



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON

06 January 2025

**Regional Memorandum**  
No. 16 s. 2025

**VIRTUAL ORIENTATION ON THE EVALUATION OF  
WORKPLACE APPLICATION PLANS FOR MASTER  
TEACHERS PROFESSIONAL DEVELOPMENT  
PROGRAM (MTPDP) 2.0**

To: **Schools Division Superintendents**

1. Relative to Regional Memorandum No. 825, s. 2024 titled ***Evaluation of Workplace Application Plan for Master Teachers Professional Development Program (MTPDP) 2.0***, this Office, through the Human Resource Development Division-National Educators Academy of the Philippines in the Region (HRDD-NEAPR), will conduct a **virtual orientation** on **January 13, 2025 at 10:30 a.m.** via **Microsoft Teams**.
2. The virtual orientation aims to discuss the guidelines, criteria, and tools for Workplace Application Plan (WAP) evaluation, and to present the Terms of Reference for members of the Division Evaluation Teams.
3. Participants in this orientation are the members of the Division Evaluation Teams indicated in RM 825, s. 2024, to wit: (a) CID Chief/EPS/PSDS, (b) SGOD Chief/EPS/SEPS-M&E, (c) SEPS/EPS II-HRD, and (d) School Head/Head Teacher. The meeting link can be accessed through **bit.ly/MTPDPWAPOrientation**.
4. For relevant queries, please contact Jisela N. Ulpina, OIC-Chief or Bryan A. Pobe, Education Program Supervisor, through email at [hrd.calabarzon@deped.gov.ph](mailto:hrd.calabarzon@deped.gov.ph).
5. Immediate dissemination of this Memorandum to all concerned is earnestly desired.

06/ROH5/ROH1

**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director

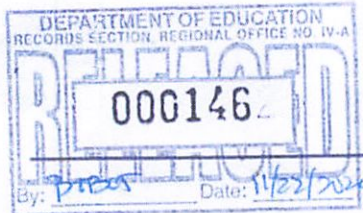


Address: Gate 2, Karangalan Village, Cainta, Rizal  
Telephone No.: 02-8682-2114  
Email Address: [region4a@deped.gov.ph](mailto:region4a@deped.gov.ph)  
Website: [depedcalabarzon.ph](http://depedcalabarzon.ph)



Certificate No. PHP QMS  
22 93 0086





Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON




18 November 2024

**Regional Memorandum**  
No. 825 s. 2024

**EVALUATION OF WORKPLACE APPLICATION PLAN FOR  
MASTER TEACHERS PROFESSIONAL DEVELOPMENT  
PROGRAM (MTPDP) 2.0**

To: **Schools Division Superintendents**

1. To evaluate the change in participants' behavior and their application of learning gained from the Theoretical Phase of **Master Teachers Professional Development Program 2.0 (MTPDP 2.0)** this Office, through the Human Resource Development Division-National Educators Academy of the Philippines in the Region (HRDD-NEAP R), informs the concerned regarding the **Evaluation of Workplace Application Plans (WAPs) for MTPDP 2.0**.
2. Specifically, the activity aims to:
  - a. evaluate participants' application of learning gained (Level 3 of Kirkpatrick's Monitoring and Evaluation Model) from the Theoretical Phase as reflected in their WAPs;
  - b. provide participants with the opportunity to share their WAP implementation milestones; and,
  - c. share comments and suggestions for refinement of WAP portfolios.
3. The guidelines on the WAP evaluation are attached to this Memorandum. Evaluation results must be submitted to this Office through HRDD-NEAP R on or before **March 31, 2025**, through [tinyurl.com/WAPEvalSubmission](https://tinyurl.com/WAPEvalSubmission).
4. For queries and assistance, please email Jisela N. Ulpina, OIC-Chief, or Bryan A. Pobe, Education Program Supervisor, at [hrd.calabarzon@deped.gov.ph](mailto:hrd.calabarzon@deped.gov.ph).
5. Immediate compliance with this Memorandum is instructed.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director

