DEPARTMENT OF EDUCATION
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REGIONAL MEMORANDUM
No. 1484 s. 2026

SUBMISSION OF WORK APPLICATION PLAN FOR THE CAPACITY BUILDING ON BECOMING A SCHOOL HEAD

To: Schools Division Superintendents

1. In reference to Regional Memorandum No. 1274, s. 2026, titled *"Call for Participants to the Conduct of the Capacity Building on Becoming a School Head,"* dated June 18, 2026, and following the completion of the six-day face-to-face training, the National Educators Academy of the Philippines Region 1 (NEAP R1) announces the submission of the participants' approved Work Application Plans (WAPs) on or before **November 23, 2026**.

2. All participants shall submit their Work Application Plans to their respective Schools Division Offices (SDOs) for review by the SGOD Chief and CID Chief, or their designated representatives. The review shall ensure the relevance, feasibility, and alignment of the proposed workplace-based initiatives with the applicable professional standards and the participants' respective roles. WAPs requiring revisions shall be returned to the participants for improvement before submission to the Schools Division Superintendent (SDS) for approval.

3. Upon approval by the SDS, the WAPs shall be submitted through the official link provided in the https://tinyurl.com/WAP-R1Tracker-BASH on or before November 23, 2026. The tracker includes the official list of participants who attended the face-to-face training. The SGOD-HRDS shall serve as the secretariat responsible for monitoring submissions and maintaining updated records of the participants' WAPs.

4. The prescribed WAP template may be accessed through https://tinyurl.com/y3hf76s2.

5. Participants shall implement their approved WAPs through workplace-based initiatives aligned with the Philippine Professional Standards, as applicable to their respective roles. Implementation shall be guided by the activities, success indicators, and milestones specified in the approved WAPs.

6. The SGOD-HRDS shall facilitate the monitoring of implementation in coordination with the CID and/or other concerned offices, as appropriate to the focus

and objectives of the participants' respective WAPs. Participants shall complete the implementation of their approved WAPs on or before **May 30, 2027**.

7. Upon completion of their WAP implementation, participants shall prepare and submit their completion reports to the SGOD-HRDS through the SEPS/EPS II on or before **June 30, 2027**. The SGOD-HRDS, as secretariat, shall monitor the submission of completion reports, consolidate the status of WAP implementation, and ensure that the tracker is updated accordingly.

8. For queries and other concerns, please contact NEAP R1 through (072) 682-23-21 or email at neap.region1@deped.gov.ph.

9. Immediate dissemination of this Memorandum is desired.

ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/Regional Director

Reference: RM 1274 s. 2026
Encl: None
To be indicated in the Perpetual Index
Under the following subjects:

TRAINING PROGRAMS

NEAP R1/DCB/kmmb/RM_WAPCapBuildBecomingaSchoolHead
November 3, 2026