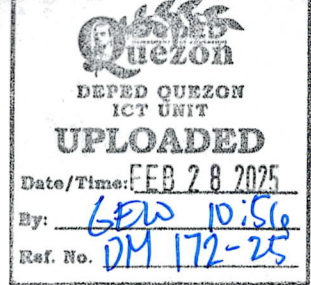




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE




27 February 2025

DIVISION MEMORANDUM
DM No. 172, s. 2025

**TIMELINE OF ACTIVITIES FOR THE IMPLEMENTATION, MONITORING,
AND EVALUATION OF WORKPLACE APPLICATION PROJECTS
OF SUPERVISORS**

To: Assistant Schools Division Superintendents
Division Chiefs
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. With reference to RM No. 106 s. 2025 titled the Timeline of Activities for the Implementation, Monitoring, and Evaluation of Workplace Application Projects of Supervisors, this Office, through Human Resource Development Section (HRDS) enjoins the concerned Education Program Supervisors and the Public Schools District Supervisors to observe the prescribed timeline of activities for the implementation, monitoring, and evaluation of workplace application projects of supervisors.
2. Please see enclosure for further information.
3. Immediate dissemination of this Memorandum is desired.





ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

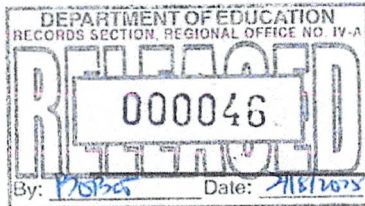
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Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

17 February 2025

Regional Memorandum
 No. 106 s. 2025

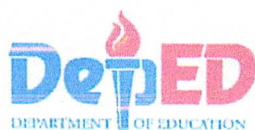
**TIMELINE OF ACTIVITIES FOR THE IMPLEMENTATION
 MONITORING, AND EVALUATION OF WORKPLACE
 APPLICATION PROJECTS OF SUPERVISORS**

To: **Schools Division Superintendents**

1. In relation to the *Regional Professional Development Program for Supervisors* conducted on January 20-24 and 27-31, 2025 at Tanza Oasis Hotel and Resort, Tanza, Cavite, this Office, through the Human Resource Development Division-National Educators Academy of the Philippines in the Region (HRDD-NEAPR), disseminates the **Timeline of Activities for the Implementation, Monitoring, and Evaluation of Workplace Application Projects**.
2. Attached is the Timeline of Activities. Education Program Supervisors and Public Schools District Supervisors who participated in the above-mentioned program shall observe the timeline of activities including the submission of the signed and approved **Application Project (AP) Proposal** on or before **March 7, 2025** through bit.ly/4APDSpvrAPPproposal. Template can be accessed through tinyurl.com/4ASpvrAPTtemplate.
3. A virtual orientation for the Assistant Schools Division Superintendents and Chief Education Supervisors will be conducted regarding monitoring and technical assistance provision on the participants' AP implementation. The schedule will be disseminated in a separate issuance.
4. For further queries or concerns, please email Jisela N. Ulpina, OIC-Chief, or Bryan A. Pobe, Education Program Supervisor, at hrd.calabarzon@deped.gov.ph or neap.calabarzon@deped.gov.ph.
5. Immediate dissemination of and compliance with this Memorandum are instructed.

ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director

06/ROH5/ROH1



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**TIMELINE OF ACTIVITIES FOR THE IMPLEMENTATION MONITORING,
AND EVALUATION OF WORKPLACE APPLICATION PROJECTS OF
SUPERVISORS**

Dates	Activities
March 7, 2025	Submission of the Application Project (AP) Proposal
March 10-21, 2025	Pre-implementation Activities
March 24 – April 25, 2025	Month 1 Implementation Activities
April 28-May 2, 2025	Monitoring and Technical Assistance Provision Presentation of Significant Milestones Achieved
May 5-May 30, 2025	Month 2 Implementation Activities
June 2-6, 2025	Monitoring and Technical Assistance Provision Presentation of Significant Milestones Achieved
June 9 – July 4, 2025	Month 3 Implementation Activities
July 7-11, 2025	Monitoring and Technical Assistance Provision Presentation of Significant Milestones Achieved
July 14-August 8, 2025	Month 4 Implementation Activities
August 11-15, 2025	Monitoring and Technical Assistance Provision Presentation of Significant Milestones Achieved
August 18-September 12, 2025	Month 5 Implementation Activities
September 15-19, 2025	Monitoring and Technical Assistance Provision Presentation of Significant Milestones Achieved
September 22-October 17, 2025	Month 6 Implementation Activities
October 24-28, 2025	Monitoring and Technical Assistance Provision Finalization of the AP Completion Report and MOVs
November 10-14, 2025 (Tentative Schedule)	AP Colloquium

