



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF TABUK CITY**  
*City Hall Compound, Dagupan Centro, Tabuk City*



**DIVISION MEMORANDUM**

No. 64, s. 2020

TO: : Concerned SDO Personnel  
: Public/ Elementary School Heads  
: Other Concerned

FROM : IRENE S. ANGWAY, PhD  
OIC- Schools Division Superintendent



SUBJECT: **Submission of Data Required for the 2021-2023 Division HRMD Planning**

DATE : **March 3, 2020**

1. Relative to the crafting of the 2021-2023 Division HRMD Plan, the Professional Development Committee is tasked to conduct need and document analysis and consider DepEd goals for strategic planning. Hence, crucial data from the field should be provided for the aforementioned purpose.
2. The following named personnel are hereby advised to collate the identified data and consolidate the same for the Division Professional Development Committee need and document analysis:

	Consolidated data needed	Focal Person
1	Training needs analysis of school personnel based on 2019 E-SAT -IPDP	School Heads
2	Educational profile of school teaching, teaching related and non-teaching personnel as of December 2019	School Heads
3	Training needs analysis of school personnel based on 2019 E-SAT -IPDP in each district	PSDS
4	Educational profile of school teaching, teaching related and non-teaching personnel as of December 2019 in each district	PSDS
5	Training needs analysis of division personnel based on 2019 IPDP	Romeo Agagon and Joan Reyes
6	Educational profile of school teaching, teaching-related and non-teaching personnel as of December 2019	Shakey Martinez
7	SIP evaluation on HR Development area	SDS/ASDS
8	DAIP 2020	Federico Flores Jr.
9.	Monitoring and Evaluation Results of Trainings	Federico Flores Jr. & Kennet Atiwag

3. Attached is the suggested tool for school heads and PSDSs data consolidation.
4. Data should be submitted to Romeo Agagon, HRTD SEPS on or before March 12, 2020.
5. Compliance to this memorandum is enjoined.

School/ District: \_\_\_\_\_

A. Training need analysis of school personnel based on 2019 E-SAT –IPDP

Competencies identified with <b>HIGH PRIORITY NEED</b>	Number of personnel						Remarks
	Teaching		Teaching-Related		Non-Teaching		
	M	F	M	F	M	F	
A							
B							
C							
D							
E							
F							
G							
H.							
Percentage to total population							Number of total population: <div></div>

B. Profile

Highest Educational Attainment	Number of personnel						Remarks
	Teaching		Teaching-Related		Non-Teaching		
	M	F	M	F	M	F	
A. Baccalaureate							
B. Master's Degree							
C. Doctorate Degree							
Percentage to total population							Number of total population: _____

C. List of personnel with valid passport

No.	Name	Date of passport validity end

D. Number of recognized solo parents

Male	Female	Total population

E. Age Profile as of December 31, 2019

20 and below	21-30	31-40	41-50	51-60	61-65