Central School Mabini SO
7	Group Facilitator/CM	Feliciano D. Aquino	F	Principal IV	Agoncillo Central School- Agoncillo SO
8	Group Facilitator/CM	Marilou T. Sara	F	Principal IV	Tulo Elementary School – Taal SO



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9	Group Facilitator/CM	Jennifer H. Cabello	F	Principal IV	Subic Elementary School Agoncillo SO
10	Group Facilitator/CM	Gina M. Aseremo	F	Principal IV	Balayan East CS Balayan East SO
11	Group Facilitator/CM	Josephine D. Rosales	F	Principal IV	Mayuro NHS Rosario West SO
12	Group Facilitator/CM	Nancy C. Napili	F	Principal IV	Payapa ES Malvar SO
13	Group Facilitator/CM	Anacleto M. Gunio	M	Principal IV	Palahanan INHS – San Juan West SO
14	Group Facilitator/CM	Crispin I. Magpantay	M	Principal IV	Wenceslao Trinidad MNHS – Laurel SO
15	Group Facilitator/CM	Lemuel M. Dayo	M	Principal IV	Buhaynasapa INHS San Juan West SO
16	Lead Documenter	Hazel M. Yngreso	F	Principal IV	Padre Garcia INHS Padre Garcia SO
17	Documenter	Marilyn B. Peñaflor	F	Principal IV	Payapa National HS Lemery
18	Documenter	Irene B. Nakpil	F	Principal IV	Padre Imo Luna Memorial Elementary School
19	Documenter	<u>Maria Elizabeth S. Andino</u>	F	Principal III	Lian National HS
20	TWG	Ellen P. Toldanes	F	Principal II	Agoncillo Senior High School
21	TWG	Marcela A. Agdan	F	Principal II	San Pascual SHS I San Pascual SO
22	TWG	Jocelyn C. Adarlo	F	Principal III	Lemery SHS Lemery SO
23	TWG	Maria Sonia M. Hernandez	F	Principal II	Calubcob I Senior HS San Juan East SO
24	TWG	Maybe M. Bueno	F	PDO 1	SDO
25	QAME	Cora V. Samson	F	SEPS	SDO
26	ICT Officer	John Lhester Gabo	M	Admin. Asst. III	SDO
27	Program Facilitator	Gelyn L. Jonson	F	Principal III	Lian Central School Lian Sub-Office
28	Nurse	Randy D. Malabanan	M	Nurse II	
29	Nurse	Arjay S. Petil	M	Nurse II	

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Attachment C

**EVALUATION OF THE SCHOOL HEADS PROFESSIONAL DEVELOPMENT
PROGRAM (SHDP 3.0) WORK APPLICATION PLAN IMPLEMENTATION**

August 24 & 25, 2026

GUIDELINES FOR THE WAP POSTER PRESENTAION

No.	SPECIFICS	CONTENTS/PARTICULARS
1	Required Contents of the WAP Poster Presentation	I. Title Section (Top Portion) - Title of the Work Application Plan - Name of Master Teacher - School and District - PPST Career Stage (Highly Proficient / Distinguished) - School Year II. Rationale / Problem Statement - Brief description of the identified gap or need - Supporting data (e.g., assessment results, observation findings, learner performance trends) - Alignment with School Improvement Plan (SIP) III. Objectives - General Objective (1 statement) 2-3 Specific Objectives - Must be SMART and measurable IV. Intervention / Strategy Implemented - Description of the WAP intervention - Target participants (teachers/learners) - Duration and implementation timeline - Tools or approaches used (e.g., coaching sessions, LAC facilitation, demo teaching, action research) Use a simple process flow diagram if possible.



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		V. Implementation Process • Key activities conducted • Timeline (can be shown as mini-Gantt chart) • Monitoring mechanism used VI. Results and Impact This is the MOST IMPORTANT SECTION. Include: • Before-and-after data • Quantitative results (percent increase, mean score improvement, etc.) • Qualitative feedback (quotes/testimonials) • Evidence of teacher or learner improvement Use: • Bar graph • Pie chart • Comparison table VII. Evidence (MOVs) Include small photo thumbnails or captions of: • Attendance sheets • Coaching logs • LAC session photos • Observation forms • Sample outputs (Do not overcrowd — 3–5 strong pieces of evidence only.) VIII. Reflections and Recommendations • Key lessons learned • Challenges encountered • Sustainability plan • Recommendations for scaling or replication Keep this reflective and professional.
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2	Technical Format of the Poster	• Size: A1 or A0 (if printed) • Dimensions: 59.4 cm × 84.1 cm • Layout: 3-column format • Font: Clear and readable • Use school/division header at the top • Avoid long paragraphs — bullet points only • 40% visuals, 60% text maximum
3	Suggested Layout	• Orientation: Portrait • Columns: 3 columns • Font Size Guide: Title: 90–120 pt Section Headers: 50–60 pt Body Text: 28–36 pt Captions: 24–28 pt
4	Recommended Content Distribution	Title & Author Information – Top section Rationale & Objectives – Left column Intervention & Implementation – Middle column Results, Evidence, Reflection – Right column



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Attachment D

TERMS OF REFERENCE

EVALUATORS

1. Background

The Monitoring and Technical Provision of Development Plans – Work and Financial Plan (SHDP-WAP) Implementation Review aims to assess the extent to which Schools Division Offices (SDOs), districts, and schools have effectively carried out their planned programs, projects, and activities in alignment with DepEd priorities. As part of the evaluation activities, participating School Heads are required to submit a **portfolio of evidence** and deliver a **poster presentation** summarizing their implementation outcomes.

2. Purpose of the Evaluation

The evaluation seeks to:

1. Determine the progress and effectiveness of SHDP-WAP implementation across schools/districts.
2. Assess the alignment of implementation results with intended outcomes and performance indicators.
3. Validate accomplishments through a systematic review of submitted portfolios and poster presentations.
4. Provide recommendations to guide future planning, resource allocation, and continuous improvement.

3. Scope of Work

The evaluators shall perform the following:

A. Review of Submitted Portfolio

1. Examine the completeness, accuracy, and authenticity of submitted documents.
2. Assess the quality of evidence showing compliance with MTPDP-WAP targets.
3. Evaluate outcomes against performance indicators and success measures.
4. Review the narrative report and validate data consistency.
5. Identify exemplary practices, innovations, and areas for improvement.



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B. Evaluation of Poster Presentation

1. Assess the clarity, coherence, and visual presentation of the poster.
2. Evaluate how well the presentation summarizes the SHDP-WAP implementation.
3. Listen to the oral presentation, assessing accuracy, mastery, and communication skills.
4. Ask clarifying questions to validate the results and evidence presented.
5. Provide ratings using the approved scoring matrix.

5. Duties and Responsibilities

The evaluators shall:

1. Review all assigned portfolios (See
2. Participate in the scheduled poster presentation sessions.
3. Use the standard evaluation tools, scoring guides, and rubrics.
4. Maintain impartiality, confidentiality, and fairness throughout the process.
5. Consolidate findings and submit evaluation results to the Secretariat.
6. Participate in deliberations for final rankings or recognition
7. Choose the best MTPDP WAP Implementation
8. Recommend actionable insights for enhancing future implementation.

6. Deliverables

Evaluators are expected to produce:

1. Individual score sheets for portfolio assessment & poster presentation
2. A summary/consolidation of evaluation results
3. Include the following in the remarks:
 - strengths
 - gaps
 - recommendations

TERMS OF REFERENCE

SECRETARIAT

- Coordinate schedules, invitations, and communications among all involved groups.



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- Prepare and distribute attendance sheets, certificates of appearance, completion, recognition and related documents.
- Manage the filing and safekeeping of all records, reports, and correspondences.
- Assist in preparing logistics for the activities.
- Track action items and follow up on assigned tasks.
- Maintain updated contact information of all PMT & TWG members
- Serve as the main communication channel between committees and venue owner

Expected Output

- Organized and complete documentation files including attendance & meal attendance sheets
- Meeting agenda, minutes, and reports submitted on time.
- Evaluation results

DOCUMENTERS

- Record key discussions, agreements, and action points during meetings.
- Take photos and maintain visual documentation
- Prepare meeting minutes, summary reports, and proceedings.
- Ensure accuracy and completeness of all recorded information.
- Submit documentation to the Secretariat within the prescribed timeline.
- Assist in consolidating data for final reports and presentations.
- Turn over the consolidated evaluation results to the secretariat

Expected Output

- Complete and accurate minutes of meetings.
- Narrative & Photo documentation of the Activity
- Consolidated Evaluation Results

TECHNICAL WORKING GROUP (TWG) MEMBERS

- Coordinate with other members to ensure consistency of outputs.
- Assist the documenters and the secretariat in the documentation of the activity results

Expected Output

- Technical recommendations and validated tools.
- Drafts, revisions, and finalized versions of assigned outputs.



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- Contributions to evaluation reports.

ICT OFFICER

- Provide ICT support during the activity.
- Set up and operate equipment (laptops, projectors, sound systems, online platforms).
- Troubleshoot technical issues in real-time.

Expected Output

- Seamless technical operations during activities.
- Functional digital tools, forms, and systems.
- ICT incident reports (if needed).

QAME ASSOCIATE

- Assist in the collection, organization, and validation of monitoring data.
- Support field monitoring and participate in validation activities.
- Prepare QAME reports, summaries, and analysis.
- Coordinate with TWG and Secretariat for required documents and schedules.
- Track compliance with quality assurance standards and indicators.
- Provide inputs on monitoring tools and evaluation instruments.

Expected Output

- Monitoring data sets and validation notes.
- QAME reports and summaries.
- Inputs for continuous improvement

WELFARE OFFICERS

- Oversee participant welfare, including safety, comfort, and immediate needs.
- Facilitate health and safety protocols (attendance checks, incident reports, etc.).
- Coordinate with medical, security, and logistical support teams if necessary.
- Observe and report any concerns affecting participant welfare.
- Provide assistance during emergencies or special situations.
- Ensure compliance with organizational welfare guidelines.

Expected Output



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- Welfare incident and monitoring reports.
- Documentation of support provided.

Attachment E

EVALUATION SCORING TOOL

EVALUATION OF THE SCHOOL HEADS PROFESSIONAL DEVELOPMENT PROGRAM (SHDP 3.0) WORK APPLICATION PLAN IMPLEMENTATION			
NAME:			
GROUP NUMBER:			
Criteria	Max Points	Score	Remarks
Responsiveness to Needs (Extent to which WAP implementation addressed learner/school/organizational needs.)	15		
Application of Learning Gained (Extent to which learning competencies in the WAP were fully demonstrated.)	15		
Efficiency of Implementation (Implementation that shows quality, timeliness, and increased competence/commitment.)	15		
Achievement of WAP Objectives (Extent to which competencies and success indicators were achieved.)	15		
Enhancement of Competency (Extent to which WAP implementation enhanced competency focus.)	15		
Integration into Work Performance (Extent to which WAP improved performance as reflected in the outputs or IPCRF).	15		
Demonstration of Competencies (Extent to which the participant consistently demonstrated competencies during implementation.)	8		
Overall Presentation (Overall impact, clarity, coherence, and quality of Portfolio + Poster + Oral Delivery)	2		



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TOTAL	100		
EVALUATORS:			
NAME & POSITION	NAME & POSITION		

WAP Implementation Evaluation Tool

Portfolio & Poster Presentation

Total: 100 points

I. Scoring Rubric

1. Responsiveness to the Needs – 15 points

Extent to which WAP implementation addressed learner/ school/ organizational needs.

Level	Descriptor	Points
Outstanding	Implementation clearly addressed priority needs with strong evidence of improvement.	13-15
Very Satisfactory	Needs addressed effectively with good evidence.	10-12
Satisfactory	Needs partially addressed; evidence present but limited.	7-9
Fair	Minimal responsiveness; weak evidence.	4-6
Needs Improvement	No clear link to identified needs.	0-3

2. Application of Learning Gained from Training – 15 points

Extent to which learning competencies in the WAP were demonstrated.

Level	Descriptor	Points
Outstanding	Competencies fully applied and clearly demonstrated.	13-15
Very Satisfactory	Competencies applied with minor gaps.	10-12
Satisfactory	Partial application with limited evidence.	7-9
Fair	Minimal application.	4-6
Needs Improvement	No visible application of learning.	0-3

3. Efficiency of Implementation – 15 points

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Quality, timeliness, efficiency, and gains in competence/commitment.

Level	Descriptor	Points
Outstanding	Highly efficient implementation with strong results and competence gains.	13–15
Very Satisfactory	Efficient and timely execution; good outcomes.	10–12
Satisfactory	Adequate but with noticeable improvement areas.	7–9
Fair	Delays or inconsistent quality.	4–6
Needs Improvement	Inefficient or poor execution.	0–3

4. Achievement of WAP Objectives – 15 points

Extent to which success indicators and competencies were achieved.

Level	Descriptor	Points
Outstanding	All objectives achieved with strong documentary and presentation evidence.	13–15
Very Satisfactory	Most objectives achieved.	10–12
Satisfactory	Some objectives achieved; limited evidence.	7–9
Fair	Few objectives achieved.	4–6
Needs Improvement	Objectives not achieved.	0–3

5. Enhancement of Competency – 15 points

Extent to which competency-focus improved due to WAP implementation.

Level	Descriptor	Points
Outstanding	Competency enhancement strongly demonstrated.	13–15
Very Satisfactory	Noticeable competence improvement.	10–12
Satisfactory	Some competency enhancement.	7–9
Fair	Limited competency gains.	4–6
Needs Improvement	No evidence of competency enhancement.	0–3

6. Integration of Competencies in Work Performance – 15 points

Extent to which WAP improved actual performance (including IPCRF gains if applicable).



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Level	Descriptor	Points
Outstanding	Clear and strong integration into work performance; outputs reflect improved mastery.	13–15
Very Satisfactory	Competencies evident in improved work outputs.	10–12
Satisfactory	Moderate integration.	7–9
Fair	Minimal integration in work performance.	4–6
Needs Improvement	No integration observed.	0–3

7. Demonstration of Competencies – 5 points

Consistency of competence demonstration throughout implementation.

Level	Descriptor	Points
Outstanding	Competencies consistently demonstrated with mastery.	5
Very Satisfactory	Well demonstrated; minor gaps.	4
Satisfactory	Demonstrated inconsistently.	3
Fair	Minimal demonstration.	2
Needs Improvement	Competencies not demonstrated.	0–1

8. Overall Presentation – 5 points

Overall impact, clarity, coherence, and quality of Portfolio + Poster + Oral Delivery.

Level	Descriptor	Points
Outstanding	Highly polished, coherent, visually and orally excellent.	5
Very Satisfactory	Clear, organized, and visually appealing presentation.	4
Satisfactory	Adequately presented; some areas need improvement.	3
Fair	Weak coherence or clarity; presentation difficult to follow.	2
Needs Improvement	Poorly presented; confusing or incomplete.	0–1