06/ROH6/ROH1



Address: Gate 2, Karangalan Village, Cainta, Rizal  
Telephone No.: 02-8682-2114  
Email Address: [region4a@deped.gov.ph](mailto:region4a@deped.gov.ph)  
Website: [depedcalabarzon.ph](http://depedcalabarzon.ph)



Certificate No. PHP QMS  
22 93 0085

**GUIDELINES ON THE EVALUATION OF WORKPLACE APPLICATION PLANS  
(WAP) FOR MASTER TEACHERS PROFESSIONAL DEVELOPMENT PROGRAMS**

**I. INTRODUCTION**

The **Master Teachers Professional Development Program 2.0 (MTPDP 2.0)** focuses on developing and enhancing the identified professional development (PD) needs and priorities of new Master Teachers in the Region based on the Philippine Professional Standards for Teachers (PPST) domains, strands, and indicators that enable them to implement the curriculum and mentor or coach their colleagues effectively.

By the end of this PD program, they should have acquired and demonstrated an in-depth understanding of identified PPST indicators through developing and implementing a workplace application plan (WAP) aimed at leading change through effective curriculum implementation toward improved learning outcomes.

Specifically, they should have:

1. articulated positive and non-violent discipline policies and procedures to ensure a learning-focused environment and share among colleagues actual school scenarios related to positive and non-violent discipline policies and procedures to ensure a learning-focused environment;
2. evaluated and:
  - a. modeled exemplary practices in content knowledge application within and across curriculum teaching areas;
  - b. led colleagues in evaluating differentiated strategies to enrich teaching practices that address learners' differences in gender, needs, strengths, interests, and experiences;
  - c. led initiatives in the evaluation of assessment policies and guidelines that relate to the design, selection, organization, and use of effective diagnostic, formative, and summative assessment consistent with curriculum requirements; and
  - d. provided advice on, and mentor colleagues in the effective analysis and use of learner attainment data

## II. PARTICIPANTS

Participants in the PD program were newly appointed Master Teachers with 0-3 years of experience as a Master Teacher from Key Stage 1 to 4 and who are under Career Stage 3 of the PPST.

The participants underwent two phases of the PD program, namely, the *Theoretical Phase* and the *Practicum Phase*. In the *Theoretical Phase*, the participants were engaged in sessions during the Division Rollout that enabled them to gain a clear understanding of the identified PPST indicators, acquire strategies and practices in leading change toward effective curriculum implementation, and develop a WAP. Further, in the *Practicum Phase*, they were able to implement the WAP which allowed them to apply their significant learning in their classrooms and schools.

## III. EVALUATION OF WORKPLACE APPLICATION PLANS (WAPs)

In the evaluation of the WAP portfolio, the participants shall get at least a grade of **80%** to pass; otherwise, suggestions will be provided to refine or improve the WAP Portfolio. The evaluation shall be based on the following criteria:

| Criteria  | Points              |
|---|---------------------|
| <b>Responsiveness to the Needs</b><br>(The extent to which the implementation of WAP has clearly shown how it addressed the needs of the learners/school/ organization.)  | 4                   |
| <b>Application of Learning Gained from the Training</b><br>(The extent to which the target learning competency/ies in the WAP were demonstrated completely.)  | 4                   |
| <b>Efficiency of Implementation of Action Plan/WAP</b><br>(Expressed in terms of results of WAP implementation that have reached maximum quality and efficiency and made the participant more competent and committed.) | 4                   |
| <b>Achievement of the WAP Objectives</b><br>(The extent to which the participant has confidently demonstrated the target competencies and realized all the success indicators in the WAP.)                              | 4                   |
| <b>Enhancement of Competency</b><br>(The extent to which the implementation of WAP has manifested how competency-focus was enhanced.)   | 4                   |
| <b>Integration of Competencies in Work Performance</b><br>(The extent to which WAP has become helpful in improving performance (maximized in the IPCRF rating)  | 4                   |
| <b>Demonstration of Competencies</b><br>(The extent how participant has consistently demonstrated the competencies during the implementation of WAP)  | 4                   |
| <b>TOTAL</b>  | <b>Score/28x100</b> |

