



Republic of the Philippines
Department of Education
CARAGA REGION



July 23, 2021

REGIONAL MEMORANDUM
No. 545, s. 2021

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

MONITORING OF ReENTRY ACTION PLAN IMPLEMENTATION

1. The Department of Education – Caraga Regional Office supports the full improvement of its human capital through scholarships and fellowship trainings as stipulated in Regional Order No. 21, s. 2019.
2. Stipulated further in the same Order are the documentary requirements for submission by all scholars/grantees. One of these requirements is the Re-entry Action Plan (ReAP). This plan details the change the scholars/grantees will implement a plan to improve the workplace or put into effect an enhancement of a process.
3. To monitor the status and progress of the ReAP implementation, this Office calls for the submission of the ReAP Monitoring Tool and the ReAP Progress Report of all scholars/grantees who participated during the Scholars' Circle Convergence last April 19 – 22, 2021.
4. Attached hereto are the templates for ReAP Progress Report and the ReAP Monitoring Tool. All necessary documents for submission must be accompanied by an endorsement letter signed by the Schools Division Superintendent.
5. The above-mentioned documents shall be scanned in one (1) pdf file and submit to this office via email at caraga@deped.gov.ph copy furnished the Human Resource Development Division at hrdd_caraga@deped.gov.ph.
6. The deadline for the submission is on **September 15, 2021**. For further inquiries and clarification, you may contact the DepEd RO Scholarship Secretariat Mr. Elmer Augustus F. Conde, EPS II, RNEAP thru email at elmeraugustus.conde@deped.gov.ph.



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7. Immediate dissemination of this Memorandum is directed.


EVELYN R. FETALVERO, CESO IV
Director IV 

Encl/s.: As stated

Reference/s: RM No. 21, s. 2019

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

MONITORING AND EVALUATION

SCHOLARSHIPS

TRAINING

HRD/eafc
07/22/2021



Republic of the Philippines
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RE ENTRY ACTION PLAN

Name: _____ Position/Designation: _____
School: _____ Division: _____
Training Attended: _____
Training Sponsor: _____
Date of Training: _____
Venue: _____

A. Re Entry Background Information

A.1. Re Entry Program Title	
A.2. Name of School	
A.3. Name of School Head	
A.4. Statement of Need	
A.5. Project Goal and Objective	
A.6. Duration	
A.7. Date Started	



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A.8. Target Date of Completion	
A. 9. Expected Outputs	
A.10 Expected Beneficiaries	
A.11. Success Indicators	

B. REAP Strategy

Action/Steps	Persons Responsible	Support Needed (technical, financial, logistics, etc)	Target Date	Mode of Verification
1.				
2.				
3.				
4.				
* Please be specific with your identified steps. Describe them clearly. You may add additional steps when warranted				

C. Budgetary Requirements (please indicate source of funds)

Unit	Item Description	Quantity	Unit Cost	Total Cost
1				
2				
3				
You may add additional entry when needed				

D. Physical and Human Sources Needed to Implement REAP (Kindly list/enumerate them)

E. Risk and Mitigation Analyses

Anticipated Risk/s	Mitigating Actions
1.	
2.	
3	
You may add additional risks as necessary	

Prepared by:

Signed by:

Teacher-Scholar

Principal

Recommending Approval:

District Supervisor

Approved by:

Schools Division Superintendent



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RE ENTRY ACTION PLAN PROGRESS REPORT

Name: _____ Position/Designation: _____

REAP Title: _____

Date Started: _____

Target Completion Date: _____

Expected Beneficiaries: _____

Expected Output: _____

Approved Budget: _____

Date of This Report: _____

A.

A.1. Has your REAP been revised since approved?	☐ YES ☐ NO
A.2. If YES, at what step/s the revision took place and the compelling reason/s.	

B. Status Report

B.1. What is the current status of the Re Entry Action Plan?

- ☐ REAP is completed, REAP output is approved by the Schools Division Superintendent.
- ☐ REAP is completed, REAP output is implemented.
- ☐ REAP is completed, REAP output is replicated in other schools.



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[] REAP is completed, REAP output served as a benchmark for other schools/division offices.

Please approximate the status of implemented REAP if not yet completed: Please refer to the table (The table may be presented in a separate sheet of paper as an attachment at landscape orientation.)

- [] REAP is ongoing but nearing completion at around 76 – 99% done.
- [] REAP is ongoing but achieved more than half at around 51 – 75% done.
- [] REAP is ongoing but achieved less than half at around 26 – 50% done.
- [] REAP is at the early stage of implementation at around 25% or less.
- [] **REAP has not been implemented or discontinued** (Please answer B.4)

Indicator	Method	Data Source	Timeline	Person Responsible	Support Needed
Milestone Indicators					
1-24%					
25 – 49%					
50 – 74%					
75 – 99%					
100%					
Success indicators (please be direct and specific)					

B.2. Please describe what has been achieved so far (if on-going) or the final results (when completed) with respect to the objectives set by your Plan. Kindly include both the intended and the unintended outcomes if there are.

B.3. What helped you carry-out the implementation of the REAP? Please explain how this factor/factors helped you.

B.4. What difficulties, if there is/are have you encountered in the implementation of your REAP? Please explain comprehensively how these factors hindered you from implementing your REAP? Please cite what have you done to address these limiting factors.

B.5. What do you consider as the significant lesson/life – changing experience this REAP did to you? Please discuss comprehensively.

Prepared by:

Teacher-Scholar

Submitted to:

Division Scholarship Focal Person

Noted by:

Schools Division Superintendent



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CARAGA REGION

Name : _____ Division: _____ Designation: _____
Status Report Log: Year _____ [] Quarter 1 [] Quarter 2 [] Quarter 3 [] Quarter 4

REAP MONITORING SHEET

Name of Teacher – Scholar	REAP Status of Implementation* (Please indicate in terms of percentage)	Issues and Concerns	Are these Issues Resolved? [] YES [] NO Please be direct and specific with your explanation
1.			
2.			
3.			
4.			

* Please attach the individual Progress Report to this Monitoring Sheet

Submitted by: _____

Noted by: _____

SDO Scholarship Focal Person _____

Schools Division Superintendent _____



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