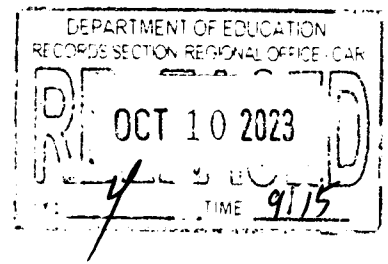




Republic of the Philippines
Department of Education
Cordillera Administrative Region



09 October 2023

OFFICE MEMORANDUM
No. 2023-181

**GUIDANCE IN CRAFTING ACTION PLAN/RE-ENTRY ACTION PLAN/JOB
EMBEDDED LEARNING/IMPACT PROJECT ON APPLICATION
OF LEARNING AND DEVELOPMENT ACTIVITIES**

To: Assistant Regional Director
Chiefs/OICs of Functional Divisions
All Other Concerned

1. Pursuant to DepEd Order No. 007, s. 2023 titled “Guidelines on Recruitment, Selection and Appointment in the Department of Education” and DepEd Order No. 2, s. 2015 titled “Guidelines on the Establishment and Implementation of RPMS in DepEd”, this Office through the Human Resource Development Division (HRDD) issues the attached format in crafting action plan/Re-Entry Action Plan (REAP)/Job Embedded Learning (JEL)/Impact Project on application of learning and development or similar activities attended by regional office employees which must lead to positive result of work and contribute to quality services to clients.
2. The attached format aims to provide a harmonized application of learning and development. Specifically, it:
 - a. prescribe essential parts of the Action Plan/Re-entry Action Plan/Job Embedded Learning/Impact Project;
 - b. serves as a documented information in compliance to the Quality management System; and
 - c. provides guidance to the proponents on the process of planning, implementing of action plans.
3. Attached are the following enclosures for reference and guidance:

Enclosure 1: Format for crafting Action Plan/Re-Entry Action Plan (REAP)/Job Embedded Learning (JEL)/Impact Project on Application of Learning and Development (L&D) Activities; and

Enclosure 2: Template for the Accomplishment/Completion Report of Application of L&D Activities.
4. Should there be queries and/or clarifications, please contact Rosita Agnasi, OIC-HRDD or Laureen Likigan, SEPS-HRDD through email address at car.hrdd@deped.gov.ph.
5. Immediate dissemination of and strict compliance with this Memorandum is desired.

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DepEd Tayo Cordillera



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Format for Action Plan/Re-Entry Action Plan (REAP)/Job Embedded Learning (JEL)/Impact Project on Application of Learning and Development (L&D) Activities

A. Context

Title of the Activity/Program attended	-
Name	-
Region, Division, District	
Name of Office	
Key changes in my office as a result of this project	What key changes do you want to see in your workplace as a result of your having attended the L & D activity? What are your verifiable indicators of these changes
Target Competency Improvement	What competency needs that you want to be addressed through your application of L & D project?
Current Situation	<ul style="list-style-type: none"> • State issues and/or concerns or opportunity in your workplace that you that you would like to work on through your application project.
Title of Application Project	<ul style="list-style-type: none"> • Brief Title of the project as application of your L & D
PROJECT OBJECTIVE/S:	<ul style="list-style-type: none"> • SMART-Specific, measurable, attainable, result-oriented and with timeframe
Time Duration	<ul style="list-style-type: none"> • When will you start the application of your L&D and when will it end
Expected Outputs	<ul style="list-style-type: none"> •
Beneficiary/ies	<ul style="list-style-type: none"> • Who benefits from solving the problem?
Identify Success Indicators or measures of success	<ul style="list-style-type: none"> ○ Specify indicators to be achieved and verified to measure that the project be a success

Enclosure 2 to OM No. 181

FORMAT FOR ACCOMPLISHMENT/COMPLETION REPORT ON THE APPLICATION OF L & D ACTIVITIES

Project Information	Project Proponent Proponents' Office Project Location Project Duration
Project Title	Enter the title of the Project
Project Duration	Specify the project's start and end date
Executive Summary	Provides an overview and rationale of the project. Highlights the summary of the result, findings, conclusion and recommendation of the project.
Project Objectives	Specific objectives of L&D activities which should be aligned with the organization's goals
Key accomplishment	Details of significant accomplishments on the application of L&D activities and outcomes achieved during the project. Vis-à-vis action plans
Challenges Faced and Solutions Applied	Describe the challenges or obstacles encountered during the project and how they were addressed or overcome
Lessons Learned	Share Valuable lessons from the project including insights gained, best practices identified, or areas for improvement
Skills enhancement	Describe how employee's skills have improved, including examples of specific skills gained or enhance
Feedback and Stakeholders Comment	Include feedback and comments from project stakeholders team members, or participants
Recommendations for Replicability and Sustainability	Discuss the methods used to evaluate the success of the project.
Next Steps	Outline the follow up actions or recommendations resulting from the projects accomplishment including adjustment or enhancements to existing projects
Annexes	Approved Re-Entry Plan/Work Application Project Pictures Other Relevant documents
Certification	- That the L&D intervention was used/adopted by the office at the local level

Prepared by:

Employee

Noted:

Head of Office

B. Action Steps (Identify significant milestone target that could be achieved by the end of the set timeframe. Milestones are the significant changes achieved; major steps taken towards achieving the desired improvement in the workplace) **and C. Required Resources** (provide specific details of physical and human resources required to successfully implement the project)

Target Milestone	Actions	Responsible Person/ Persons involved	Support Needed from:	Target Date (When will this be accomplished)	Resources Needed	Budget	Approvals needed
Milestone 1							
⋮ Milestone 4							
						TOTAL ESTIMATED COST	

	Printed Name	Signature	Date
Prepared by:	Proponent		
Approved by:	Head of Office		