


Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)
TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES


February 23, 2026

DIVISION MEMORANDUM
No. 292, s. 2026

**SUBMISSION OF APPROVED WORK APPLICATION PLAN (WAP) OF PARTICIPANTS WHO
ATTENDED SCHOOL IN-SERVICE TRAINING (INSET)**

To : Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Other Concerned

1. In line with the department's commitment to ensure the effective transfer of learning from the School In-Service Training (INSET), all teachers who participated in the INSET are required to prepare and submit the approved scanned copy of the Workplace Application Plan (WAP) using the standard template for teachers. The proponent of the WAP shall be the signatory approved by their respective school heads.
2. The accomplished and signed WAPs must be scanned and uploaded through this link <https://bit.ly/4rAlAfd> or thru this QR code 
3. Teachers must ensure that the uploaded file is:
 - a) complete and properly signed,
 - b) clear and readable,
 - c) saved in PDF format with the filename: `School Name Last Name FirstName_WAP.pdf`
4. School Heads shall ensure 100% compliance within their respective schools. Deadline for uploading will be on March 15, 2026.
5. For inquiries or clarifications, you may contact the HRD and SMME Unit to these email address hrd.ctd@deped.gov.ph or mariarita.tablate@deped.gov.ph.
6. For information, guidance and compliance of all concerned.


MA. JEANY T. ABAYON
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