



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF BULACAN

November 13, 2023

DIVISION MEMORANDUM

No. 494, s. 2023

**IMPLEMENTATION GUIDELINES ON APPLICATION OF EDUCATION
AND OF LEARNING AND DEVELOPMENT**

To: Assistant Schools Division Superintendents
Division Chiefs
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. Anent to DepEd Order No. 007, s. 2023 entitled Guidelines on Recruitment, Selection, and Appointment in the Department of Education, this Office executes the implementation guidelines on Application of Education, and of Learning and Development from proposal to completion effective this Calendar Year 2023.
2. Attached are the following Enclosures as references.
 - Enclosure No. 1 – Implementation Arrangements
 - Enclosure No. 2 - Template for Application Project (both for Education, and Learning and Development)
 - Enclosure No. 3 – Scoring Rubrics for Application Project Proposal
 - Enclosure No. 4 – Sample Letters for Approval and Disapproval
 - Enclosure No. 5 - Progress Implementation Monitoring of Application of Education and of Learning and Development
 - Enclosure No. 6 - Template for Completed Application of Education and of Learning and Development (Accomplishment Report)
 - Enclosure No. 7 - Evaluation Tool for Application Project upon Completion
 - Enclosure No. 8 - Certificate of Utilization of Application Project
 - Enclosure No. 9 - Certificate of Adoption of the Application Project
3. Immediate and wide dissemination of this Memorandum is desired.


NORMA P. ESTEBAN, EdD, CESO V
Schools Division Superintendent

Reference: DepEd Order No. 7, s. 2023



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Enclosure No. 1 to Division Memorandum No. Adl s. 2023

Implementation Arrangements

a. Process

1. After the conduct of a training/seminar/capacity building on professional learning and development, and/or attendance to post-graduate education, participant must receive a Certificate of Participation/Attendance and/or Certificate of Enrolment respectively.
2. After which, if the participant is willing to propose for an Application of Learning and Development, he/she must submit a PROPOSAL (if the training/seminar/capacity building attended was conducted by the SDO) for validation (using a validating tool/checklist on the completeness of the proposal) by the SDO Committee and approval of the Schools Division Superintendent. However, if the training/seminar/capacity building was conducted by another agency, the applicant must submit together with the PROPOSAL, a copy of the Memorandum together with the Matrix, and a copy of the Certificate of Participation/Attendance. On the other hand, a proposal for an Application of Education may be submitted after the completion of subjects at post-graduate education. A MONTH after the completion of either attendance to learning and development or post graduate education is the **maximum period** for the proponent to submit the application project.
3. After the review of the PROPOSAL by the Management Committee and approval of the SDS, the said application may be implemented by the proponent subject for monitoring in terms of progress and set timetable at the PROPOSAL.
4. Upon the completion of the PROPOSAL, the proponent must submit means of verification (Completion Report) subject to validation of the Management Committee. Submission of such MOVs must follow the set timetable at the action plan found in the application proposal.
5. If found to be completed by the Management Committee, the project will be evaluated using a scoring rubric, then a Certificate of Utilization shall be issued to the proponent.



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b. SDO Management Committee

The SDO Management Committee shall assume the responsibilities of managing application projects within the school division level. The committee shall have the following roles and responsibilities:

- i. Provide directions on application projects to address identified priority improvement areas in the division, schools, and Community Learning Centers (CLCs) as identified by the CID in terms of subject areas concerns and by the SGOD in terms of governance.
- ii. Evaluate and approve application project proposals within the schools' division.
- iii. Provide technical assistance to proponent/s on the conduct of their application projects.
- iv. Prepare and submit reports to the committee on all application projects conducted in the division.
- v. Resolve emerging issues in the management and conduct of application projects.
- vi. Provide feedback to the Division Executive Committee on approved, ongoing, and completed application projects.
- vii. Communicate the results of the application project and its impact through issuance of Certificate of Utilization of Application Project and/or Certificate of Adoption as requested by the proponent upon presentation/submission of relevant MOVS.
- viii. Monitor and evaluate the implementation of application projects to form part of the report of the SMME.