#### **IV. GUIDELINES FOR WAP EVALUATION**

The following are the guidelines and the requirements that need to be prepared and submitted for the WAP evaluation:

1. Each participant (Master Teacher) shall submit the accomplished and signed **WAP Portfolio** to the Schools Division Office through the Human Resource Development Section (HRDS). Failure to submit the portfolio on the deadline set by the SDO means non-inclusion in the evaluation. The following are the important links for reference:

|                            |  |
|----------------------------|--|
| Template for WAP Portfolio | <a href="http://tinyurl.com/MTPDPWAPPortfolio">tinyurl.com/MTPDPWAPPortfolio</a> |
| WAP Evaluation Tool        | <a href="http://tinyurl.com/MTPDPWAPEvalTool">tinyurl.com/MTPDPWAPEvalTool</a>   |
| WAP Templates              | <a href="http://tinyurl.com/MTPDPWAPTemplates">tinyurl.com/MTPDPWAPTemplates</a> |

2. Evaluation of WAP portfolios submitted by participants shall be based on the criteria. These criteria must be presented and described to them before submitting their portfolios for them to have a clearer understanding of the areas to be evaluated. An online orientation will be helpful.
3. Submission of WAP Portfolio should be in electronic or pdf format. Submission links must be created and disseminated through a memorandum.
4. Each evaluation team must be composed of the following:
  - a. CID Chief/Education Program Supervisor/Public Schools District Supervisor
  - b. SGOD Chief/Education Program Supervisor/SEPS M&E
  - c. SEPS/EPS II- HRDS
  - d. School Head/Head Teacher
5. Pulling out master teachers from their classrooms during class days and hours for WAP evaluation is prohibited in compliance with DepEd Order 9, s. 2005 titled *Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith*.
6. SDOs are encouraged to employ modalities or mechanisms for WAP evaluation such as requesting teachers to present (synchronously or through recorded presentation) before evaluation, facilitating purely online submission and evaluation, and others that may be deemed feasible.

7. Participants shall be informed regarding the evaluation results through a memorandum or any other available means of dissemination.
8. Meals and other relevant expenses relative to WAP evaluation can be charged against the HRD Fund (INSET or Program Support Fund) subject to Program Management Information System (PMIS) requirements and the usual accounting and auditing rules and regulations. Utilization of the said fund must be based on existing guidelines stipulated in DepEd Order No. 30, s. 2021 titled *Multi-Year Implementing Guidelines on the Allocation and Utilization of the Human Resource Development Fund for Teachers and School Leaders*.

## **V. ROLES AND RESPONSIBILITIES**

The following are the roles and responsibilities of the Regional Office, Schools Division Offices, and Schools:

### **a. Regional Office**

- i. Ensure that guidelines for WAP evaluation are provided;
- ii. Provide templates and evaluation tools to Schools Division Offices;
- iii. Consolidate evaluation results from Schools Division Offices to finalize Level 3 Evaluation Report; and
- iv. Submit Level 3 Evaluation Report of MTPDP 2.0 to NEAP Central Office.

### **b. Schools Division Office**

- i. Ensure that templates for the WAP Portfolio and submission links are provided to the participants;
- ii. Set deadlines for submission and evaluation;
- iii. Create evaluation teams and assign members based on the composition indicated above;
- iv. Evaluate the WAP portfolios of participants based on criteria and using the evaluation tool provided by the Regional Office;
- v. Submit to the Regional Office, through HRDD-NEAPR, the list of participants who passed the evaluation; and
- vi. Issue Certificate of Completion to participants who passed the evaluation. The template can be accessed through <https://tinyurl.com/MTPDPCertCompletion>

### **c. Schools**

- i. Provide technical assistance to participants in the preparation of the WAP portfolio and necessary attachments.

## **VI. MONITORING AND EVALUATION**

The conduct of the WAP evaluation will be monitored by the Human Resource Development Division-National Educators Academy of the Philippines in the Region (HRDD-NEAPR) and the Quality Assurance Division (QAD).