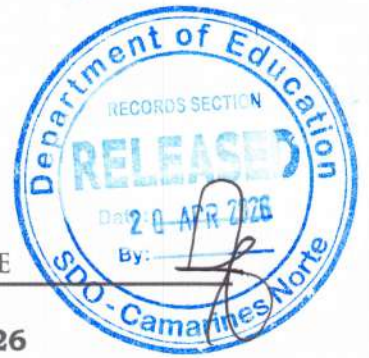




Republic of the Philippines  
Department of Education  
REGION V- BICOL

SCHOOLS DIVISION OFFICE OF CAMARINES NORTE



16 APRIL 2026

**DIVISION MEMORANDUM**

No. 155, s. 2026

**REQUIRED USE OF THE ADOPTION, IMPLEMENTATION, AND UTILIZATION OF INTERVENTIONS REPORT AS A SUPPORTING DOCUMENT FOR CERTIFICATION OF ADOPTION IN CLAIMS FOR POINTS FOR OUTSTANDING ACCOMPLISHMENTS**

**To:** OIC of the Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
All Public Elementary and Secondary School Heads  
Unit/Section Heads  
All Others Concerned

1. In the interest of upholding **integrity, objectivity, and evidence-based** evaluation in personnel selection and promotion, particularly for positions under the school leadership track, this Office issues the following guidelines on the submission and use of the Adoption, Implementation, and Utilization of Interventions Report, attached as Enclosure No. 1 of this Memorandum.

2. The Division Human Resource Merit Promotion and Selection Board (HRM-PSB), in the course of evaluating applicants for promotion, has observed that claims for Outstanding Accomplishments under the following domains:

- a) Application of Education
- b) Application of Learning and Development (L&D) Attended
- c) Completed Action Research

are frequently supported by Certifications attesting to the introduction of interventions by the applicant.

3. While such certifications serve as formal attestations, the HRM-PSB has noted that a mere certification, in the absence of sufficient and verifiable supporting evidence, does not adequately establish that the intervention has been adopted, implemented, and utilized by the receiving school or office.

4. In view thereof, it is hereby emphasized that, for purposes of granting points for Outstanding Accomplishments, applicants shall not rely solely on certifications. Instead, they shall be required to submit a comprehensive Adoption, Implementation, and Utilization of Interventions Report, duly accomplished by the adopting school or office.



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DepEd Camarines Norte



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5. The required report shall provide a structured and evidence-based account of the intervention, clearly demonstrating:

- a) The basis and origin of the intervention;
- b) The formal adoption or recognition by the school or office;
- c) The manner and extent of its implementation;
- d) Proof of its actual utilization by intended users; and
- e) The resulting outcomes or improvements observed.

6. Attachment of this report in the Certification, together with its corresponding Means of Verification (MOVs), is intended to ensure that claims of application are anchored on **actual practice**, **institutional uptake**, and **measurable impact**, consistent with the standards of the National Educators Academy of the Philippines (NEAP).

7. All School Heads and Unit/Section Heads in the SDO are hereby enjoined to ensure that any certification issued in favor of an applicant is supported by the accomplished report and relevant documentary evidence, thereby affirming accountability and accuracy of representations made.

8. The Adoption, Implementation, and Utilization of Interventions Report (Enclosure No. 1) shall serve as the standard template to be used by all applicants and certifying officials for this purpose.

9. This Memorandum shall take effect on **May 1, 2026**. All provisions of previously issued Division policies that are inconsistent herewith are hereby superseded.