The Management Committee shall be composed of the following:

Chair: Norma P. Esteban, EdD, CESO V
Schools Division Superintendent

Co-Chair: Cecilia E. Valderama, PhD
Zurex T. Bacay, PhD
Assistant Schools Division Superintendents

Members: Cecilia S. Custodio, PhD.
Chief Education Supervisor of School Governance
and Operations Division (SGOD)



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Gregorio C. Quinto, Jr. EdD.
Chief Education Supervisor of Curriculum
Implementation Division (CID)
Representative/s based on the requirement of the
evaluation

Members of the Validating Team:

Education Program Supervisor (area of concern)
Public Schools District Supervisor (area of assignment for
both elementary and secondary levels)

Secretariat: Marilene G. Ramos
SEPS, HRD
Ma. Bella S. Fajardo
EPS II, HRD

Enclosure No. 2 to Division Memorandum No. s. 2023



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**Template for Application Project (both for Education,
and Learning and Development)**

APPLICATION PROJECT

TITLE

Directions: You can fill this out at any time throughout the process of crafting your application project. Formulate a title that communicates what you hope to achieve with the project. It must be easy to remember, catchy, and creative. It should stimulate interest from your primary participants.

RATIONALE/BACKGROUND

Directions: Please answer in not more than 200 words. This part must be research-based or data-driven. Include the learning insights gained from the training program that are applicable in achieving your goals.

PROJECT DESCRIPTION, METHODS, AND DESIGN

Directions: Please answer in not more than 200 words. State the main goal of the project, the methodology to be employed (e.g., training, research, coaching, mentoring, or thematic activities, etc.), the primary stakeholders, project duration, and other relevant information. You could also think of it through the 5Ws and 1H (What, Who, When, Where, Why, How).

GOAL/S, OBJECTIVES, AND OUTCOMES

Note: The Goal is broad and must be long-term. This will be our target where we direct all our efforts towards success.

The Objectives are specific statements anchored from the Goal. The objectives should be SMART (Specific, Measurable, Attainable, Realistic/Relevant, Time-bound).

The Outcomes should be presented using data presentation, data analysis, and data interpretation.



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Goal/s	Objectives	Outcomes

TIMELINE OF ACTIVITIES AND MILESTONES

Directions: Enumerate all the specific activities towards the achievement of your goals and objectives. Moreover, present the milestone (expected output) at every end of each month. Follow the table.

Activity	Target date of implementation	Person/Organization in Charge	Milestones

BUDGETARY REQUIREMENTS

Directions: Please provide an estimate of your expenses per activity identified in the Timeline of Activities broken down according to transportation, materials/supplies, food, rentals, etc. Provide information on the potential sources of funds.

Activity	Transportation	Materials & Supplies	Food	Rentals	Others	Total cost	Source of funds
Grand Total >>>>							

PARTNERSHIPS AND LINKAGES

Directions: Please enumerate the people or organizations outside of your team that you plan to partner with for your project. If you already have a group that expressed that they want to partner with you, indicate what they will contribute. For those you will still tap as your partner, indicate what contribution you are asking from them.

Organization	Resources	Action



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RISKS ASSESSMENT				
<p>Directions: Please identify the risks or threats you see that may negatively affect your project. Risks can generally be grouped into internal or external. Identify the risk probability (the possibility of risk happening), its severity (the level of damage from the risk), and how you plan to control or minimize the identified risks.</p>				
Main Categories of Risk	Risk Details	Probability of Risk (Likely, Possible, Unlikely)	Severity of Risk (Minor, Moderate, Major)	Control measures
Internal				
External				

Prepared by:

 Signature over Printed Name of the Proponent

Checked and Reviewed by:

Members of the Management Committee

Recommending Approval:

 Assistant Schools Division Superintendent

APPROVED:

NORMA P. ESTEBAN, EdD, CESO V
 Schools Division Superintendent

Date Approved:



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Enclosure No. 3 to Division Memorandum No. 441 s. 2023

Scoring Rubrics for Application Project Proposal

APPLICATION PROJECT PROPOSAL
Evaluation Rubrics

Name of the Proponent: _____
School: _____
Project Title: _____

	5	4	3	2	1
PROJECT TITLE (Not more than 15 words)	The project title is extremely clear, and concise, and effectively communicates the main focus and purpose of the project	The project title is clear and effectively communicates the main focus and purpose of the project, with minor room for improvement	The project title is somewhat clear but could be more concise or better communicate the main focus and purpose of the project	The project title lacks clarity and does not effectively communicate the main focus and purpose of the project	The project title is unclear and does not provide any insight into the main focus and purpose of the project
RATIONALE/ BACKGROUND (200 words more or less)	The project background demonstrates extensive research/ baseline data, providing a comprehensive understanding of the topic	The project background shows substantial research/ baseline data, covering the main aspects of the topic with minor room for improvement	The project background displays adequate research/ baseline data but could benefit from additional depth or breadth of information	The project background lacks sufficient research/ baseline data and fails to provide a comprehensive understanding of the topic	The project background shows little to no research/ baseline data, resulting in a lack of understanding of the topic
PROJECT DESCRIPTION METHODS, AND DESIGN (200 words more or less)	The project description, methods, and design (5Ws, 1H) are highly appropriate, well-suited, and aligned with the	The project description, methods, and design (5Ws, 1H) are mostly appropriate and aligned with the project's goals and objectives,	The project description, methods, and design (5Ws, 1H) are somewhat appropriate but could benefit from better alignment with	The project description, methods, and design (5Ws, 1H) lack appropriateness and do not align well with the	The project description, methods, and design (5Ws, 1H) are completely inappropriate and do not align with the



