



Republic of the Philippines
Department of Education
Region II – Cagayan Valley
SCHOOLS DIVISION OF NUEVA VIZCAYA

8 October 2025

DIVISION MEMORANDUM
No. **479**, s. 2025

GUIDELINES IN THE APPLICATION OF EDUCATION

To: Assistant Schools Division Superintendent
Functional Division Chiefs
Education Program Supervisors
Public Schools District Supervisors/District In-Charge
Public Elementary and Secondary School Heads
All others concerned

1. To align with the stipulated guidelines outlined in DepEd Order No. 07, s. 2023 titled Guidelines on Recruitment, Selection, and Appointment in the Department of Education which upholds the Equal Employment Opportunity Principles (EEOP) to the DepEd Merit Selection Plan, this Office releases the accompanying guidelines on the crafting of an action plan as Application of Education (AoE).
2. Application of Education is the “contribution made by an applicant to their workplace as a result of their learnings from their post graduate degree or units earned, such as but not limited to applied concepts, processes, and skills that are relevant to the position to be filled...”
3. Action Plan is one of the Means of Verification required in the Application of Education in the Criteria and Point System for Hiring and Promotion to School Administration (SA), Related-Teaching (RT) and Non-Teaching (NT) positions.
4. Process for the submission and approval of the Action Plan for Application of Education is attached as Enclosure 1.
5. The Division Committee on Quality Assurance of Application of Education is as follows:

Name	Position	Role	Duties and Function
Orlando E. Manuel PhD, CESO V	Schools Division Superintendent	Adviser	Provides strategic direction, expert advice and institutionalization of quality standards in initiatives and innovations for Application of Education



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Adonis C. Ceperez EdD, CESE	Assistant Schools Division Superintendent	Chairman	Leads the committee in evaluating submissions and ensuring consistency with quality assurance protocols
Adonis C. Ceperez EdD, CESE Romulo S. Ancheta PhD	OIC CID Chief SGOD Chief	Member	Reviews proposals for instructional soundness, curriculum alignment, and compliance with governance policies and operational guidelines.
Rommel S. De Gracia PhD	SEPS -PAR	Member	Assesses the data and alignment of proposals and completion reports with planning frameworks and performance indicators
Florence F. Esparrago	OIC SEPS-HRD	Member	Records and reviews the completeness, relevance, and adherence of submitted proposals and completion reports to the prescribed template and format;

6. For information, guidance, and compliance.


ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent
10-2025-519

Encl.: As stated
References: DepEd Order No. 027, s. 2023
To be indicated in the Perpetual Index
under the following subjects:

APPOINTMENT
SELECTION
APPLICATION OF EDUCATION



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Enclosure 1 to DM 479, s. 2025 (Guidelines in the Application of Education)

GUIDELINES IN THE APPLICATION OF EDUCATION

I. Rationale

DepEd Order No. 19, s. 2022, which contains the CSC-approved Merit Selection Plan, aligns the Department's internal systems with the 2017 Omnibus Rules on Appointment and Other Human Resource Actions and reinforces its commitment to the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) as per CSC Memorandum Circular No. 3, s. 2012. Central to this policy is the strict adherence to the Equal Employment Opportunity Principle (EEOP), ensuring that all personnel actions are fair, inclusive, and based on merit. To further strengthen this framework, DepEd Order No. 07, s. 2023, or the Guidelines on Recruitment, Selection, and Appointment outlines the criteria for hiring and promotion across First and Second Level positions, including executive and managerial roles.

In support to the Department of Education's commitment to merit-based and transparent human resource practices, this Division Memorandum is issued to provide clear guidelines for the submission of Action Plans as part of the Application of Education criterion in recruitment, selection, and promotion processes. Application of Education refers to the tangible contributions made by an applicant to their workplace as a result of learnings from higher education units or degrees earned. These contributions may include applied concepts, processes, and skills relevant to the position being filled. To assess this criterion, the following Means of Verification (MOVs) are submitted: an Action Plan approved by the Head of Office, a verified accomplishment report, and a certification of utilization or adoption signed by the Head of Office. Completion of all MOVs, along with a clear demonstration of the relevance of the Action Plan to the position applied for, earns the highest possible score of 10 points. This memorandum ensures that personnel are guided in preparing and submitting these documents in a manner that reflects both compliance and excellence.

