

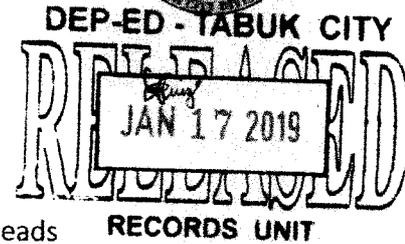


Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF TABUK CITY
City Hall Compound, Dagupan, Tabuk City



DIVISION MEMORANDUM

No: 12 s. 2019



TO : Chief SGOD, Chief CID
EPSs, PSDSs
Public Elementary and Secondary School Heads
Division Office Personnel
All Others Concerned

FROM : **BENEDICTA B. GAMATERO**
OIC-Schools Division Superintendent

DATE : January 16, 2019

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

1. In line with the implementation of the Results-Based Performance Management System(RPMS) and to properly address the professional needs of the employees of the Division, the following are required to submit their 2019 Individual Professional Development Plan(IPDP):
 - a. All Office Personnel, including PSDSs, EPSs, SHS non-teaching and job orders
 - b. School Heads, all teaching personnel
2. Individual Professional Development Plan(IPDP) shall be based from the core competencies required in the RPMS following the attached format.
3. The PSDSs are advised to collect the completed IPDP of the school heads and teaching personnel within their respective districts, while Division Office Personnel will submit their IPDP to their respective section heads.
4. Results of the IPDP will be consolidated per District for the School Heads 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.
5. Consolidated forms must be submitted at the SGOD-HRTD Unit on or before **February 5, 2019**.
6. For strict compliance.

Sgod/t/d/jar