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	project's goals and objectives	with minor room for improvement	the project's goals and objectives	project's goals and objectives	project's goals and objectives
GOAL/S, OBJECTIVES, AND OUTCOMES	5	4	3	2	1
	The project goals, objectives, and outcomes are SMART and highly aligned with each other and with the overall purpose and scope of the project	The project goals, objectives, and outcomes are mostly SMART and aligned with each other and with the overall purpose and scope of the project, with minor room for improvement	The project goals, objectives, and outcomes are somewhat SMART and aligned with each other and with the overall purpose and scope of the project, but could better establish a clear connection	The project goals, objectives, and outcomes lack SMART and alignment with each other and with the overall purpose and scope of the project, resulting in a lack of clear connection	The project goals, objectives, and outcomes are completely not SMART and misaligned and fail to establish any connection with the overall purpose and scope of the project
TIMELINE OF ACTIVITIES AND MILESTONES (Table form)	5	4	3	2	1
	The proposed project activities and expected outputs are specific, logically sequenced, following a clear and efficient order that optimizes project progress and completion	The proposed project activities and expected outputs are mostly specific, logically sequenced, with minor room for improvement in terms of optimizing project progress and completion	The proposed project activities and expected outputs are somewhat specific, logically sequenced, but could benefit from better organization or reordering to enhance project progress and completion	The proposed project activities and expected outputs lack specificity, logical sequencing, resulting in inefficient progress and hindering project completion	The proposed project activities and expected outputs are not randomly ordered or disorganized, causing confusion and impeding project progress and completion
BUDGETARY REQUIREMENTS (Table form)	5	4	3	2	1
	The proposed project budget demonstrates a high level of adequacy, ensuring	The proposed project budget is mostly adequate, with reasonable funding and sources	The proposed project budget is somewhat adequate, but could benefit from better	The proposed project budget lacks adequacy, with insufficient funding and sources	The proposed project budget is completely inadequate, failing to



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	sufficient funding and sources to cover all necessary resources, activities, and contingencies without significant financial strain	allocated for the majority of necessary resources, activities, and contingencies, with minor room for improvement	allocation of funding and sources for certain resources, activities, or contingencies to avoid potential financial strain	allocated for necessary resources, activities, or contingencies, leading to potential financial strain	allocate any reasonable funding and sources for necessary resources, activities, or contingencies, jeopardizing the project's feasibility
PARTNERSHIPS AND LINKAGES (Table form)	5	4	3	2	1
	The project proposal outlines a comprehensive plan for collaboration and communication among the project team and partner organizations, promoting active engagement and effective information sharing	The project proposal includes a reasonable plan for collaboration and communication among the project team and partner organizations, with minor room for improvement in terms of promoting engagement or information sharing	The project proposal includes some elements of collaboration and communication among the project team and partner organizations, but could benefit from better promotion of engagement or information sharing.	The project proposal lacks a clear plan for collaboration and communication among the project team and partner organizations, resulting in limited engagement or ineffective information sharing	The project proposal does not include any plan for collaboration and communication among the project team and partner organizations, neglecting engagement and information sharing
RISKS ASSESSMENT (Table form)	5	4	3	2	1
	The risk assessment includes well-defined and comprehensive strategies for mitigating identified risks, outlining specific actions, responsibilities, timelines, and contingency plans	The risk assessment includes reasonable strategies for mitigating identified risks, with minor room for improvement in terms of specificity, actions, responsibilities, timelines, or	The risk assessment includes some strategies for mitigating identified risks, but could benefit from better specificity, actions, responsibilities, timelines, or contingency plans	The risk assessment lacks clear strategies for mitigating identified risks, failing to provide specific actions, responsibilities, timelines, or contingency plans	The risk assessment does not include any strategies for mitigating identified risks, neglecting to provide specific actions, responsibilities, timelines,



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		contingency plans			or contingency plans
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SUMMARY OF SCORES:

ITEM	Score
Project Title:	_____
Rationale/Background:	_____
Project Description, Methods, and Design:	_____
Goal/s, Objectives, and Outcomes:	_____
Timeline of Activities and Milestones:	_____
Budgetary Requirements:	_____
Partnerships and Linkages:	_____
Risk Assessments:	_____
Total Scores:	_____

REMARKS

- 31-40 Approved with minimal improvement
- 21-30 Approved with major improvement
- 11-20 Revise for second assessment
- 1-10 Disapproved

Evaluated by:

 Members of the Management Committee

Date Approved:

Enclosure No. 4 to Division Memorandum No. s. 2023

Sample Letters of Approval and Disapproval



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Letter of Approval

Date

Mr./Ms _____

Dear Mr./Ms. _____:

Greetings!