10. Immediate and strict compliance with this Memorandum is directed.

  
**CRESTITO M. MORCILLA, CESO V**  
Schools Division Superintendent



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Enclosure No. 1 – Suggested Template

ADOPTION, IMPLEMENTATION, AND UTILIZATION OF INTERVENTIONS REPORT

<p>I. Title of the Activity</p>	<p>Suggested Format:          “Adoption, Implementation, and Utilization of “[Intervention Title]”</p> <p><b>How to accomplish:</b></p> <ul style="list-style-type: none"> <li>• Use the official name of the intervention</li> <li>• Avoid limiting it to a specific subject (keep applicable across contexts)</li> </ul>
<p>II. Adopting Office / Implementing Unit</p>	<p>Name of Office/School:          Unit/Department (if applicable):          Head of Office:          Designation:</p>
<p>III. Source and Basis of the Intervention</p>	<p>A. Origin (Application of Education, if applicable)</p> <ol style="list-style-type: none"> <li>1. Title of Project/Study/Output:</li> <li>2. Nature of Output (e.g., academic, program design, innovation):</li> <li>3. Derived Intervention:</li> </ol> <p>B. Capability Source (Application of L&amp;D, if applicable)</p> <ol style="list-style-type: none"> <li>1. Title of L&amp;D Program:</li> <li>2. Competencies Applied:</li> <li>3. How competencies supported the intervention:</li> </ol> <p>C. Evidence Base (Application of Action Research, if applicable)</p> <ol style="list-style-type: none"> <li>1. Title of Research / Source of Evidence:</li> <li>2. Key Findings/Insights:</li> <li>3. How findings informed the intervention:</li> </ol> <p><b>How to accomplish:</b></p> <ul style="list-style-type: none"> <li>• Fill in only what is applicable, but at least one basis must be present</li> <li>• If all three are present → stronger submission</li> <li>• Ensure all entries refer to the same intervention</li> </ul>
<p>IV. Rationale for Adoption</p>	<p>Provide:</p> <ul style="list-style-type: none"> <li>• Description of the problem/need</li> <li>• Available data or observations</li> <li>• Reason for selecting this intervention</li> </ul> <p><b>How to accomplish:</b></p> <ul style="list-style-type: none"> <li>• Use context-based evidence (not generic statements)</li> <li>• Clearly answer:</li> <li>• “Why is this intervention needed in this setting?”</li> </ul>
<p>V. Adoption and Institutionalization</p>	<p>Date of Adoption:          Type of Issuance (if applicable):          Reference Number:</p>





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	<p>Scope (e.g., unit-wide, organization-wide):</p> <p><b>How to accomplish:</b> If formal issuance exists → attach it If not, describe how adoption was decided and communicated Must show the intervention is recognized and supported by the office</p>												
<p>VI. Description of the Intervention</p>	<p>Provide:</p> <ul style="list-style-type: none"> <li>• General description</li> <li>• Key components</li> <li>• Target users/beneficiaries</li> </ul> <p><b>How to accomplish:</b></p> <ul style="list-style-type: none"> <li>• Keep it clear and generalizable</li> <li>• Focus on what is done, not theoretical background</li> </ul>												
<p>VII. Localization / Contextualization</p>	<p>Describe:</p> <ul style="list-style-type: none"> <li>• Adjustments made to fit the local context</li> <li>• Integration into existing systems/processes</li> </ul> <p>How to accomplish:</p> <ul style="list-style-type: none"> <li>• Show how the intervention was adapted, not just copied</li> <li>• Applicable to any activity (program, system, instruction, etc.)</li> </ul>												
<p>VIII. Implementation and Utilization</p>	<table border="1" data-bbox="512 1261 1369 1581"> <thead> <tr> <th>Component</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Preparation</td> <td>Activities before implementation</td> </tr> <tr> <td>Capacity Support</td> <td>Training, coaching, or orientation provided</td> </tr> <tr> <td>Implementation Proper</td> <td>Actual execution of intervention</td> </tr> <tr> <td>Utilization</td> <td>How end-users applied the intervention</td> </tr> <tr> <td>Monitoring</td> <td>How implementation was tracked</td> </tr> </tbody> </table> <p><b>How to accomplish:</b></p> <ul style="list-style-type: none"> <li>• Focus on actual use by intended users</li> <li>• Clearly identify: <ul style="list-style-type: none"> <li>○ Who implemented?</li> <li>○ Who benefited?</li> <li>○ How it was used</li> </ul> </li> </ul>	Component	Description	Preparation	Activities before implementation	Capacity Support	Training, coaching, or orientation provided	Implementation Proper	Actual execution of intervention	Utilization	How end-users applied the intervention	Monitoring	How implementation was tracked
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<p>IX. Evidence of Utilization</p>	<p>Provide:</p> <ul style="list-style-type: none"> <li>• Users involved (number/type):</li> <li>• Outputs/artifacts produced:</li> <li>• Records of use (logs, reports, outputs):</li> </ul>												