II. Scope

These guidelines shall govern the entire process from the preparation of the Action Plan as Application of Education to its completion, utilization and adoption which can be used by applicants to the following positions:

- a. School Administration (SA) positions;
- b. Related-Teaching (RT) positions, and
- c. Non-Teaching (NT) positions.



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III. Procedures

The table below outlines the Application of Education process – from the submission, quality assurance, approval, implementation, and completion of application of education proposals and terminal report.

Activity	Persons Responsible / Activity Details / Interface																																	
Preparation of the Action Plan	Proponent prepares the Action Plan using the template in Enclosure 2.																																	
	All action plan proposals shall be based on the subjects / units taken in the post graduate studies of the proponent, within their appropriate level of governance (SDO-based employees, field -based employees).																																	
	The action plan and its attachments must follow this sequence:																																	
	I.	Title: Application of Education																																
	II.	Profile:																																
	III.	Rationale: <i>This part must include the connection of the post graduate subject/s or units taken by the proponent with the project / proposal as outlined in the Action Plan. (One-two pages, single space, Times New Roman / Bookman Old Style, 11 or 12 font size</i>																																
	IV.	Action Plan:																																
		<i>The last page of the action plan shall bear the name and signature of the proponent, labeled as</i>																																
		Prepared by: , <i>and the name and signature of the immediate superior of the proponent, labeled as</i>																																
		Noted: , <i>and followed by names of other signatories as indicated in the table below for signatories</i>																																
<table><tr><td>Office Position /</td><td>Noted</td><td>Reviewed</td><td>Recommending Approval</td><td>Approval</td></tr><tr><td colspan="5">Schools Division Office</td></tr><tr><td>Division Chief</td><td></td><td>Committee on Quality Assurance (QA) of Application of Education (AoE)</td><td>ASDS</td><td>SDS</td></tr><tr><td>EPS, PSDS/DIC and other SDO-Based Employees</td><td>Immediate Supervisor</td><td>Committee on QA of AoE</td><td>ASDS</td><td>SDS</td></tr><tr><td colspan="5">Field-Based Employees</td></tr><tr><td>School Head</td><td>PSDS / DIC</td><td>Committee on QA of AoE</td><td>ASDS</td><td>SDS</td></tr></table>					Office Position /	Noted	Reviewed	Recommending Approval	Approval	Schools Division Office					Division Chief		Committee on Quality Assurance (QA) of Application of Education (AoE)	ASDS	SDS	EPS, PSDS/DIC and other SDO-Based Employees	Immediate Supervisor	Committee on QA of AoE	ASDS	SDS	Field-Based Employees					School Head	PSDS / DIC	Committee on QA of AoE	ASDS	SDS
Office Position /	Noted	Reviewed	Recommending Approval	Approval																														
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EPS, PSDS/DIC and other SDO-Based Employees	Immediate Supervisor	Committee on QA of AoE	ASDS	SDS																														
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	Teaching Personnel	School Head	Committee on QA of AoE	ASDS	SDS
	Teaching-Related Personnel	School Head	Committee on QA of AoE	ASDS	SDS
	Non-Teaching Personnel (District)	PSDS	Committee on QA of AoE	ASDS	SDS
	Non-Teaching Personnel (School-Based)	School Head	Committee on QA of AoE	ASDS	SDS
	V. Transcript of Records (photocopy)				
Initial Assessment	Immediate superior of the proponent checks content, and the completeness and adherence of the Action Plan proposal to the prescribed template and format before affixing his/her signature				
Initial Submission	<p>The signed Action Plan and supporting documents are submitted to the Records Section of the Schools Division Office (SDO).</p> <p>A Document Tracking System / Number is assigned for reference.</p> <p>Implementation Date: Submission must be at least 30 working days prior to date/s of implementation.</p>				
Routing of Action Plan to the Human Resource Development Section (HRDS)	<p>The Action Plan is routed to the Education Program Specialist II of the HRDS for recording and review of completeness and adherence to the prescribe template and format.</p> <p>The same will be forwarded to the Committee on Quality Assurance (QA) of Application of Education (AoE).</p>				
Review and Endorsement	<p>The Action Plan is reviewed by the members of the Committee on (QA) of AoE.</p> <p>If issues are found, the plan is returned with comments/remarks to the proponent through the Records Section.</p> <p>If acceptable, it is endorsed by to the Assistant Schools Division Superintendent for recommending approval, and to the Schools Division Superintendent for final approval.</p>				
Release and Documentation	<p>The Records Section releases the approved Action Plan. The proponent receives a copy and submits a scanned PDF to the following link for Action Plan Proposal for office file purposes: _____</p>				
Implementation	The Action Plan is implemented according to the approved timeline, strategies, and details indicated.				