We are pleased to inform you that your application project proposal titled _____, which was submitted to this Office and was thoroughly evaluated by the Management Committee based on the criteria prescribed by the Implementation Guidelines on Application of Education and of Learning and Development, has been approved for implementation. Please be aware that the Management Committee Secretariat shall monitor the progress of your application project throughout its implementation.

We look forward to the successful implementation of your application project.

Congratulations!

Very truly yours,

Application Project Chair

Letter of Disapproval



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Date _____

Mr./Ms _____

Dear Mr./Ms. _____:

The Management Committee has carefully evaluated your application project proposal titled _____ based on the criteria prescribed by the Implementation Guidelines on Application of Education and of Learning and Development.

We regret to inform you that the said proposal did not pass the evaluation due to the following reasons:

Kindly take note that you can still re-submit your application project proposal once all comments and recommendations are incorporated.

We look forward to future collaboration with you. Thank you very much!

Very truly yours,

Application Project Chair

Enclosure No. 5 to Division Memorandum No. 196. 2023



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Progress Implementation Monitoring of Application of Education and of Learning and Development

Title of the Application Project Proposal: _____
 Proponent/s: _____
 Date of Monitoring: _____

Activity Based on Workplan	Status		Issue/s encountered	TA Provided	Agreement
	Completed	On-going			

Prepared by:
 Management Committee

Enclosure No. 6 to Division Memorandum No. ~~44~~ 2023



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Enclosure No. 6 to Division Memorandum No. ~~Ms.~~ 2023

Template for Completed Application of Education and of Learning and Development
(Accomplishment Report)

Project Title:
Basis of the Project: (Title of the Seminar for Learning and Development/Degree Enrolled for Education)
Project Description: (must be the same with content on the proposal)
Evidence of Implementation and Transformation: (The output and outcomes of the Application Project) (approximately 1000 words). Should be supported by scholarly references (minimum of three)
Conclusions/ Reflections: (About 500 - 1000 words).
Reference List: (APA Format)
Pictures/Tools/Outputs/Certificates, etc.

Prepared by:

Signature over Printed Name of the Proponent

Checked and Reviewed by:

Member of the Management Committee

Recommending Approval:

Assistant School Division Superintendent

APPROVED:

NORMA P. ESTEBAN EdD, CESO V
Schools Division Superintendent



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Evaluation Tool for Application Project upon Completion

APPLICATION PROJECT RUBRICS & EVALUATION TOOL

This instrument is designed to provide an objective manner of rating the Application Project. It describes proponents' areas of school operations to properly measure the learned competencies applied in improving the school/area of concern. Further, a specific area of school operations that was chosen needing improvement and delivery of the best impact on school during the three (3) to six (6) months period will be the primary considerations in the rating of the output. The choice of project will be derived from the three priority concerns.

Effectiveness - 45%
(extent to which objectives of the APs have been attained expressed in terms of percentages of accomplishments versus targets)

Efficiency of Implementation 40%
(expressed in terms of timeliness and resources- human, time and money used to attain the AP Objectives)

Impact on School Improvement 10%
(extent to which the project has integrated learnings from TPSLM)

Replicability 5%

Total: 100%

Please rate each criterion by checking the column which describes the extent to which each item is practiced or applied based on the application project prepared. Use the following scale:

(1) 1.0-1.7	rarely evident	(2) 1.8-2.5	sometimes evident
(3) 2.5-3.2	most of the time evident	(4) 3.3-4.0	consistently evident

- Consider the following for the individual rating:
- 4- if all the given indicators were consistently evident showing all or 100% Means of Verifications required (MOVs)
 - 3- if only the given indicators were most of the time evident but not all the time showing at least 99%- 84% of the MOVs required
 - 2 - if only the given indicators were sometimes evident showing at least 83% - 70% of the MOVs required
 - 1 - if only the given indicators were rarely evident showing at least 69% - 55 % below of the MOVs required