Note: *The Application Project (AP) implementation timeline may be adjusted in consideration of teachers' uninterrupted break and opening of the next school year. In this case, the AP implementer shall inform the Regional Program Management Team regarding the timeline adjustments.*

**REGIONAL PROFESSIONAL DEVELOPMENT PROGRAM FOR SUPERVISORS
APPLICATION PROJECT (AP) TEMPLATE**

A. PROJECT CONTEXT

TITLE OF THE PD PROGRAM	REGIONAL PROFESSIONAL DEVELOPMENT PROGRAM FOR SUPERVISORS
Name of District/Division Supervisor	
Name of Division / Region	
PPSS Domain, Strand, Indicator	
<p>Situationer</p> <ul style="list-style-type: none"> • Describe current situation in the organization where the Application Project (AP) will be implemented, in terms of problems, challenges and opportunities. • How can your AP address these issues? 	
<p>Application Project Title</p> <p><i>(The title should give the reader a good idea of the nature of the AP)</i></p>	

<p>AP Objective</p> <ul style="list-style-type: none"> • <i>Should be S.M.A.R.T., short, concise, free of jargon, and easily understood Precise, time-based, and measurable actions that support the completion of a project period goal.</i> • <i>The objective should cover one budget year.</i> • <i>Up to 3 objectives may be written for each project</i> 	
<p>Output/s</p> <p><i>(What output/s is/are expected to be produced from the AP)</i></p>	

<p>Expected outcomes of the Application Project</p> <p><i>(What improvements in the processes, systems, strategies, policies, and structures will result from the enhanced competencies brought about by the AP?)</i></p>	
<p>Direct Beneficiary of the AP</p> <p><i>(Who is the main user and/or beneficiary of the AP. It can be an organization, a community, a sector or specific group of people.</i></p>	
<p>How will the school division office – CID/SGOD/ District Office benefit from your AP?</p>	
<p>AP Start Date</p> <p><i>(Indicate the start date for the implementation of the AP)</i></p>	

B. ACTION STEPS

- Identify significant Milestones targets that could be achieved by the end of six (6) Month and thereafter. Milestones are (a) significant changes achieved; and /or, (b) major steps taken towards achieving the desired improvement in your district/division.

Target Milestone	Action Steps (Predictive and Influenceable)	Expected Output	Type of Support /Source of Support	Target Date
Milestone 1 <i>Pre-implementation</i>	Action Step 1			
	Action Step 2			
Milestone 2 <i>Implementation</i>	Action Step 1			
	Action Step 2			
Milestone 3 <i>Post Implementation</i>	Action Step 1			
	Action Step 2			

C. REQUIRED RESOURCES

Milestone / Area of Concern	Person/s Involved	Time Frame	Resources Needed	Approval Needed

Percent of Completion	Qualitative Description
For 25% (You are still in the early stages of your AP implementation and have not gained any significant achievements.)	
For 50% (You have	

<i>achieved almost 50% of your AP objective/s.)</i>	
For 75% <i>(This means you are nearing completion of your AP objective/s)</i>	
For 100% <i>(This means the AP output is approved by the CID/SGOD Chief and/or top management.)</i>	
Budget resources <i>(Provide specific details of the budget resources required to successfully implement the AP. (Specify needed funds and for what expense items(s)/activity. How much?)</i>	

D. RISK MANAGEMENT PLAN

Milestones	Likely Risk	Impact on AP if the risk happens	Specific action to prevent risk	If risk happens, a specific action to soften the impact of risk

APPROVALS:

	PRINTED NAME	SIGNATURE	DATE
Prepared by:			
Checked and Reviewed by:	_____ Chief, CID/SGOD		
Recommending Approval:	_____ Asst. Schools Division Superintendent		
Approved:	_____ Schools Division Superintendent		

LIST OF PARTICIPANTS**Batch 1**

Name of Participant	Sex	Schools Division Office/Division
Gilbert G. Joyosa	M	Antipolo City
Efren N. Villaester	M	Antipolo City
Alexander M. Morron, Jr.	M	Bacoor City
Raquel I. Blones	F	Bacoor City
Ricky M. Realingo	M	Batangas City
Aurelia G. Vivas	F	Batangas City
Pedro D. Delos Reyes	M	Batangas Province
Eleazar C. Magsino	M	Batangas Province
Mercy R. Villanueva	F	Batangas Province
Lucky May L. Pasia	F	Batangas Province
Baby Janet U. Dimailig	F	Batangas Province
Nerra A. Visperas	F	Binan City
Pilar I. De Castro	F	Binan City
Mary Grace B. Llantos	F	Binan City
Ma. Theresa S. Ramos	F	Cabuyao City
Oscar R. Duma, Jr.	M	Calamba City
Marivic R. Calderon	F	Calamba City
Imee P. Aldea	F	Calamba City
Robert C. Salazar	M	Calamba City
Noli B. Taroy	M	Calamba City
Sheila D. Lee	F	Cavite City
Madelaine F. Gatchalian	F	Cavite City
Edlyn B. Matreo	F	Cavite Province
Nora M. Alcedo	F	Cavite Province
Mignon Cecille M. Mangoba	F	Cavite Province
Myra Lyn T. Bergunio	F	Cavite Province
Gregoria S. Atas	F	Cavite Province
Bernardita H. Bencito	F	Cavite Province
Vanessa R. Barcarse	F	Dasmaringas City
Therese Danielle P. Bejosa	F	Dasmaringas City
Riza Mae S. Sanchez	F	General Trias City
Christopher A Luna	M	General Trias City
Jofit P. Dayoc	M	General Trias City
Arlene M. Hernandez	F	General Trias City
Riza C. Garcia	F	Imus City
Ma. Rosalyn M. Pagtakhan	F	Imus City
Marilou P. Bronzi	F	Imus City
Rochelle S. Balete	F	Imus City
Maria Luisa F. Candelaria	F	Imus City
Armina C. Lumibao	F	Laguna
Benjie M. Buendicho	M	Laguna
Severa C. Versola	F	Laguna

Name of Participant	Sex	Schools Division Office / Division
Lucia F. Pagalanan	F	Laguna
Evelyn A. Flores	F	Lipa City
Edwin O. Surwela	M	Lipa City
Nevard Glenn Orsos	M	Lipa City
Roland D. Diaz	M	Lipa City
Erwin R. Abrencillo	M	Lucena City
Reymark R. Queano	M	Lucena City
Sharon A. Villaverde	F	Quezon
Rebie A. Marciano	F	Quezon
Avelino R. Bucad	M	Quezon
Susana P. Nera	F	Quezon
Hazel Angelyn E. Tesoro	F	Regional Office
Margaret P. Musa	F	Regional Office
Xandra Lee P. Cervitillo	F	Rizal
Paul Ian Louie D. Robles	M	Rizal
Karl Erickson A. Eborá	M	Rizal
Van Russel A. Robles	M	Rizal
Percival F. Halili	M	Rizal
Michelle M. Dorado	F	San Pablo City
Crispeniana P. Bauyon	F	San Pedro City
Lailyn C. Vinzon	F	San Pedro City
Regina N. Ramirez	F	San Pedro City
Rainiel M. Victor Crisologo	M	San Pedro City
Shirley J. Britos	F	San Pedro City
Venancio T. Mirasol, Jr.	M	San Pedro City
Reginal G. Grafil	M	San Pedro City
Ernesto C. Caberte, Jr.	M	San Pedro City
Lucia F. Tolentino	F	San Pedro City
Merlina J. Placino	F	San Pedro City
Gerime C. Decena	F	Santa Rosa City
Gemma Manzanero	F	Santa Rosa City
Noel Natividad	M	Santa Rosa City
Mary Ann Q. Clanor	F	Sto Tomas City
Roy N. Rea	M	Sto Tomas City
Angelita D. Razon	F	Sto Tomas City
Edwin C. Miranda	M	Sto Tomas City
Carolyn S. Pirante	F	Sto Tomas City
Merissa A. Viray	F	Sto Tomas City
Vida S. Magboo	F	Sto Tomas City
Lilibeth L. Cabrera	F	Sto Tomas City
Hilarion B. Alcantara	M	Tanauan City
Romel G. Villanueva	M	Tanauan City
Evelyn A. Fano	F	Tanauan City