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Submission of Completion Report	<p>Completion report must be submitted at least two weeks to three months after the implementation.</p> <p>It must include the following parts with ear tabs:</p> <ol style="list-style-type: none">Completion Report (see Enclosure 3)Supporting documents (outputs arranged according to the sequence presented in the Expected Outputs in the Action Plan)Approved Action Plan Proposal and its attachments
Review of Completion Report	<p>The completion report is reviewed by the members of the QA Committee on AoE.</p> <p>If issues are found, the report is returned with comments/remarks to the proponent through the Records Section.</p> <p>If acceptable, it is endorsed to the Assistant Schools Division Superintendent for recommending approval, and to the Schools Division Superintendent for final approval.</p>
Released of Approved Completion Report	<p>Approved completion report is released and logged by the Records Section.</p>
Certificate of Adoption / Utilization	<p>A certificate of utilization/adoption will be issued by the Committee on QA of AoE.</p> <p>For issuance of certificate of adoption / utilization, the following should be attached:</p> <ol style="list-style-type: none">Certification from the individual and/or agency who/that adopted/ utilized the action planCompletion report of the individual and/or agency who/that adopted/ utilized the action plan, with attachments or supporting documentsLetters a-b attached to the completion report of the Action Plan proponent and ear tab as <i>Adoption / Utilization Report</i>



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Enclosure 2 to DM **479**, s. 2025 (Guidelines in the Application of Education)

**APPLICATION OF EDUCATION
PROPOSAL**

I. TITLE OF PROJECT			
II. PROFILE			
Name		Post Graduate Degree / Course	
		Specialization	
Position		Subject/s or Unit/s for Application of Education	
Office/Unit /School		Course Code/s	
Functional Division / District		Course Description/s	
Latest IPCR Rating			
III. RATIONALE			
Context <i>Describe the situation in your current or target workplace/ position that you need to address (Minimum of 200-350 words)</i>			
Proposed Solution <i>Explain your proposed solution anchored on relevant theories, concepts, principles, processes, skills, and/or activities that you learned from your postgraduate course and its connection with the specific</i>			



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<i>subject/s or units identified in Part I of this proposal (Minimum of 300 - 500 words)</i>	
Beneficiaries <i>Who are the beneficiaries of the solution</i>	
Duration <i>Indicate the date of implementation and completion</i>	



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IV. ACTION PLAN							
Key Task / Milestone (Minimum of 3)	Objective (Minimum of 2 per Key Task)	Activities (Minimum of 1 per Objective)	Timeline	Resources			Expected Output
				Human	Material	Financial	
(1) Significant step or task that marks progress in the implementation of the action plan	(1) It should be SMART: Specific, Measurable, Achievable, Relevant, and Time-Bound	(1) Concrete action or task carried out to achieve the objectives	Schedule for each activity	People involved in executing the action plan	Physical items or tools needed for implementation	Budget or funding required to support the activity	Tangible results or products of each activity
		(2)					
		(add as necessary)					
		(2)					
		(1)					
		(2)					
(2)	(1)	(add as necessary)					
		(1)					
		(2)					
		(add as necessary)					
		(1)					
		(2)					



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		(add as necessary)					
	(add as necessary)						
(3)	(1)	(1)					
		(2)					
		(add as necessary)					
	(2)	(1)					
		(2)					
		(add as necessary)					
	(add as necessary)						

V. APPROVALS

	<i>Printed Name, Position</i>	<i>Signature</i>	<i>Date</i>
Prepared by: (the proponent)			
Noted: (refer to III. Procedure)			
Checked and Reviewed by:	FLORENCE F. ESPARRAGO HT V/OIC SEPS - HRD		
	ROMMEL S. DE GRACIA PhD SEPS - PAR		
	ROMULO S. ANCHETA PhD		



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	<p>SGOD Chief (<i>for areas under SGOD</i>)</p> <p><i>(for areas under CID, this part will be temporarily omitted, the ASDS will sign under recommending approval</i></p> <p><i>(for areas under the OSDS, the unit head will sign)</i></p>		
Recommending Approval:	<p>ADONIS C. CEPEREZ Assistant Schools Division Superintendent / OIC CID Chief</p>		
Approved:	<p>ORLANDO E. MANUEL PhD, CESO V Schools Division Superintendent</p>		





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Enclosure 3 to DM 479, s. 2025 (Guidelines in the Application of Education)

Action Plan for Application of Education
Completion Form

I. PROJECT INFORMATION	
TITLE	
PROPONENT	
POSITION	
OFFICE / UNIT/SCHOOL	
FUNCTIONAL DIVISION / DISTRICT	
DATES OF IMPLEMENTATION	
BENEFICIARIES	
SOURCE/S OF FUND/S	
TOTAL ALLOCATED AMOUNT	
TOTAL AMOUNT SPENT	
II. PROJECT SUMMARY (Max. of 2 paragraphs, 5 sentences each)	
III. ACTUAL RESULTS OR OUTCOMES OF THE PROJECT (Max. of 2 paragraphs, 5 sentences each)	
IV. PROBLEM/S MET AND SOLUTIONS APPLIED	
V. RECOMMENDATION FOR REPLICATION AND SUSTAINABILITY	



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VI. APPROVALS			
	Printed Name, Position	Signature	Date
Prepared by:	(the proponent)		
Checked and Reviewed by:	FLORENCE F. ESPARRAGO HT V/OIC SEPS-HRD		
	ROMMEL S. DE GRACIA PhD SEPS-PAR		
	ROMULO S. ANCHETA PhD SGOD Chief (for areas under SGOD) (for areas under CID, this part will be temporarily omitted, the ASDS will sign under recommending approval (for areas under the OSDs, the unit head will sign)		
Recommending Approval:	ADONIS C. CEPEREZ EdD, CESE Assistant Schools Division Superintendent		
Approved:	ORLANDO E. MANUEL PhD, CESO V Schools Division Superintendent		
ATTACHMENTS (accomplish all applicable)		<ul style="list-style-type: none"> • Approved Action Plan Proposal • Pertinent documents, expected outputs and other Means of Verification (MOVs) based on proposed Action Plan • Documentation (2-3 pages with max. of 4-5 captioned pictures per page) • Others (Program, Invitation, Communication letters, etc. • Photocopy of Certification of the utilization of the project within the school / office duly signed by the Head of Office / School • Photocopy of Certification of Adoption by another school / office duly signed by the Head of Office / School, if there is, together with attached completion report of the school / office that adopted the project 	
Document Packaging		The Action Plan proposal must be: - Stapled in an A4 RED transparent folder (no slide), <i>Bookman Old Style</i> font for the document	



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	<ul style="list-style-type: none">- with transmittal letter addressed to the SDS- <p>The completion/terminal report must be:</p> <ul style="list-style-type: none">- well-packaged, in RED ring bound, A4, <i>Bookman Old Style</i> font for the document- properly labeled with ear tabs with transmittal letter addressed to the Schools Division Superintendent
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