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Effectiveness of Implementation-45%	Indicators: The application paper describes and shows that the Proponent	4	3	2	1
	was able to achieve the objectives set within the prescribed time frame/period.				
	the targeted objectives were met and exceeded based on the accomplishments made.				
	has enhanced the needed competencies of the beneficiaries as seen from the results.				
	has improved the delivery of instruction through the execution of the project.				
	has improved the performance of teachers and ultimately end with the increase of pupils/students' performance level.				
	increased the achievement level of pupils/ students based on the base line set or targeted.				
	has improved Participation Rate (PR) Achievement Rate (AR) and reduce Dropout Rate (DR) based on the percentages included in the AP.				
	enhanced the effective delivery of educational services through the successful implementation of the AP.				
	raised awareness among the beneficiaries enabling them to be more committed in advocating the implemented AP.				
Rating:					
Score					

Efficiency of Implementation-45%	Indicators: The application paper describes and shows that the Proponent	4	3	2	1
	has minimally used all the material resources available yet was still able to produce quality outputs.				
	has applied cost-saving measures for it only used minimal amount, time and human resources				
	has all the deliverables (outputs) based on the means of verifications presented.				
	resources are available for and appropriately applied to the activities for which they were targeted.				
	utilized the labor (human resource) required for the project using minimal cost				
	used the available goods and services delivered or offered at the right time according to the main target or objective sets.				
	utilized the commodities (inputs) as planned				
	has considered the potential benefits of the project for maximum optimization or use by other school heads.				
	used cheaper human and material resources that saved a lot of time, money and effort.				



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Rating:		
Score		

IMPACT ON SCHOOL IMPROVEMENT - 10%	Indicators The application paper shows and describes that the School Head	4	3	2	1
	has compared baseline data with project outcomes to provide a more quality output.				
	has exceeded actual results relative to targets set.				
	has used needs analysis to gauge the lasting effect of the AP to the stakeholders.				
	has applied the AP made in a wider learning environment.				
	has anticipated the effect of the intervention applied in proportion to the overall situation of the target group or those affected by it.				
	has considered long-term changes and improvements through the execution of the AP implemented.				
	has developed the needed competencies among the beneficiaries for school improvement.				
	has assessed the applicability of the AP to the beneficiaries concerned/involved.				
	has considered the importance of project sustainability.				
Rating:					
Score					

Replicability 5%	Indicators The application paper describes and shows that the School Head	4	3	2	1
	has applied the AP from a wider scope, from the school to the community level.				
	was able to encourage other Heads to adopt the AP as a model or replica to further improve the school system.				
	has benchmarked with other schools showing the positive outcome of the AP made.				
	has applied the learnings derived from the SHDP through the duplication of the designed project of other school heads.				
	has seen tangible/ intangible improvements in school areas based on the chosen area of concern.				
	has developed mechanisms based on the results and was adopted by other school heads				
	has reached several milestones in the implementation of the AP				



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	has recommended localized policies based on the results of the AP designed or crafted.				
Rating:					
Score:					

Evaluated by:

Members of the Validating Team

Date Approved:



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Enclosure No. 8 to Division Memorandum No. 44s. 2023

Certificate of Utilization of Application Project

This is to certify that the application project entitled _____
_____, introduced and
implemented by _____ was fully utilized during
from _____ to _____ at _____.

Given this _____ day of _____, 2023 at _____.

Schools Division Superintendent



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Enclosure No. 9 to Division Memorandum No. *994*s. 2023

Certificate of Adoption of the Application Project

This is to certify that the application project submitted and approved by this Office,

Title of the Application Project:

Proponent/s:

School/Unit/Section/Division:

Has been adopted and implemented by other concerned users/personnel from _____ to _____ as manifested through the attestation by the school/unit/section/division head below. This is issued for whatever legal purpose it may serve this _____ day of the month of _____, 20__ .

Schools Division Superintendent



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Documents to support the Application Project

1. Application Project Proposal
2. Scoring Rubrics for Application Project Proposal
3. Letter of Approval
4. Action Plan (form part of the Application Proposal as Timeline of Activities and Milestones)
5. Progress Implementation Monitoring of Application of Education and of Learning and Development
6. Template for Completed Application of Education and of Learning and Development (Accomplishment Report)
7. Evaluation Tool for Application Project upon Completion
8. Certification of the Utilization of the Application
9. Certificate of Adoption of the Application Project (if applicable)

Technical Guidelines – all documents containing proposals for innovation projects must adhere to the following standard format:

Paper Size:	A4
Font Style:	Bookman Old Style, 11
Margins:	1 inch on all sides
Spacing:	Single