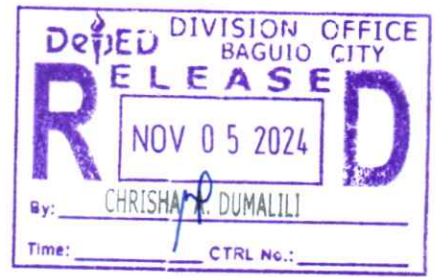




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



November 5, 2024

DIVISION MEMORANDUM

No. 639-2024

COMPOSITION OF EVALUATION TEAM & RUBRICS OF WORK APPLICATION PLAN

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

1. Relative to the evaluation and review of Work Application Plan (WAP) this is to outline the composition of the evaluation team who shall be tasked in assessing the WAP of employees. This team shall ensure that our evaluation process is thorough and objective.

2. The composition of WAP- Evaluation Team is as follows:

Chairperson	CARMEL F. MERIS
Co -Chair (Governance)	NINO M. TIBANGAY
Co-Chair (Curriculum)	JULIET C. SANNAD
Members:	Designated EPS or Section/Unit Heads depending on the title of the Application Project
	Planning and Research Section
Secretariat	HRDS

3. The functions of the team are as follows:

1. Review and evaluate the WAP of employees with the rubrics below as basis.
2. Review and analyze the stated goals and objectives of the work application plan to ensure they align with organizational priorities.
3. Establish mechanisms for ongoing monitoring and evaluation of the plan's implementation, ensuring that it remains aligned with goals and objectives.
4. Provide actionable recommendations based on the evaluation findings, guiding the decision-making process for approval or modification of the plan.



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4. Rubrics is as follows:

Component	Description	No. of Points
Context	WAP is aligned with the goals of the office/school or the workplace such as improving employee performance, enhancing skills, or fostering a culture of continuous learning	25
	WAP emanates from the proponent's authentic idea	15
	Outputs are aligned to the target competency and objectives	10
	Objectives are SMART	10
	Backed up by data and situational analysis in the school or office where WAP is implemented	10
Action Steps	Identified significant targets are achievable	10
Resources	Identified resources, including budget constraints, personnel and technology to effectively implement the application plan is within the required allowable expenses	10
	Sources are recognized, Original content/ideas are enhanced, refined or revised.	10
Total		100

5. Immediate heads are directed to check completeness of the WAP of their subordinates before affixing their signature.

6. All WAP submitted shall be released at the HRDS office after evaluated and signed.

7. Immediate dissemination and compliance with this Memorandum is enjoined.

SORAYA T. FACULO PhD, CESO VI
Schools Division Superintendent


NIEVES D. EBANIO
Administrative Officer V

