STEAMLINING THE REQUIREMENTS FOR APPLICATION OF EDUCATION AND APPLICATION OF LEARNING AND DEVELOPMENT IN THE SCHOOLS DIVISION OF ILOILO

1. Overview

The Guidelines on Recruitment, Selection and Appointment in the Department of Education (DO 7 s. 2023) was released in March 22, 2023, cementing the requirement for DepEd personnel to translate their learning experiences to actionable goals in their respective workplaces. Personnel vying for entry in the Department and promotion to higher positions will have to comply with the said provision.

However, the Department Order (DO) does not stipulate the exact format that can be used by DepEd personnel. There is no clear guidance on how exactly can the requirements be met in terms of documentation. Many applicants are currently using the existing training and activity design template. Others are crafting their own templates. But these cannot seem to help our personnel to garner the desired number of points for Application of Education and Application of Learning and Development.

The process that needs to be followed in complying with the said provision in the DO is not clearly stated either. There is no guidance on what document should be submitted, in which order, and who are the signing authorities. As a result, many documents that are seemingly complete are not being awarded the corresponding points in the Application of Education and Application of Learning and Development.

This process document is being put in place to further guide all teaching, related teaching and non-teaching personnel in a sequential procedure of fulfilling the requirements for Application of Education and Application of Learning and Development, as enforced in DO 07 s. 2023. At the same time, templates are provided in order to ensure that personnel adhere to the specific provisions of the DO. As personnel are supported and empowered, they achieve their career goals, and the Schools Division of Iloilo, as an organization, would carry out its role in delivering quality, accessible, relevant, and liberating basic education to its 497,323 learners.

2. Scope

This document provides guidance in the process and preparation of documentary requirements for Application for Education and Application for Learning and Development in the Schools Division of Iloilo. It is important to note that DO No. 7 s.2023 explicitly states the processes and procedures in hiring and promotion and this document further specifies what needs to be done as well as the forms to be submitted, some of which are used locally in the SDO. Also contained in this document are clarifications on the concerns raised during the Division orientation of the hiring guidelines. The same definition of terms are used in this document as in DO No. 7, s. 2023.

Being a local initiative in the Schools Division of Iloilo, this is intended for the use of the teaching, related teaching and non-teaching personnel within the Division only.

3. Application of Education

As evidence of learning from a post-graduate degree, that is, Masters or Doctorate Degree, the personnel implements a project/program that is directly aligned to a single course/subject or the entire Degree. Beyond mere completion of the post-graduate degree, DepEd personnel are encouraged to make their educational attainment functional and meaningful by applying the knowledge and skills acquired into their own tasks and responsibilities. This can be achieved by improving processes, developing human resources, implementing new programs, to name a few.

To this end, the specific subject where the skills or knowledge were learned from must be clearly indicated in the Transcript of Records. This must be highlighted by the applicant for clarity and visibility purposes. Indicated below is the process to be followed as well as the documents required.

Program Portfolio

a. Proposal
    i. After taking a post-graduate degree, the Program Proposal (Enclosure 1.a) shall be accomplished by the applicant, filling all the fields and indicating N.A. for not applicable items. Other pertinent information may be added, ONLY if deemed appropriate. Lengthy narratives do not ascertain approval of the proposal. To be enclosed is a copy of the Transcript of Records, with highlight on the specific subject area being applied.
    ii. The Program Proposal shall be signed by the signatories indicated, subject for review of the Human Resource Development Section and approval of the Schools Division Superintendent.
    iii. Suggestions and edits may have to be considered before the approval. Soft copy shall be submitted to <hrd.iloilo@deped.gpv.ph> with Subject line, “Application for Education Program Proposal: First name MI. Last name”.
    iv. The applicant may start the project implementation only upon the release of the approved Program Proposal.

b. Implementation
    i. With the Program Proposal approved, the applicant may commence with the implementation phase, strictly adhering to the implementation design. Any deviation from the proposed milestones must be documented completely and accurately.
    ii. Documents, photos and other Methods of Verification (MOVs) as indicated in the Program Proposal must be gathered and presented in a chronological order.
    iii. The Program Monitor shall commence with monitoring activities and accomplish the Monitoring and Evaluation Report (Enclosure 1.b).

c. Post-Implementation

    The Application for Education Accomplishment Report (Enclosure 1.c) shall be accomplished by the applicant upon completion of the project/program. Additional items may be added, as deemed appropriate. MOVs must be included in the report, following the chronological order of each project milestone. Application of Learning and Development.

