



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

09 June 2023

**DIVISION MEMORANDUM**

No. **193**, s. 2023

**SUBMISSION OF RE-ENTRY ACTION PLAN (REAP)**

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

1. In compliance to DepEd Order 007, s. 2023 *Re Guidelines on Recruitment, Selection, and Appointment in the Department of Education*, this Office issues the official templates to be used on Re-Entry Action Plan (REAP), as attached.
2. The REAP is an expected output by the proponent upon **attendance to a learning and development (L&D) activity**. The same document will form part in measuring the application of L&D attended, which must have led to significant positive results in his/her current work.
3. The submission of REAP must be accompanied with all of the following:

a.	Photocopy of the Certificate of Participation and/or Recognition (with printed name) to an L&D intervention that is aligned with the proponent's Individual Development Plan (IDP)
b.	Photocopy of the proponent's duly signed IPCRF-Phase IV (IDP)

4. All REAP must be compliant to the following timeline:

Schedule	Activity	Person/s In-charge	Remarks
Within 3-working days after attendance to an L&D	Submission of REAP proposal	REAP Proponent	The target dates of implementation for the proposed REAP must be 20 to 30 working days prior to submission to SDO for approval.
Maximum of 15 working days upon receipt from	Quality assurance and approval of the	SDO approving authorities	Given a maximum of three (3) working days, each signatory is expected to quality assure (and return, if needed)



**Address:** Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya  
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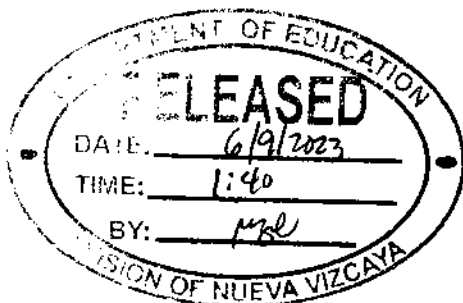
SDO Records' Section	submitted REAP	SDO Records Officer	immediately the proposal and forward the same to the next signatory thereafter.  Once approved, the SDS staff shall forward to the SDO Records' Section for release to the proponent.
Within 30 days after implementation	Submission of Completion/ Terminal report	REAP Proponent	The complete set of approved REAP proposal must be attached with the completion/terminal report along with other required documents, for approval of the same SDO approving authorities.
Maximum of 15 working days upon receipt from SDO Records Section	Quality assurance and approval of the submitted REAP completion/terminal report	SDO approving authorities  SDO Records Officer	Given a maximum of three (3) working days, each signatory is expected to quality assure (and return, if needed) immediately the completion/terminal report and forward the same to the next signatory thereafter.  Once approved, the SDS staff shall forward to the SDO Records' Section for release to the proponent.

- All SDO-established processes for professional development opportunities (i.e research, L&D, innovation, development projects, etc.) either through the self-initiative or expected mandates of an employee remain in effect and to follow the usual provisions, while the REAP is exclusively a requirement for an employee who attended an L&D.
- For information, guidance, and strict compliance.

**ORLANDO E. MANUEL PhD, CESO V**  
Schools Division Superintendent

By the Authority of the Superintendent:

**MARY JULIE A. TRUS PhD, CESO VI**  
Assistant Schools Division Superintendent



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**Enclosure 1. Proposal template**

**Re-Entry Action Plan (REAP) Proposal**

**A. Project Context**

<b>Title of PROGRAM/ACTIVITY/PROJECT Attended</b>	
<b>Name of District/Functional Division</b>	
<b>Name of District Supervisor/Functional Division Head/Chief</b>	
<b>Name of School/Section/Unit</b>	
<b>Key changes in my workplace as a result of this project</b> <i>What key changes do you want to see in your workplace as a result of your having attended the said PAPs? What are your specific, verifiable indicators of these changes?</i>	
<b>Target Competency Improvement</b> <i>What competency/ies will be developed or improved through your proposal? Identify maximum of three (3).</i>	
<b>Describe current situation (problem or opportunity) in your school that you need to address through your proposal</b> <i>Give specific, quantifiable, observable details. For example, number of non-readers in Grade 2 or, number of teachers that need training by a certain period or, timely utilization of MOOE</i>	
<b>Title of Application Project</b>	
<b>Nature of the Project</b> <i>(Research, L&amp;D, Innovation, Dev't. Project, etc.)</i>	
<b>PROJECT OBJECTIVE/S: SMART – Specific, measurable, attainable, result-oriented, and with time-frame</b>	To:
<b>Start Date</b>	
<b>Length of Project</b>	



