

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



DEP-ED - TABUK CITY

RECORDS UNIT

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 Superintender

DATE

.

February 5, 2020

SUBJECT

SUBMISSION OF INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN(IPDP)

 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);
- 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.

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



INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN

Name of Employee:			1 1	Division/U Date Plan	Division/Unit/School: Date Plan Developed:		
reas to e/Enhance	Performance Goal or Target Competency	Method/Activity to Achieve Goal	Resource Needed (Human/Non Human)	Timeline	Expected Results	Actual	Success Indicator
	-						
			CERTIFICATE AND COMMITMENT	MMITMENT			
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	competency assessn	nent and developmen exert time and effort	nt plan has been discusso to ensure that my Indivi	ed with me by my dual Development	Name and Position	Date	te:
Plan is achieved according to agreed time indifies. 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.	agreed time indifies ave objectively compare that this agreed in	pleted the competent ndividual Developmen	cy assessment of my sta t Plan of my staff.	aff. Furthermore, I	SUPERVISOR NAME AND SIGNATURE		Date:
I commit to support and ensure that this agreed Individual Development Plan is achieved according to agreed	ensure that this agre	ed Individual Develop	ment Plan is achieved a	ccording to agreed	HEAD OF OFFICE NAME AND SIGNATURE:	1E AND SIGNATUR	Ĺΰ
time frames.							Date:
						C	are.

Reviewed:

Submitted:

Prepared and Consolidated:

A. SUPERVISORY ScHOOL HEADS 1.1 1.2 1.3 1.	Self-Management 1.1 1.2 1.3 1.4	Professionalsm and Ethics 1.5 2.1 2.2 2.3 2.4 2.5	hics Result Focus 2.5 3.1 3.2 3.3 3.4	Teamwork 3.5 4.1 4.2 4.3 4.4	Service Orientation 4.5 5.1 5.2 5.3 5.4	5.5 6.1 6.2 6.3 6.4	Oral Communication 6.5 7.1 7.2 7.3 7.4 7.5	Written Communication 8.1 8.2 8.3 8.4 8.5
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B. NON-SUPERVISORY	Self-Management	Professionalsm and Eurics		HOME	Octabol Octability		70 70 74	04 83 82
POSITION 1	1.1 1.2 1.3 1.4	1.5 2.1 2.2 2.3 2.4	2.5 3.1 3.2 3.3 3.4	3.5 4.1 4.2 4.3 4.4	4.5 5.1 5.2 5.3 5.4	5.5 6.1 6.2 6.3 6.4	6.5 7.1 7.2 7.3 7.4 7.5	8.7 8.2 6.3 6.4
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C. OTHER COMPETENCIES							AND PROPERTY OF THE PERSON NAMED IN THE PERSON	-