



Republic of the Philippines  
**Department of Education**  
Region II – Cagayan Valley  
Schools Division of Nueva Vizcaya

09 MAY 2025

**DIVISION MEMORANDUM**

No. 208, s. 2025

**SUBMISSION OF PROPOSED LEARNING AND DEVELOPMENT (L&D),  
IMPROVEMENT/DEVELOPMENT PROJECTS AND  
RE-ENTRY ACTION PLANS (REAP) FOR  
NON-TEACHING PERSONNEL**

To: Assistant Schools Division Superintendent  
Chief - School Governance and Operations Division  
Chief - Curriculum Implementation Division  
Public Schools District Supervisors/District In-Charge  
Public Elementary and Secondary School Heads  
All others concerned

1. In line with **Division Memorandum No. 184, s. 2025** titled "*Capability Building on Writing L&D, Research and Innovations for Non-Teaching Personnel*", this office reiterates the submission of proposed L&D, improvement/development projects and Re-entry Action Plans (REAP) among participants of the said training-workshop on or before May 30, 2025.

2. Proposed L&D, improvement/development projects and Re-entry Action Plans (REAP) should bear respective signatories on the last page of the proposal, to wit:

	<b>Signatories</b>
Prepared by	Proponent
Reviewed/Noted by	Division Chief (CID/SGOD) AO V (Admin Supply, HR, Cashier) Section Heads (Budget, Accounting, Legal, ITO)
(*If proponents are the section Heads)	Division Chief (CID/SGOD) ASDS (OSDS)
Funds Availability (If necessary)	Budget Officer and Accountant III *Accompanied with Supplemental WFP

3. The following documents are to be submitted a single copy for review of the Professional Development Committee and Schools Division Research Committee:

<b>Output</b>	<b>Documents</b>
1. L&D	1. Proposal (following the template) 2. WFP (Supplemental) 3. Activity Request (AR from PMIS)
2. Improvement/Development Project	1. Proposal (following the template) 2. WFP (Supplemental) 3. Activity Request (AR from PMIS)
3. REAP	1. ReAP Proposal 2. Certificate from attended L&D 3. Part IV -I/OPCRF (Development Plans)



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4. Proposed L&D, improvement/development projects and Re-entry Action Plans (REAP) should be uploaded in a single file through this drive link:

Needed Document	Link
Copy 1 File (in PDF)	<a href="https://shorturl.at/IshqE">https://shorturl.at/IshqE</a>

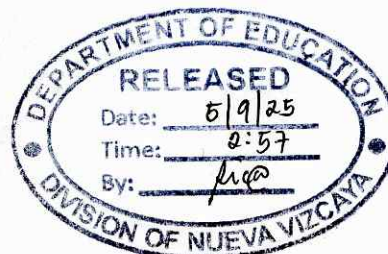
5. For technical assistance about the project proposals you may refer to the Senior Education Program Specialists for Planning and Research (PAR) and Human Resource Development (HRD).

6. Status of submission and implementation will be tracked and monitored through the group chat created for the non-teaching personnel of the division.

7. Strict compliance and adherence to this memorandum is directed.

  
**ORLANDO E. MANUEL PhD, CESO V**  
Schools Division Superintendent  
05-2025-186 

Inclosure: As stated  
Reference: D.O No. 16, s. 2017, D.O. No. 43, s. 2018, Div. Memo. No. 184, s. 2025  
To be indicated in the perpetual index under the following subjects:  
Basic/Applied Research      Research Management      Research Agenda



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