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<i>The project should be completed within 3 to 6 months</i>	
<b>Expected Outputs</b>	
<b>Beneficiary/ies</b>	
<b>Identify Success Indicators or measures of success</b>	<i>This project will be a success when the following indicators have been achieved and verified through unbiased means (maximum of three (3)):</i>

**B. Action Steps**

*Identify significant Milestone targets that could be achieved by the end of 30 days and every 30 days thereafter. Milestones are (a) significant changes achieved; and/or, (b) major steps taken towards achieving the desired improvement in your school*

<b>Target Milestone</b>	<b>Actions</b>	<b>Responsible Person</b> <i>Who will do this step?</i>	<b>Support Needed from:</b>	<b>Target Date</b> <i>When will this step be accomplished?</i>
<b>Milestone 1</b>	Action Step 1			
	Action Step 2			
	Action Step 3			
	Etc.,			
<b>Milestone 2</b>	Action Step 1			
<b>Milestone 3</b>	Action Step 1			
<b>Etc.</b>				

*\*add rows if needed*

**C. Required Resources**

*Provide specific details of the physical and human resources required to successfully implement your Application Project*

<b>Milestone</b> (must be same with letter B)	<b>Resources Needed</b>	<b>Budget</b>	<b>Approvals Needed</b>

*\*add rows if needed*

**D. Risk Management Plan**

*All projects are exposed to risk. Risks are unpredictable events that might or might not happen, and endanger the achievement of your project objectives. You should therefore know what risks prioritize and what to do when the risk happens.*



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Milestone (must be same with letter B)	Likely Risk	Impact on Project if Risk Happens	Specific Action to prevent risk	If risk happens, specific action to soften impact of risk

*\*add rows if needed*

**E. Monitoring and Evaluation**

Objective Statement	Indicators (What will be measured?)	Methods/Tools (What methods/tools will be used to collect data?)	Data Sources (Who and/or what documents will provide data or evidence on the indicators?)	Schedule of M and E (When will M and E activities be undertaken?)	Persons/Responsible (Who will be accountable for ensuring that M and E activities are done?)	Support Needed (What resources are needed to implement M and E activities?)	User/s of M and E Data (Who will use the data gathered?)	Communication/Reporting Strategy
<b>Outcome</b>								
<b>OUTPUT 1</b>								
Activity 1								
<b>OUTPUT 2</b>								
Activity 1								
<b>OUTPUT 2</b>								
Activity 1								

*\*add rows if needed*

**F. Approvals**

	Printed Name, Position	Signature	Date
Prepared by: (the proponent)			
Checked and Reviewed by:	<b>MARIANNE C. EUGENIO PhD</b> <i>SEPS-HRD</i>		
	<b>ROMULO S. ANCHETA PhD</b> <i>SGOD Chief</i>		
	<b>MARICEL S. FRANCO PhD, CESE</b> <i>CID Chief</i>		
Recommending Approval:	<b>MARY JULIE A. TRUS PhD, CESO VI</b> <i>Assistant Schools Division Superintendent</i>		
Approved by:	<b>ORLANDO E. MANUEL PhD, CESO V</b> <i>Schools Division Superintendent</i>		



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**Enclosure 2. Completion/Terminal Report Template**

**Re-Entry Action Plan (REAP) Completion Form**

<b>TITLE</b>	
<b>DATE/S, VENUE</b>	
<b>OBJECTIVES</b>	
<b>PARTICIPANTS</b>	
<b>SOURCE/S OF FUND/S</b>	
<b>TOTAL ALLOCATED AMOUNT</b>	
<b>TOTAL AMOUNT SPENT</b>	
<b>PROPONENT</b>	
<b>OTHER RESOURCES USED</b>	Man: Materials:
<b>CONSULTANTS</b> <i>(If any)</i>	
<b>REFERENCES</b>	
<b>OVERALL REMARKS AND ISSUES ENCOUNTERED</b> <i>(Max. of 2 paragraphs, 5 sentences each)</i>	
<b>ATTACHMENTS</b> <i>(accomplish all applicable)</i>	<ul style="list-style-type: none"><li>• Approved Proposal</li><li>• Duly Signed Registration Form and/or Attendance Sheet</li><li>• QAME Result with the Analyses</li><li>• Memorandum</li><li>• Receiving Copy of Certificates Awarded (duly signed by the participants)</li><li>• Documentation (max. of 5 captioned pictures)</li><li>• <i>Others (Program, Invitation, Communication letters, etc.</i></li></ul>

**IMPORTANT:**

The REAP proposal must be:

- in an A4 clear folder, *Book Old Style* font for the document
- with transmittal letter addressed to the SDS

The completion/terminal report must be:

- well-packaged, in **RED** ring bound, A4, *Book Old Style* font for the document
- properly labeled with ear tabs
- with transmittal letter addressed to the SDS



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