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	<p><b>How to accomplish:</b></p> <ul style="list-style-type: none"> <li>This section must show:             <ul style="list-style-type: none"> <li>“The intervention was used in practice”</li> </ul> </li> <li>Applicable to ANY activity:             <ul style="list-style-type: none"> <li>Teaching → lesson plans</li> <li>Training → session outputs</li> <li>Systems → reports, forms, processes</li> </ul> </li> </ul>
X. Monitoring, Evaluation, and Feedback	<p>Provide:</p> <ul style="list-style-type: none"> <li>Tools/methods used</li> <li>Frequency of monitoring</li> <li>Adjustments made based on results</li> </ul> <p><b>How to accomplish:</b></p> <ul style="list-style-type: none"> <li>Show a feedback loop, not just monitoring             <ul style="list-style-type: none"> <li>Must demonstrate: Implementation → Feedback → Improvement</li> </ul> </li> </ul>
XI. Results / Outcomes	<p>A. Immediate Outputs</p> <ul style="list-style-type: none"> <li>Activities conducted and/or</li> <li>Materials developed</li> </ul> <p>B. Outcomes</p> <ul style="list-style-type: none"> <li>Changes observed (performance, behavior, system improvement)</li> </ul> <p><b>How to accomplish:</b></p> <ul style="list-style-type: none"> <li>Outputs = what was done</li> <li>Outcomes = what changed</li> <li>Use qualitative or quantitative data</li> </ul>
XII. Sustainability and Transferability	<p>Describe:</p> <ul style="list-style-type: none"> <li>Plans for continuation</li> <li>Integration into regular processes</li> <li>Potential for replication</li> </ul> <p><b>How to accomplish:</b></p> <ul style="list-style-type: none"> <li>Keep it applicable across all activities:             <ul style="list-style-type: none"> <li>Instructional</li> <li>Administrative</li> <li>Training</li> <li>Systems</li> </ul> </li> </ul>
XIII. Means of Verification (MOVs)	<p>Suggested structure:</p> <ul style="list-style-type: none"> <li>Adoption evidence (if available)</li> <li>Implementation records</li> <li>Utilization artifacts</li> <li>Monitoring and evaluation reports</li> <li>Results documentation</li> </ul>



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	<ul style="list-style-type: none"> <li>• Source documents (education/L&amp;D/research, if applicable)</li> </ul> <p><b>How to accomplish:</b></p> <ul style="list-style-type: none"> <li>• Arrange documents logically</li> <li>• Ensure each claim in the proposal has supporting evidence</li> </ul>
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<b>XIV. APPROVAL</b>		
<b>Prepared by:</b> (Head the Office that Adopted the Intervention)	_____ (Position/Designation)	_____ (Date Signed)
<b>Reviewed by:</b> (Name of Immediate Supervisor)	_____ (Position/Designation)	_____ (Date Signed)
<b>Recommending Approval:</b>	_____ Chief ES, SGOD/CID	_____ (Date Signed)
<b>APPROVED:</b> <i>By the Authority of the SDS:</i>	<b>REZ C. SALAZAR</b> Public Schools District Supervisor OIC, Office of the ASDS	_____ (Date Signed)