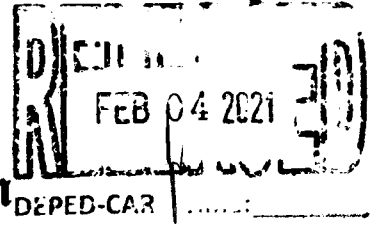




Republic of the Philippines
Department of Education
Cordillera Administrative Region



February 3, 2021

REGIONAL MEMORANDUM
NO. 038.2021

**SUBMISSION OF THE 2021 INDIVIDUAL PROFESSIONAL
DEVELOPMENT PLAN (IPDP)**

To: Schools Division Superintendents
Chief of Divisions/ Unit Heads
All others concerned

1. In line with the implementation of DepED Order No. 040, s. 2020 dated December 11, 2020, entitled Implementation of Learning and Development for Non-Teaching Personnel in the Department of Education in View of the COVID-19 Pandemic corollary to the Results-Based Performance Management System (RPMS) and to properly address the professional needs of the staff and personnel of the Department, the following are required to submit their **FY 2021 Individual Professional Development Plan (IPDP)**, viz:

- a. All Regional Office Personnel – for submission to the HRDD, cc: NEAP-CAR; and
- b. All Division Office Personnel – for submission to the SDO HRD.

2. The IPDPs shall be based on the core competencies required in the RPMS following the format in Enclosure 1 (Contextualized IPDP).

3. Further, it shall be analyzed, grouped and consolidated in accordance with the template in Enclosure 2 (Consolidated Rating per Competency), to serve as inputs to the Office Learning Plan (Enclosure 3) to be addressed by the Schools Division Office/Regional Office.

4. Finally, the MS Excel file of the **Consolidated Rating per Competency** shall be submitted at the Regional Office through the NEAP-CAR at rneap.depedcar@gmail.com **before February 19, 2021**.

5. For inquiries and clarifications, please contact Chief Jennifer Ande via email address jennifer.ande@deped.gov.ph or cellphone number 09190073814.

6. Immediate and widest dissemination of and strict compliance with this memorandum is directed.


ESTELA L. CARIÑO EdD, CESO III
Director IV/Regional Director


2/3/21

HRDD/JPA/LbL



Address: Wangal, La Trinidad, Benguet, 2601
Telephone No.: (074) 422-1318 | Fax: (074) 422-4074
Website: www.depedcar.ph | Email: car@deped.gov.ph



ISO 9001:2015 Certified
Quality Management System
DE-50500784 QM15

2021 INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN

Name of Employee:
Position Title:

Division Unit:
Date Plan Developed:

Potential Areas to Developed/Explore/Enhance	Performance Goal or Target Competency	Method/ Activity to Achieve Goal	Resource Needed (Human/Non Human)	Timeline	Expected Results	Actual	Success Indicator

CERTIFICATION 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>_____</p> <p style="text-align: right;">Date:</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>_____</p> <p style="text-align: right;">Date:</p>
<p>I commit to support and ensure that this agreed Individual Development Plan is achieved according to agreed time frames.</p>	<p>_____</p> <p style="text-align: right;">Date:</p>

Enclosure 2. Consolidated Rating of Required Competencies

A. SUPERVISORY	Self-Management					Professionalism and Ethics					Result Focus					Teamwork					Service Orientation					Innovation					Leading People					People Performance Management					People Development									
	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	8.1	8.2	8.3	8.4	8.5	9.1	9.2	9.3	9.4	9.5					
SCHOOL HEADS																																																		
1																																																		
2																																																		
Average																																																		
B. NON-SUPERVISORY	Self-Management					Professionalism and Ethics					Result Focus					Teamwork					Service Orientation					Innovation					Oral Communication					Written Communication					Computer/ICT Skills									
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	8.1	8.2	8.3	8.4	8.5	9.1	9.2	9.3	9.4	9.5					
1																																																		
2																																																		
Average																																																		
POSITION 2																																																		
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POSITION 3																																																		
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2																																																		
Average																																																		
C. OTHER COMPETENCIES																																																		

Prepared and Consolidated by:

Reviewed by:

Submitted to :

Education Program Specialist II

Senior Education Program Specialist II

Schools Division superintendent



OFFICE LEARNING PLAN

(L&D for Non-Teaching Personnel in View of the COVID-19 Pandemic)

Division/Unit:

Region:

Name of Personnel	Position	Status of Employment	Email	Learning Objective	Target Competency to Develop	Program/ Course to Enroll (Title)	Service Provider	Schedule of Program/ Class	Registration Fee (if any)	Method of knowledge-sharing after the program/course
<i>Example</i> 1. Juana dela Cruz	Education Program Specialist II	Permanent	juana.dc@deped.com.ph	Develop strategic HR mgt plans; learn about diversity and multiculturalism for successful recruitment, interviewing, testing, selection, compensation, training, etc.	Human Resources Management and Development	1. Diploma in Modern Human Resource Management	Alison	June 8-10, 2020	Php1,800.00	Office Learning Session
				Learn different technologies for collaboration and project management tools that can help to ease the difficulties of working remotely.	Collaboration with remote team	2. Collaborative Working in a Remote Team (online course)	Future Learn	Self-Paced	FREE	Office Learning Session

Submitted by:

Approved by:

(Name & Signature of Division Chief/Unit Head)

(Name & Signature of Regional Director)

Date:

Date: