



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

January 4, 2023

DIVISION MEMORANDUM
SGOD No. 4, s. 2023

**CALL FOR SUBMISSION OF INDIVIDUAL DEVELOPMENT PLAN FOR
NON – TEACHING EMPLOYEES**

TO: Assistant Schools Division Superintendent
Chiefs, Curriculum Implementation and
School Governance and Operations Divisions
Education Program Supervisors
Division Section Heads
Principals – in – Charge
All Elementary and Secondary School Heads
This Division

1. This has reference to Region Memorandum HRDD No. 142, s. 2022 entitled Conduct of Learning and Development Needs Assessment (LDNA) for Non – Teaching Employees in the Region.
2. In view thereof, all School/Cluster Heads are advised to submit the Individual Development Plan of non – teaching employees below SG 18. Enclosure No. 3 to Region Memorandum HRDD No. 142, s. 2022 is attached for your ready reference. Hence submission of the accomplished template shall be on or before January 20, 2023, Attention: SEPS Ernie P. Pama.
3. Division Section Heads are also advised to submit the accomplished IDP templates for employees with SG below 18 and accomplished template for employees with SG 18 and above using the attached template (Enclosure No. 2 of the said RM) on or before January 20, 2023.
4. The accomplished templates shall be consolidated and be forwarded to the region and shall be used as reference. Also attached is Enclosure No. 1 (LDNA Process Flow) of the said RM for perusal and reference.
5. In furtherance, the summary of learning and development needs of schools and division office shall be used in this year's learning and development activities/interventions/programs for non – teaching employees.



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6. For the information, preferential attention and immediate action of all concerned.

MIGUEL P. FILLALAN JR., CESO VI
Schools Division Superintendent



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For your information & guidance.



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

December 20, 2022

REGION MEMORANDUM
HRDD No. 141, s. 2022

**CHANGE OF DATE AND ADDITIONAL INFORMATION TO THE 4TH QUARTER
HRDD-HRDS PROGRAM IMPLEMENTATION REVIEW (PIR) cum
SOX HRD AWARDS**

To: Schools Division Superintendents

1. Relative to Region Memorandum HRDD No. 127 re Conduct of the 4th Quarter HRDD-HRDS Program Implementation Review (PIR) cum SOX HRD Awards, this office announces that the schedule of the activity shall be moved to **January 26-27, 2023**. Venue to be announced through a separate issuance.
2. The Assistant Schools Division Superintendents (ASDS) and Chief Education Supervisors - School Governance and Operations Division (SGOD) of the schools division offices (SDOs) are enjoined to participate in the activity for a thorough discussion and monitoring of programs and fund utilization relative to human resource development.
3. Data collection for SOX HRD Awards - Special Awards shall be extended until **December 29, 2022**.
4. Participants are requested to wear smart casual attire during the SOX HRD Awards.
5. All other information stipulated in Region Memorandum HRDD No. 127, s. 2022 are still enforced.
6. For queries and clarifications, contact Dave C. Prodigio, EPS - HRDD, through dave.prodigio@deped.gov.ph or Maricel B. Dignadice, EPS II - NEAP R-XII, through maricel.bacaling@deped.gov.ph.
7. For information and compliance of all concerned.


CARMITO D. ROCAFORT
Director IV

Encl.: None
Reference: Region Memorandum HRDD No. 127, s. 2022
Allocation: HRD GASS Fund 2022
To be included in the Perpetual Index under the following Subjects:
AWARDS PROGRAMS RECOGNITION REVIEW

DCP/HRDD/RM- CHANGE OF DATE AND ADDITIONAL INFORMATION TO THE 4TH QUARTER HRDD-HRDS PROGRAM IMPLEMENTATION REVIEW (PIR) cum SOX HRD AWARDS/082/December 20, 2022



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Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