    The school head/organizational lead of the beneficiaries shall issue the Certificate of Adoption (Enclosure 1.d) as proof of implementation.

4. Application of Learning and Development

Learning and Development activities (trainings, short-term scholarships, etc.) are taken in order to address concerns related to performance. Competencies that need to be improved or developed are identified from performance evaluation results (OPCRF/IPCRF). Thus, it is imperative that learning needs of the personnel are reflected in the Individual Development Plan (IDP) which is Part IV of the Individual Performance Commitment and Review Form (IPCRF). The applicant shall present a completed project/program as evidence of learning from trainings,

short courses, scholarships and other professional development programs attended. Documents indicated below shall be required.

Program Portfolio

a. Copy of the Individual Performance Commitment and Review Form (IPCRF) with parts 1-4 containing the Developmental Need being addressed by the L&D intervention. The identified need should be highlighted (IPCRF Part IV-IDP).
b. Program Proposal
    i. After taking a training/course, the Program Proposal (Enclosure 2.a). shall be accomplished by the applicant, filling all the fields and indicating N.A. for not applicable items. Other pertinent information may be added, ONLY if deemed appropriate. Lengthy narratives do not ascertain approval of the Program Proposal.
    ii. The Form shall be signed by the signatories indicated, subject for review of the Human Resource Development Section and approval of the Schools Division Superintendent.
    iii. Suggestions and edits may have to be considered before the approval. Soft copy shall be submitted to <hrd.iloilo@deped.gpv.ph> with Subject line, “Application for Education Proposal: First name MI. Last name”.
    iv. The applicant may start project implementation only upon the release of the approved proposal.
c. Implementation
    i. With the Program Proposal approved, the applicant may commence with the implementation phase, strictly adhering to the implementation design. Any deviation from the original Proposal must be documented completely and accurately.
    ii. Documents, photos and other Methods of Verification (MOVs) as indicated in the Proposal must be gathered and presented in a chronological order.
    iii. The Program Monitor shall commence with monitoring activities and accomplish the Monitoring and Evaluation Report (Enclosure 2.b).
d. Post-Implementation
    i. The Application for Education Accomplishment Report (Enclosure 2.c) shall be accomplished by the applicant upon completion of the project/program. Additional items may be added, as deemed appropriate. MOVs must be included in the report, following the chronological order of each project milestone. Any deviation from the approved Proposal shall be reflected in the Accomplishment Report.
    ii. The school head/organizational lead of the beneficiaries shall issue the Certificate of Adoption (Enclosure 1.d) as proof of implementation.

5. Submission of Documents

a. All documents shall be printed in A4 size paper.
b. All photos should be clear, showing no pixels and not stretched, making use of proper scaling. Maximum of four (4) photos per page are expected to maximize visibility. Captions should be present to tell the story behind the photographs.
c. The Program Proposal shall be submitted in plain white long folder for approval. The soft copy of the said document shall be sent to <hrd.iloilo@deped.gov.ph>. Upon approval, the personnel may start with program implementation.
d. Upon completion of the Program, applicants shall compile a Program Portfolio in a black folder, which may either be ring-bound or soft-bound. The overall layout is expected to be in “executive” esthetics, using corporate colors (no bright/neon colors, maximum of 3 color combination for the layout of the entire portfolio). For uniformity, the following shall be required:

i. Cover page with the project title, applicant's photo in uniform from the chest up, and details (name, position, station). This shall be placed on the front cover of the folder and the first page of the Portfolio.
ii. Separate page indicator and tabbing for Pre-Implementation, Implementation, and Post-Implementation sections.

6. Annexes

1. Application of Education
    a. Proposal
    b. Monitoring and Evaluation Report
    c. Completion Report (with Monitoring and Evaluation Forms)
    d. Certificate of Adoption
2. Application of Learning and Development
    a. Proposal
    b. Monitoring and Evaluation Report
    c. Completion Report (with Monitoring and Evaluation Forms)
    d. Certificate of Adoption