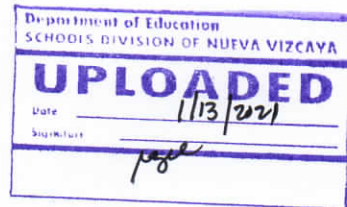




Republic of the Philippines
Department of Education
 REGION II – CAGAYAN VALLEY
 SCHOOLS DIVISION OF NUEVA VIZCAYA



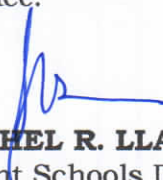
12 January 2021

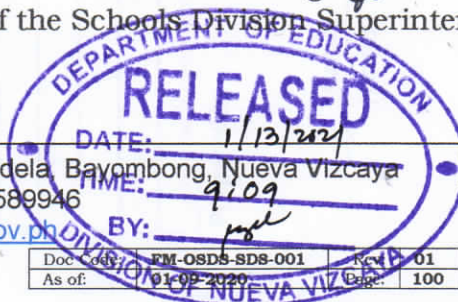
DIVISION MEMORANDUM
 No. **08**, s. 2020

**SUBMISSION OF CONSOLIDATED INDIVIDUAL
 DEVELOPMENT PLANS FOR CY 2021-2022**

To: OIC-Assistant Schools Division Superintendent
 CID and SGOD Chiefs
 Education Program Supervisors
 Public Schools District Supervisors/District-In-Charge
 Administrative Officer V
 Section and Unit Heads
 Elementary and Secondary School Heads
 All Others Concerned

1. As part of Employee Welfare, this division would like to make sure that Learning and Development needs of each employee of the division are addressed for professional growth and development.
2. As such, to fully realize this goal may we request the field and all Functional Divisions of the Schools Division Office to please submit a consolidated report of the Developmental needs of your teachers/employees using the Part IV of our OPCRF/IPCRF.
3. Kindly submit the consolidated report using the template attached per district/school. Submit the hard copy to the Human Resource Management Office (HRMO) through our Records Section and the soft copy through the email address: hrdahavizcaya@yahoo.com until January 19, 2021.
4. For information, guidance and compliance.


RACHEL R. LLANA, PhD., CESO VI
 Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent



Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya
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Website: www.deped-nv.com.ph



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As of:	01-09-2020	Page:	100

NO.	Name of Employee (Lastname, Firstname, M.I.)	School/District	Strengths/Best practices (high assessed KRAs)	Development Needs (low assessed KRAs) (low competencies)	Action Plan (Specify training, mentoring, coaching)	Timeline	Resources Needed	Person (specify the peer, coach, mentor, trainer at departmental, school, district, division level)	Source of Fund (MOOE, HRTD, outsource d, etc)
EXAMPLE:									
1	CASTRO, JUANA A.	Bayombong I District	Planning and Organizing	Leadership and Managerial Skills; Research Development; Process and Systems Thinking;	Training	January-December 2021	Meal allowance, travel expenses	Division Office	MOOE
2	DELA CRUZ, JUAN B.	Bayombong I District	Computer Troubleshooting		Training/Enroll to Graduate school	January-December 2021	Meal allowance, travel expenses	Division Office	MOOE
3	FERNANDEZ, PEDRO C.	Bayombong I District	Computer Troubleshooting	Records Management					
Note: Kindly merge data with the same developmental needs.									
Please see attached softcopy together with the memo for consolidation									

* Add rows if necessary

Prepared by:

Noted by:

(Name)
Position

(Name)
District/School Head