



Republic of the Philippines

Department of Education

Caraga Region

SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

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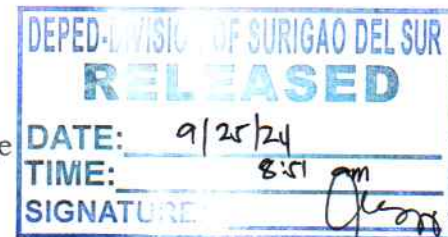
September 20, 2024

Division MEMORANDUM

No. 431, s. 2024

SUBMISSION OF THE INDIVIDUAL DEVELOPMENT PLANS OF SCHOOL-BASED PERSONNEL FOR SCHOOL YEAR 2023-2024

To: Division PM Committee
Division Chiefs
All Education Program Supervisors
All Public Schools District Supervisors/ District In-charge
All Teaching and Non-Teaching Staff
All other concerned



1. Pursual to DepEd Memorandum No. 002, s. 2015, titled Guidelines on the Establishment and Implementation of the Results-Based Performance Management System) and DepEd No. 009, s. 2021 (Institutionalization of Quality Management System) this Office will be gathering reports from the schools to be used as basis for the Professional Development Programs and Projects.
2. The Learning and Development (L&D) interventions must be based on the required competencies for the position and the identified competency gaps of each employee. The Individual Development Plan (IDP) is one of the significant sources to come up with interventions that are effective and responsive to the needs of the personnel.
3. Specifically, the activity aims to:
 - a. Identify the training needs and conduct analysis to develop a needs-based relevant and responsive HRD plan for personnel in all governance level;
 - b. Prepare an accessible, data-driven, and real-time data for HRD Activity planning, development, implementation, monitoring and evaluation and continuous improvements;
 - c. Give support to teachers, school heads, supervisors, and non-teaching personnel with continuous upskilling and reskilling that will resul in better learning outcomes.



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4. In view of this, the School Performance Management Team is requested to submit online the IDPs of the school-based personnel for SY 2023-2024 on or before September 27, 2024, through this link:

IDP	Submission Link
TEACHERS I-III (PROFICIENT TEACHERS) S.Y. 2023-2024	https://forms.office.com/r/g36XxXYLyF
MASTER TEACHER I – III (HIGHLY PROFICIENT TEACHERS) S.Y. 2023-2024	https://forms.office.com/r/ZXGnZvEh4v
NON-TEACHING	https://forms.office.com/r/xdtUNfP5jw

5. For further inquiries and clarification, you may contact Ms. Erllyn G. Mangadlao, SEPS – HRD through email at surigaodelsur.hrd@deped.gov.ph.
6. For immediate and wide dissemination, and compliance

LORENZO O. MACASOCOL, PhD, CESO V
Schools Division Superintendent

Encl.: none

References: as stated

HRD/EGM//DM- SUBMISSION OF THE INDIVIDUAL DEVELOPMENT PLANS OF SCHOOL-BASED PERSONNEL FOR SCHOOL YEAR 2023-2024 431 September 20, 2024