December 20, 2022

REGION MEMORANDUM
HRDD No. 142, s. 2022

**CONDUCT OF LEARNING AND DEVELOPMENT NEEDS ASSESSMENT (LDNA) FOR
NON-TEACHING EMPLOYEES IN THE REGION**

To: Schools Division Superintendents

1. In order to facilitate the provision of appropriate learning and development interventions for the non-teaching employees in the region for CY 2023, the Human Resource Development Division (HRDD) shall conduct the Learning and Development Needs Assessment (LDNA).
2. In this regard, all SDOs through the Human Resource Development Section (HRDS) are directed to submit the PDF and Microsoft Word Files of their Summary of Individual Development Plan (SIDP) for non-teaching personnel SG 18 and above and below SG 18 **on or before January 27, 2023**, through <https://bit.ly/3YiXkjh>.
3. The SIDP shall contain the consolidated data from the non-teaching personnel's Individual Development Plans (IDP). The data shall be used by the HRDD in providing learning and development interventions. Likewise, the SDOs shall also utilize the said data for their SDO-led interventions.
4. Data collection for the LDNA shall involve Focus Group Discussion (FGD) with selected personnel to provide an in-depth description of the development needs of non-teaching personnel. A list of participants shall be issued in a separate memorandum.
5. The different templates are in the following enclosures:
Enclosure 1: LDNA Process Flow
Enclosure 2: Individual Development Plan for SG 18 and Above
Enclosure 3: Individual Development Plan for Below SG 18
Enclosure 4: Summary of Individual Development Plan for SG 18 and Above
Enclosure 5: Summary of Individual Development Plan for Below SG 18
6. For the guidance and compliance of all concerned.


CARITO D. ROCAFORT
Director IV

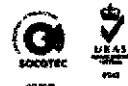
Encl: As stated
Reference: L&D System
Allotment: None

To be indicated in the Perpetual Index under the following Subjects:

ASSESSMENT EMPLOYEES PERFORMANCE
DCP/HRDD/RM- CONDUCT OF LEARNING AND DEVELOPMENT NEEDS ASSESSMENT (LDNA) FOR NONTEACHING
EMPLOYEES IN THE REGION/077/December 06, 2022



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Enclosure 1 to Region Memorandum HRDD No. 142, s. 2022

LDNA PROCESS FLOW

Step	Activity	Timeline	Person/s Responsible
1 (Start)	Consolidation of IDPs in the SDOs	December 22, 2022 - January 26, 2022	SDO HRDS Personnel
2	Submission of SIDPs <ul style="list-style-type: none">• SG 18 and Above• Below SG 18	January 27, 2022	SDO HRDS Personnel
3	Consolidation of SIDP and Analysis of Quantitative Data	January 30 - February 10, 2022	HRDD Program Management Team (PMT)
4	Conduct of Focus Group Discussion (FGD) with Selected Non-Teaching Personnel (Virtual)	February 14, 2022	HRDD PMT and Selected Non-Teaching Personnel
5	Consolidation and Analysis of Qualitative Data	February 25 - 17, 2022	HRDD PMT
5	Finalization of LDNA Report for Non-Teaching Personnel	February 16 - 24, 2022	HRDD PMT
6 (End)	Dissemination of LDNA Report to RO and SDOs	February 20 - 24, 2022	HRDD PMT



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SUMMARY OF INDIVIDUAL DEVELOPMENT PLAN FOR BELOW SG 18

FUNCTIONAL DIVISION: _____

YEAR: _____

Name of Recipient	KRAs/ Competencies	Development Needs	Action Plan (Recommended Development Intervention)	Timeline	Resources Needed
A. FUNCTIONAL COMPETENCIES (These competencies are based on the employee's Key Result Areas (KRAs). The development needs in this area are based on the competencies that are rarely demonstrated as seen in the employee's (PCRF.)					
B. CORE BEHAVIORAL COMPETENCIES (These competencies are the six competencies provided in DO 02, s. 2015, p. 25. The development needs in this area are based on the rarely demonstrated indicators of Self-Management, Professionalism and Ethics, Result Focus, Teamwork, Service Orientation, and Innovation.)					
C. CORE SKILLS (These competencies are the three competencies provided in DO 02, s. 2015, p. 29. The development needs in this area are based on the rarely demonstrated indicators in Oral Communication, Written Communication, and Computer/ICT Skills.)					



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Prepared by: _____
(Functional Division Chief)



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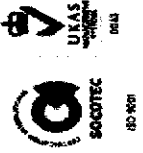
SUMMARY OF INDIVIDUAL DEVELOPMENT PLAN FOR SG 18 AND ABOVE

FUNCTIONAL DIVISION: _____
 YEAR: _____

Name of Recipient	KRAs/ Competencies	Development Needs	Action Plan (Recommended Development Intervention)	Timeline	Resources Needed
A. FUNCTIONAL COMPETENCIES (These competencies are based on the employee's Key Result Areas (KRAs). The development needs in this area are based on the competencies that are rarely demonstrated as seen in the employee's (PCRF.)					
B. CORE BEHAVIORAL COMPETENCIES (These competencies are the six competencies provided in DO 02, s. 2015, p. 25. The development needs in this area are based on the rarely demonstrated indicators in of Self-Management, Professionalism and Ethics, Result Focus, Teamwork, Service Orientation, and Innovation.)					
C. LEADERSHIP COMPETENCIES (These competencies are the three competencies provided in DO 02, s. 2015, p. 25. The					



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development needs in this area are based on the rarely demonstrated indicators in Leading People, People Performance management and People Development.)

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Prepared by: _____
 (Functional Division Chief)

Enclosure 5 to Region Memorandum HRDD No. _____, s. 2022



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Enclosure 3 to Region Memorandum HRDD No. _____, s. 2022

INDIVIDUAL DEVELOPMENT PLAN (BELOW SG 18)

Strengths (The highest point on Results and demonstration of Competencies are the Strengths.)	Development Needs (The lowest point on Results and demonstration of Competencies are the Development Needs.)	Action Plan (Recommended Development Intervention)	Timeline	Resources Needed
Functional Competencies (These competencies are based on the employee's Key Result Areas (KRAs). The development needs in this area are based on the competencies that are rarely demonstrated as seen in the employee's (PCRf.)				
Core Behavioral Competencies (These competencies are the six competencies provided in DO 02, s. 2015, p. 25. The development needs in this area are based on the rarely demonstrated indicators of Self-Management, Professionalism and Ethics, Result Focus, Teamwork, Service Orientation, and Innovation.)				
Core Skills (These competencies are the three competencies provided in DO 02, s. 2015, p. 29. The development need in this area are based				



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on the rarely demonstrated indicators in Oral Communication, Written Communication, and Computer/ICT Skills.)

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Enclosure 4 to Region Memorandum HRDD No. _____, s. 2022



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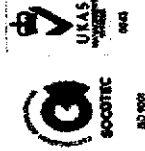
Enclosure 2 to Region Memorandum HRDD No. _____, s. 2022

INDIVIDUAL DEVELOPMENT PLAN (SG 18 AND ABOVE)

Strengths (The highest point on Results and demonstration of Competencies are the Strengths.)	Development Needs (The lowest point on Results and demonstration of Competencies are the Development Needs.)	Action Plan (Recommended Development Intervention)	Timeline	Resources Needed
Functional Competencies (These competencies are based on the employee's Key Result Areas (KRAs). The development needs in this area are based on the competencies that are rarely demonstrated as seen in the employee's IPCRf.)				*
Core Behavioral Competencies (These competencies are the six competencies provided in DO 02, s. 2015, p. 25. The development needs in this area are based on the rarely demonstrated indicators of Self-Management, Professionalism and Ethics, Result Focus, Teamwork, Service Orientation, and Innovation.)				



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Leadership Competencies (These competencies are the three competencies provided in DO 02, s. 2015, p. 25. The development needs in this area are based on the rarely demonstrated indicators in Leading People, People Performance management, and People Development.)			

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