



Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
**SCHOOLS DIVISION OF MISAMIS ORIENTAL**

Office of the Schools Division Superintendent

14 July 2023

**DIVISION MEMORANDUM**

No. 402, series 2023

**USE OF THE REVISED TEMPLATE FOR RE-ENTRY ACTION PLAN (REAP)**

To: **Division Office Personnel**  
**Public Schools District Supervisors/ In-Charge**  
**Elementary and Secondary School Heads**  
**Elementary and Secondary Teachers**  
**Program Holders/Training Focal Person**  
**Others Concerned**  
This Division

1. Relative to Division Memorandum No. 45, s. 2022 and to ensure standardization and uniformity forms and templates, this Office, through the Human Resource Development Unit, announces the use of the revised template for the Re-Entry Action Plan (REAP) effective upon the publication of this Memorandum.
2. The Re-Entry Action Plan will now be reviewed and evaluated by the members of the Division REAP Evaluation Team composed of the following:  

MARIA TERESA M. ABSIN, PhD. (Chief ES, SGOD)  
CYDEL P. VALMORES, PhD. (OIC Chief ES, CID)  
IRISH KARYLLE D. MONTE, PhD., (SEPS HRD)  
MARK LOREN T. TEJANO (Budget Officer/ NEU President)  
ERLINDA G. DAEL, PhD. (OIC- ASDS for Recommending Approval)  
EDILBERTO L. OPLENARIA, EdD. (SDS for Approval)
3. The revised template is available for download through <https://bit.ly/HRDStandardTemplates> (**HRD-Form-5 Re-Entry-Action-Plan-REAP - Revised 2023**). The folder may be accessed through the use of the DepEd email. Please do not tamper or alter the template.
4. All other provisions on the use of the HRD Standardized Template stipulated in Division Memorandum No. 45, s. 2022 remain in effect.





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5. Queries and clarifications on the use of the forms may be channeled through the Human Resource Development Unit, Irish Karylle D. Monte- SEPS ([irishkarylle.monte@deped.gov.ph](mailto:irishkarylle.monte@deped.gov.ph))

  
**EDILBERTO L. OPLENARIA, EdD, CESO V**  
Schools Division Superintendent

Encls.: As stated

References: None

To be indicated in the Perpetual Index  
under the following subjects:

 PROFESSIONAL DEVELOPMENT

 HRD-imonte





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**SCHOOLS DIVISION OF MISAMIS ORIENTAL**

**TRAINING & DEVELOPMENT RE-ENTRY ACTION PLAN (REAP)**

*The Re-Entry Action Plan is a means by which HRD Unit monitors the significant workplace application of learnings gained from the trainings. This form is to be filled-up by DepEd employees who attended National or International trainings through Learning Service Providers (LSP) endorsed by DepEd. In case of external LSP's, participant must attach photocopy of letter request approved by the Schools Division Superintendent as well as Certificate or Participation, Completion or Attendance.*

*Please use Bookman Old Style, Font Size 11. (Delete during final printing)*

**A. Background Information**

Title of Training or Program	
Training Date/s	
No. of Training Hours	
Type of Learning & Development	<input type="checkbox"/> Managerial <input type="checkbox"/> Supervisory <input type="checkbox"/> Technical
Name of Participant	
School/Office/Division/Section/Unit	
Workplace Development Objectives	What key changes do you want to see in your school/office/division/section/unit as a result of your having attended the training or program?
Target Competency/Key Result Areas (KRA) Improvement	What improvements in your competency/KRA will you demonstrate through this re-entry action plan?
Describe current situation (problem or opportunity) in your school/office/unit that you need to address through your re-entry plan	
Re-Entry Plan Title	
Re-entry Action Plan Objective SMART-Specific, measurable, attainable, result-oriented and with timeframe	
Start Date	
Expected Outputs	
Beneficiary/ies	
Identify Success Indicators or measures of success	



**B. Action Steps**

Action	Responsible Person	Support Needed from:	Target Date

**C. Required Resources**

Provide Specific Details of the physical and human resources required to successfully implement the Action Plan.	
Provide specific details of the budget resources required to successfully implement the Action Plan.	
Describe the risks that might impact on the success of the Action Plan and how you plan to manage these to ensure success.	

Prepared By:

**NAME OF PARTICIPANT**

Position/Designation

Reviewed and Evaluated by

**IRISH KARYLLE D. MONTE, PhD.**  
Senior Education Program Specialist

**MARK LOREN T. TEJANO, MBA**  
Budget Officer / NEU President

**MARIA TERESA M. ABSIN, PhD.**  
SGOD Chief

**CYDEL P. VALMORES, PhD.**  
OIC CID Chief

Recommending Approval

**ERLINDA G. DAEL, PhD., CESE**  
OIC- Assistant Schools Division Superintendent

Approved:

**EDILBERTO L OPLENARIA, EdD, CESO V**  
Schools Division Superintendent