



Republic of the Philippines  
**Department of Education**  
Region VIII  
**SCHOOLS DIVISION OF TACLOBAN CITY**

May 15, 2023

**DIVISION MEMORANDUM**

No. 237 s. 2023

**GUIDELINES ON THE CRAFTING OF ACTION PLAN / RE-ENTRY ACTION PLAN / JOB-EMBEDED LEARNING / IMPACT PROJECT – APPLICATION OF EDUCATION AND APPLICATION OF LEARNING AND DEVELOPMENT**

To: Chiefs, SGOD and CID  
Education Program Supervisors  
Public Schools District Supervisors  
School Heads  
Teachers  
All Others Concerned

1. Pursuant to DepEd's Merit and Selection Plan as articulated in DepEd Order No. 7, s. 2023 titled Guidelines on Recruitment, Selection and Appointment in the Department of Education, the agency underscores the values of merit, fitness, competence, equal opportunity, transparency, and accountability, as well as providing quality basic education. The guidelines, procedures and criteria for various positions across teaching, non-teaching, teaching-related and executive positions shall ensure systematic and competency-based approach on the selection of personnel so as to strategically assign the right people for the appropriate position at the right time.
2. Relative to the above issuance and Regional Memorandum No. 354 s. 2023 re. "Guidelines on the Crafting of Action Plan / Re-Entry Action Plan / Job Embedded Learning / Impact Project – Application of Education and Application of Learning and Development", the Schools Division Office hereby creates a committee to review the Action Plan/Re-Entry Action Plan / Job-Embedded Learning / Impact Project submitted for approval.

<b>Review Committee Composition</b>		
<b>Governance Level</b>	<b>Chairperson/Co-Chairperson</b>	<b>Members</b>
<b>Schools Division Office</b>	Chairperson: Assistant Schools Division Superintendent  Co-Chairperson: SGOD Chief	CID Chief Administrative Officer V SEPS, Planning and Research  Secretariat: HRDS SEPS
<b>School:</b> <ul style="list-style-type: none"><li>• School Head</li></ul>	Chairperson: Public Schools District Supervisor	PSDS from other Districts

	Chief Supervisor Program Supervisor	Education
• Teachers	Assistant Principal Department Head	School 1 Assistant School Principal 1 Department Head 1 Master Teacher 1 Teacher I-III Representative
	<i>(For those who have Department Heads Assistant School Principal)</i>	Secretariat: 1 Teacher Designate
	Master Teacher or any experienced Teacher designate by the School Head <i>(if no Master Teacher)</i>	1 Master Teacher 1 Teacher III 1 Teacher II 1 Teacher I
	<i>(For schools who do not have Department Heads Assistant School Principal)</i>	Secretariat: 1 Teacher Designate

3. Crafted and reviewed Action Plan/Re-Entry Action Plan/ Job Embedded Learning/Impact Project shall be dully approved by the Head of Office. The table below composes of signing authorities in the different governance levels.

Approving Committee		
Office/Positions	Approving Authorities	
	Recommending Approval	Approval
<b>Schools Division Office</b>		
a.1 Schools Division Superintendent	ARD	RD
a.2 Assistant Schools Division Superintendent (ASDS)		SDS
a.3 Division Chief	ASDS	SDS
a.4 Below Division Chief including Public Schools District Supervisors	Division Chief/ASDS <i>(for those without Division Chiefs)</i>	SDS
<b>School</b>		
c.1 School Head	ASDS	SDS
c.2 Teaching Personnel	Assistant School Principal/ Department Head  <i>(For schools who have Assistant School Principal Department Heads)</i>	School Head
c.3 Non-Teaching Personnel	Chairperson of the Review Committee	School Head

4. Immediate dissemination and compliance of this Memorandum are highly desired.

  
**JUDELLA R. LUMPAS, EdD, CESO VI**  
*Schools Division Superintendent*