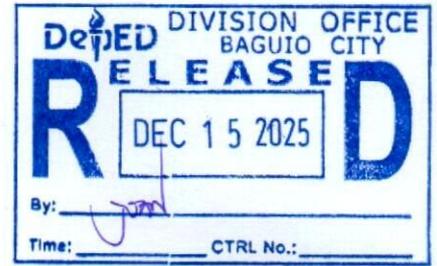




Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



December 15, 2025

DIVISION MEMORANDUM

No. 828-2025

CALL FOR SUBMISSION OF IPDP ACCOMPLISHMENT REPORT FOR CY 2025

To: Chief Education Supervisors
 Public Schools District Supervisors
~~All Elementary and Secondary School Heads~~
 All Others Concerned

1. In support and compliance to the Learning and Development Programs of the Division vis a vis with the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM), this office enjoins all Division Office Personnel to submit their Individual Professional Development Plan (IPDP) accomplishment report for the Calendar year 2025 to the HRDS Office.
2. The report shall serve the following objectives:
 - 2.1. Document completed professional development activities undertaken in accordance with the approved IPDP.
 - 2.2 Assess the extent of achievement of identified performance and development goals vis-à-vis planned targets.
 - 2.3. Determine strengths, gaps, and areas for improvement based on the results of implemented activities and provide a basis for future professional development planning, including revisions to the next IPDP cycle for needs not addressed.
3. The focal persons in collating the reports per division and timeline of submission is detailed as follows:

Division	Focal	Due date of Submission
OSDS:		December 22, 2025
Accounting Admin	Cristina Rivera Joanna Mae Villareal	
CID	Jeannette Bal-iyang	
SGOD	Wennie Joy Sapdoy	

4. Please see attached template for your reference.
5. Immediate dissemination and compliance with this Memorandum are enjoined.

SORAYA T. FACULO PhD, CESO V
 Schools Division Superintendent



II. CORE SKILLS		

RATEE:

Noted / Reviewed:

RATEE / APPROVING AUTHORITY: