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

9 Nov 2026

DIVISION MEMORANDUM
No. 552 s. 2026

COLLOQUIUM ON THE EVALUATION OF WORK APPLICATION PLAN (WAP) IMPLEMENTATION FOR THE FACILITATION SKILLS AND LEARNING MANAGEMENT TRAINING PROGRAM

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. In line with **DepEd Memorandum No. 44, s. 2023** and the findings of the **Civil Service Commission-Civil Service Institute (2023)** and the **National Educators Academy of the Philippines (2022)**, effective learning facilitators are expected to demonstrate strong competencies in facilitation, learning management, participant engagement, resource development, and the application of appropriate strategies for adult learning. Moreover, monitoring and evaluation results from various professional development programs have identified recurring areas for improvement, particularly in session delivery, participant engagement, response processing, time management, and communication skills. To strengthen these competencies among current and prospective learning facilitators, the Schools Division Office conducted the **Facilitation Skills and Learning Management Training** on **February 16-20, 2026**, during which participants were required to develop and implement **Work Application Plans (WAPs)** as evidence of the transfer and application of the knowledge and skills gained from the training. As part of the monitoring and evaluation of these initiatives, the **Evaluation of the Facilitation Skills and Learning Management Work Application Plan Implementation** will be conducted on **November 16-17, 2026**, at a venue to be announced through a separate issuance.

2. This activity aims to:

a. Assess the implementation status of the participants' approved Work Application Plans (WAPs);
b. Evaluate the application of facilitation skills and learning management competencies acquired during the training;
c. Showcase evidence, innovations, and best practices resulting from the implementation of the WAPs;
d. Determine the impact of the implemented interventions on professional learning and organizational development;
e. Provide technical feedback and recommendations for continuous improvement of facilitation practices; and

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f. Generate data and documentation to support monitoring and evaluation requirements of the NEAP professional development framework.

3. Participants in this activity are the participants of the **Facilitation Skills and Learning Management Training** conducted on **February 16-20, 2026** who successfully developed and implemented their respective Work Application Plans.

4. All participants are required to prepare a portfolio in PDF format using the prescribed template found in the annexes. The completed portfolio, including a scanned copy of the approved Work Application Plan (WAP), must be uploaded through the submission link, **https://tinyurl.com/FACIWAPPortfolio**, on or before November 13, 2026. For more information regarding the presentation requirements, participants are advised to refer to the attached Guidelines.

5. Each participant will receive a Certificate of Completion upon successfully presenting his/her WAP. Best WAP Presenters and Best WAP Implementation will be selected and recognized during the closing program.

6. The list of participants, WAP Assessors, and PMT/TWG Members may be accessed through this link **https://tinyurl.com/ParticipantsAssessorsPMTTWG**.

7. The participants shall be divided into two batches, with Batch 1 scheduled on Day 1 and Batch 2 on Day 2. Each batch shall further be divided into twelve (12) groups. Participants who will be unable to attend the activity shall submit, in advance, a letter stating their valid reason(s), addressed to the Schools Division Superintendent, through the SGOD-HRD SEPS. Moreover, the assessors and members of the Program Management Team (PMT), and Technical Working Group (TWG) are required to stay at the venue on the evening of November 16, 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. This Memorandum shall serve as Travel Authority for the participants, assessors, PMT & TWG Members.

10. For queries and assistance, please contact Mrs. Evelyn C. de Sagun – SEPS HRDS and Mrs. Leoncia B. Maramot – EPS II HRDS through FB Messenger.

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

MARITES A. IBAÑEZ, CESO V
Schools Division Superintendent

Encl.: as stated
Reference: DepEd Memorandum No. 044, s. 2023, Civil Service Commission-Civil Service Institute (2023) and National Educators Academy of the Philippines (2022)
To be indicated in the Perpetual Index under the following subject:

Issuances: Division Memorandum

ECS/Evaluation of the Facilitation Skills and Management of Learning Training Program Work Application Plan Implementation/R2-157493/ 11/9/2026

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ANNEX A

Mechanics of the Evaluation

A. General Guidelines

1. All completers of the **Facilitation Skills and Learning Management Training conducted on February 16-20, 2026** shall participate in the evaluation of their implemented Work Application Plans (WAPs).
2. Participants shall prepare a **Poster Presentation** highlighting the implementation, accomplishments, and impact of their WAP.
3. The poster shall be printed on a **2 ft x 5 ft tarpaulin (Portrait Orientation)** and mounted at the designated display area.
4. Each participant shall submit:
    - One (1) printed poster/tarpaulin;
    - One (1) portfolio containing Means of Verification (MOVs);
5. Participants shall be given:
    - **10** for presentation; and
    - **5 minutes** for questions and validation from the evaluators.
6. Evaluation shall be evidence-based. Claims presented during the evaluation must be supported by verifiable documents and outputs.
7. Evaluators may request additional documents to validate the implementation and impact of the WAP.
8. Best practices and exemplary WAPs may be recommended for presentation during Division, Regional, or NEAP-related activities.

