



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF TABUK CITY
Purok 2, Bulanao Norte, Tabuk City



DIVISION MEMORANDUM

No: 26 s. 2021

TO : Chief SGOD, Chief CID;
Public Schools District Supervisors;
All Public School Heads;
Unit Heads, Section Heads
Division Office Personnel
All Others Concerned

FROM : **IRENE S. ANGWAY, Ph.D., CESO VI**
OIC-Schools Division Superintendent

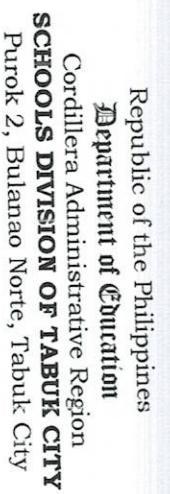
DATE : February 5, 2020

SUBJECT : **SUBMISSION OF INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN(IPDP)**



1. With reference to Regional Memorandum 038 s. 2021 and DepEd Order No. 040 s. 2020 on the Implementation of Learning and Development for Non-Teaching Personnel in the Department of Education and to properly address the professional needs of the employees of the Schools Division Office of Tabuk, all teaching-related and non-teaching employees (Division Office and/or school-based) are required to submit their 2021 Individual Professional Development Plan(IPDP);
2. Individual Professional Development Plan(IPDP) shall be based from the core competencies required in the RPMS following the format in Enclosure 1;
3. The PSDSs are advised to analyze, group and consolidate the IPDP of the school heads and teaching personnel within their respective districts, while Section/Unit Heads shall do the same for Division Office Personnel using the Excel File in Enclosure 2 (Consolidated Rating Per Competency);
4. Results of the IPDP shall be consolidated per District for the School Heads and school-based non-teaching personnel and per Division in the Schools Division Office. The consolidated data will serve as input to the Learning and Development Plan to be prepared by the HRTD section.
5. Consolidated forms must be submitted at the SGOD-HRTD Unit on or before **February 15, 2021.**
6. For strict compliance.

Sgod/hrdd/jar



Name of Employee: _____
Position Title: _____

Division/Unit/School: _____
 Date Plan Developed: _____

[illegible]

CERTIFICATE AND COMMITMENT	
<p>This is to certify that my competency assessment and development plan has been discussed with me by my immediate superior. I further commit that I will exert time and effort to ensure that my Individual Development Plan is achieved according to agreed time frames.</p> <p>This is to certify that I have objectively completed the competency assessment of my staff. Furthermore, I commit to support and ensure that this agreed Individual Development Plan of my staff.</p>	<p>Name and Position _____ Date: _____</p> <p>SUPERVISOR NAME AND SIGNATURE _____</p>
<p>I commit to support and ensure that this agreed Individual Development Plan is achieved according to agreed time frames.</p>	<p>HEAD OF OFFICE NAME AND SIGNATURE: _____ Date: _____</p>

[illegible]

Submitted