



**Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION
DIVISION OF BAGUIO CITY
#82 Military Cut-off Road, Baguio City, 2600**



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Office of the Superintendent
Division Memorandum Number 347s.2018

**TRACKING OF MONTHLY ACCOMPLISHMENT OF INDIVIDUAL PERFORMANCE
DEVELOPMENT PLAN (IPDP)**

To: Division Chiefs
Administrative Officers
Section Heads
All others concerned

1. In line with the implementation of Project Fairness, Accountability, Ingenuity, Transparency, Hard work (FAITH) and for easy tracking of the of IPDP implementation, an accomplishment report of the competency needs addressed monthly shall be required to all Division Office Employees starting August 2018. The needs are based on the potential areas to be developed identified in the IPDP.

2. Competency needs addressed monthly includes among others training/seminars attended, self-managed learning, job embedded learnings, results of focus group discussions, mentoring and coaching, graduate studies, attendance to online studies, reading educational materials, informal conversations that resulted to giving of relevant information and learnings, etc.

2. Relative hereto, Division Chiefs/Unit Heads are directed to monitor the submission of the report and conduct technical assistance to their staff if needed.

3. Due date of submission for needs addressed for this month will be on **August 29, 2018** and every 29th day of the month thereafter. In cases where the 29th day of the month falls on a weekend or a holiday, submit the next day after. Please refer to attached file for the format.

4. The following are tasked to collate and consolidate the report of each division/unit, then submit to SGOD-HRD office for analysis and reporting.

Unit/Division	Focal Person
Health and Nutrition	Cynthia Cadawan
SMME, HRD, EF, Planning & SocMob	Asuncion Saguid
Personnel	Alma Gayob
Budget & Finance	Lilibeth Degsi
CID	Christopher Oliva

5. Immediate dissemination and compliance to this memorandum is desired

FEDERICO P. MARTIN, EdD., CEEd.D, CESO X
Schools Division Superintendent

For the Superintendent:

SORAYA T. FACULO, PhD
OIC- Office of the ASDS



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PROJECT FAITH: Monthly Report of Competency Gaps Addressed in the Individual Professional Development Plan (IPDP)

Name: _____ Section/Division: _____

Rater: _____ Date: _____

POTENTIAL AREAS TO BE DEVELOPED	PERFORMANCE GOAL OR TARGET COMPETENCY	STRATEGY (Interventions used to achieve goals)	RESULT OF THE INTERVENTIONS (Please check)		REMARKS
			ADRESSED	NOT ADDRESSED	
CORE BEHAVIORAL COMPETENCIES					
CORE SKILLS					

Reference: CSC Human Resource Development Planning Guidebook