ANNEX B

PORTFOLIO TEMPLATE

Facilitation Skills and Learning Management Training Program

Work Application Plan (WAP) Implementation Portfolio

COVER PAGE

Republic of the Philippines
Department of Education
Schools Division Office of Batangas

FACILITATION SKILLS AND LEARNING MANAGEMENT
WORK APPLICATION PLAN (WAP) IMPLEMENTATION PORTFOLIO

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SECTION I

Participant Profile

Name: _____

Position: _____

School/Office: _____

Years in Service: _____

Contact Number: _____

Email Address: _____

Training Attended: **Facilitation Skills and Learning Management Training**

Date of Training: February 16-20, 2026

SECTION II

Executive Summary

Provide a brief overview of the WAP implementation.

Suggested guide questions:

1. What need or problem was addressed?
2. What intervention was implemented?
3. Who were the beneficiaries?
4. What were the major accomplishments?
5. What impact was achieved?

SECTION III

Approved Work Application Plan

Insert the approved WAP.

SECTION IV

Narrative Report on Implementation

A. Background

Describe the need addressed by the WAP.

B. Activities Conducted

C. Facilitation Competencies Applied

Check and describe the competencies demonstrated:

☐ Adult Learning Principles

☐ Learning Facilitation Skills (LOQATIS)

☐ Participant Engagement Strategies

☐ Learning Resource Development

☐ Technology Integration

☐ Feedback and Coaching

☐ Management of Challenging Situations

☐ Time Management

☐ Communication Skills

Others:

Narrative:

SECTION V

Means of Verification (MOVs)

Present evidence to validate implementation.

A. Activity Documents
B. Photo Documentation

Include captioned photos.

C. Sample Outputs
Insert copies of developed materials, products, reports, or outputs generated through the WAP.

SECTION VI

Results and Impact

A. Accomplishments (Indicator, Target, Actual Accomplishments)
B. Impact on Beneficiaries
Describe observed improvements resulting from the intervention.

Evidence may include:

- Participant feedback
- Evaluation results
- Success stories
- Improved performance indicators
- Testimonials

C. Evidence of Learning Transfer

Explain how competencies learned from the Facilitation Skills and Learning Management Training were applied in the WAP implementation.

SECTION VII

Reflection and Lessons Learned

Reflection Guide

1. What worked well during implementation?
2. What challenges were encountered?
3. How were the challenges addressed?
4. What did you learn about your role as a learning facilitator?

SECTION VIII

Sustainability and Next Steps

Sustainability Plan

(Proposed Action, Timeline, Persons Involved)

Describe how the intervention will be sustained, enhanced, or scaled up.

SECTION IX

Annexes

(This portfolio template can also serve as the basis for the **poster presentation evaluation**, ensuring that all required evidence is readily available for validation by the Evaluation Committee.)

ANNEX C

WAP Poster Content

The poster shall contain the following major sections:

1. Title of Work Application Plan
2. Rationale
   Identified problem/need
   Basis of intervention
3. Objectives
   General Objective
   Specific Objectives
4. Description of Intervention
   Activities Conducted
   Facilitation Competencies Applied
5. Implementation Timeline
6. Accomplishments and Outputs
   Number of beneficiaries
   Activities completed
   Products developed
7. Evidence of Implementation

   - Photos
   - Attendance sheets
   - Learning resources
   - Session materials

8. Results and Impact

   - Changes observed
   - Participant feedback
   - Quantitative and qualitative results

9. Lessons Learned
10. Recommendations
11. Sustainability Plan

ANNEX D

Evaluation Rubric (100 Points)

Evaluation of Work Application Plan Implementation

Criteria	Indicators	Points
A. Relevance and Alignment	Intervention addresses identified need and demonstrates application of concepts learned from the training	15
B. Quality of Implementation	Activities were carried out as planned and aligned with WAP objectives	20
C. Application of Facilitation Skills and Learning Management Competencies	Demonstrates effective use of facilitation principles, adult learning strategies, learning management standards, participant engagement, and feedback mechanisms	25
D. Results and Impact	Evidence shows improvement, positive outcomes, or contribution to organizational or professional development	20
E. Documentation and Means of Verification	Documents are complete, organized, accurate, and sufficient to validate implementation	10
F. Presentation and Communication	Poster design, organization, clarity, visual appeal, oral presentation skills, and ability to answer questions	10
TOTAL		**100**

RATING SCALE:

Rating	Performance Descriptor
96-100	Outstanding
90-95	Very Satisfactory
80-89	Satisfactory
71-79	Fairly Satisfactory
70 and below	Needs Improvement

Interpretation:

- **Outstanding** – Exceeded expectations; demonstrates exemplary application of facilitation and learning management competencies.
- **Very Satisfactory** – Consistently meets standards with minor areas for enhancement.
- **Satisfactory** – Meets the expected standards and requirements.
- **Fairly Satisfactory** – Partially meets standards; requires improvement in some areas.
- **Needs Improvement** – Does not adequately demonstrate the expected competencies and requires substantial support and coaching