



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF ANGELES CITY



03 Sept 2026

DIVISION MEMORANDUM

No. ³₄₂, s. 2026

**SIMPLIFIED PROCEDURES ON THE ADOPTION OF REGIONAL
MEMORANDUM NO. 238, s. 2026
“IMPLEMENTATION GUIDELINES ON THE APPLICATION OF EDUCATION
AND LEARNING AND DEVELOPMENT (L&D)”**

To: Assistant Schools Division Superintendents
Chiefs of Functional Divisions
Unit Heads
School Principals of Public Elementary and Secondary Schools
All Others Concerned

1. These Simplified Procedures shall guide the **evaluation, implementation, and recognition of the Application of Education and Learning and Development (L&D)** for teaching, school administration, teaching-related, and non-teaching personnel at the schools division and school levels.
2. The **proponent** shall prepare the Action Plan Proposal using the prescribed template and submit the required supporting documents, as follows:
 - a. **Application of Education** – Transcript of Records (TOR) or other official document showing the education, course, or qualification to be applied;
 - b. **Application of L&D** – Certificate of Training, Certificate of Participation/Completion, or other appropriate certification, aligned with the employee's Individual Development Plan (IDP) and/or identified organizational needs.
3. The proponent shall submit the Action Plan Proposal and supporting documents to the **immediate superior** for review and endorsement. The immediate superior shall ensure that the proposed application is relevant to the employee's functions, position, IDP, and/or identified organizational needs.
4. The proposal reviewed by the immediate superior shall be endorsed and submitted through the Division Records Office to the SDCAELD Secretariat for initial screening for compliance with submission guidelines.
5. The **SDCAELD Secretariat-SGOD** shall receive proposals from the Records Office and screen the proposals and supporting documents for completeness and compliance with submission guidelines.
6. The SDCAELD Secretariat shall forward complete and compliant proposals to the **Schools Division Committee on Application of Education and Learning and Development (SDCAELD)** and organize, facilitate, and document Committee meetings for evaluation.



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7. The **SDCAELD** shall evaluate the proposal based on the prescribed criteria and standards. Proposals that meet the requirements shall be recommended for approval, while those requiring revisions or additional documents shall be returned to the proponent for compliance.

8. Upon favorable recommendation, the **Schools Division Superintendent (SDS)** shall sign the **Certificate of Approval** of the Application of Education/L&D Action Plan Proposal.

9. Upon approval, the proponent shall implement the activities and interventions stated in the Action Plan **within the approved period** and document the implementation, outputs, and results, including improvements in job performance, work processes, service delivery, operational efficiency, or other identified outcomes.

10. Upon completion, the proponent shall prepare an Accomplishment Report using the prescribed template and submit it, together with the supporting documents, through the Records Office to the SDCAELD Secretariat for completeness checking and scheduling of the Committee meeting. The report shall present the activities undertaken, outputs produced, evidence gathered, results achieved, and attainment of the project objectives.

11. The **SDCAELD** shall evaluate the Accomplishment Report and supporting evidence to determine the proper implementation of the approved Action Plan, application of the intended knowledge, skills, competencies, or practices, achievement of expected outputs or outcomes, and contribution to individual and/or organizational performance.

12. Upon favorable evaluation, the Committee shall recommend the issuance of a **Certificate of Accomplishment**, to be signed by the SDS.

13. The Schools Division Office, through the SDCAELD, shall monitor completed application projects and provide appropriate feedback and recommendations. Projects proposed for utilization or adoption shall be validated based on their **relevance, effectiveness, transferability, and potential contribution to organizational improvement**.

14. A completed Application of Education/L&D project may be proposed for adoption or utilization by another office, school, or higher governance level upon completion of the prescribed process and, where applicable, may be issued a **Certificate of Utilization/Adoption** upon validation as suitable for such use or adoption; the proponent shall submit the following documents:

- a. Completed Application of Education/L&D project;
- b. Certificate of Approval of the Action Plan Proposal signed by the Schools Division Superintendent (SDS);



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- c. Certificate of Accomplishment signed by the SDS; and
 - d. Other supporting documents, as may be required.

15. The **SGOD at the Schools Division Office and school heads at the school level** shall ensure compliance with these Simplified Procedures and provide feedback for the continuous improvement of the implementation process.

16. For strict compliance.


ENGR. EDGARD C. DOMINGO PhD, CESO V
Schools Division Superintendent 

References: RM 238, s. 2026
DO 7, s. 2023

To be indicated in the Perpetual Index under the following subjects:

GUIDELINES

PROJECT PROPOSALS

ACCOMPLISHMENT REPORTS MONITORING AND EVALUATION

SGOD/CES/September 3, 2026