LIST OF PARTICIPANTS**Batch 2**

Name of Participant	Sex	Schools Division Office/Division
Sheilah May M. Villamor	F	SDO Antipolo City
Jean L. Danga	F	SDO Antipolo City
Marife N. Ornopia	F	SDO Bacoor City
Marilyn R. Baroja	F	SDO Bacoor City
Janet G. Villaroya	F	SDO Bacoor City
Nieves A. Montalbo	F	SDO Batangas City
Lorna M. Asi	F	SDO Batangas City
Maria Melissa M. Ariola	F	SDO Batangas Province
Sarah S. Saguin	F	SDO Batangas Province
Riza C. Gusano	F	SDO Batangas Province
Rowena B. Cambel	F	SDO Calamba City
Ligaya B. Fuego	F	SDO Calamba City
Rosemarie V. Magnaye	F	SDO Calamba City
Arlene M. Garcia	F	SDO Calamba City
Eder I. Gallego	F	SDO Calamba City
Annaliza T. Fernandez	F	SDO Cavite City
Ameer Benjamin B. Calderon	M	SDO Cavite City
Ferdinand T. Callueng	M	SDO Cavite City
Earvin H. Sakilayan	M	SDO Cavite City
Arvin A. Marinduque	M	SDO Cavite Province
Evelyn E. Solomon	F	SDO Cavite Province
Reyciel L. Nuestro	F	SDO Cavite Province
Marlene P. Panganiban	F	SDO Cavite Province
Rolando B. Talon	M	Cavite Province
Angelo D. Uy	M	SDO Dasmariñas City
Mark Jayson G. Espinosa	M	SDO Dasmariñas City
Joseph R. Carreon	M	SDO Imus City
Ricardo R. David III	M	SDO Imus City
Armin O. Cabrales	M	SDO Laguna
Jane A. Suazo	F	SDO Laguna
Cecilia B. Castillo	F	SDO Laguna
Johnel A. Aguilera	M	SDO Lipa City
Randy L. Palestina	M	SDO Lipa City
Allan D. Tipan	M	SDO Lipa City
Elisa L. Surwela	F	SDO Lipa City
Carla Marie D. Carandang	F	SDO Quezon
Marry Ann T. Espiritu	F	SDO Quezon
Melanie D. Bonquin	F	SDO Quezon
Gilbert C. Alva	M	SDO Quezon
Nimpha L. Reyes	F	SDO Quezon
Carmen H. Macatugob	F	SDO Quezon
Rexter J. Anda	M	SDO Quezon

Name of Participant	Sex	Schools Division Office/Division
Edna L. Cabrera	F	SDO Quezon
Maribel M. Santelices	F	SDO Quezon
Ruth B. Son	F	SDO Quezon
Antonio D. Revillame	M	SDO Quezon
Jay S. Alfaro	M	SDO Quezon
Vivencio M. Doblada, Jr.	M	SDO Rizal
Nerissa R. Dalumpines	M	SDO Rizal
Robert John D. De La Cruz	M	SDO Rizal
Jay B. Baylon	M	SDO Rizal
Ruben E. Faltado III	M	SDO Rizal
Genalin V. Ceballo	F	SDO Rizal
Mary Grace H. Laserna	F	SDO Rizal
John Daniel P. Tec	F	SDO San Pedro City
Charina C. Suyao	F	SDO San Pedro City
Renante R. Soriano	M	SDO San Pedro City
Vivian L. Petrasanta	F	SDO San Pedro City
Nida C. Santos	F	SDO San Pedro City
Asher H. Pasco	M	SDO San Pedro City
Maria Belynda L. Lallabban	F	SDO San Pedro City
Marites R. Martinez	F	SDO San Pedro City
Emma E. Carrillo	F	SDO San Pedro City
Rowena N. Cruz	F	SDO Santa Rosa City
Jocelyn B. Reyes	F	SDO Santa Rosa City
Alson Rae F. Luna	M	SDO Santa Rosa City
Lorna P. Custodio	F	SDO Sto. Tomas City
Louiegrace G. Margallo	F	SDO Sto. Tomas City
Marites Q. Balba	F	SDO Sto. Tomas City
Wennie C. Gonzales	F	SDO Sto. Tomas City
Evangeline P. Limbo	F	SDO Sto. Tomas City
Analiza L. Montero	F	SDO Sto. Tomas City
Marites R. Macasiab	F	SDO Sto. Tomas City
Rodel A. Castillo	M	SDO Sto. Tomas City
Liseo V. Vergara	M	SDO Sto. Tomas City
Rowena G. Batuhan	F	SDO Sto. Tomas City
Glory R. Perez	F	SDO Tanauan City
Lawrence B. Icasiano	M	SDO Tanauan City
Jojiemar M. Obligar	M	SDO Tanauan City
Michael Leonard D. Lubiano	M	SDO Tayabas City
Mikael Sandino T. Andrey	M	SDO Tayabas City
Maria Corazon A. Borbon	F	SDO Tayabas City
Philips T. Monterola	M	RO IV-A, CLMD
Lowiesito O. Erni	M	RO IV-A, CLMD
Randie B. Atienza	M	RO IV-A, PPRD