



April 3, 2019

DIVISION MEMORANDUM
NO. 086, S. 2019

**CONSOLIDATION OF DEVELOPMENT NEEDS OF TEACHING
AND NON-TEACHING PERSONNEL**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
School Heads, Public Elementary and Secondary Schools

1. In connection to Division Memorandum No. 081, s. 2019 re Submissions of OPCRF of School Heads for SY 2018-2019 and Rater-Ratee Discussion, all school heads shall submit the following to this Office through SGOD-HRD Section:
 - 1.1. IPCRF (1 hardcopy)
 - 1.2. OPCRF/IPCRF Summary of Ratings (softcopy and 1 hardcopy)
 - 1.3. Consolidated Development Needs of the teaching and non-teaching personnel in their respective schools (softcopy and 1 hardcopy)
 - 1.4. E-SAT Summary of Results (softcopy)
2. The Consolidated Development Needs shall follow the format below:
 - A. Summary of Development Needs

Table A.1. Teachers I – III

Functional Competencies		Core Behavioral Competencies	
Development Needs*	No. of Teachers	Development Needs*	No. of Teachers
1.			
Add more rows if necessary.			

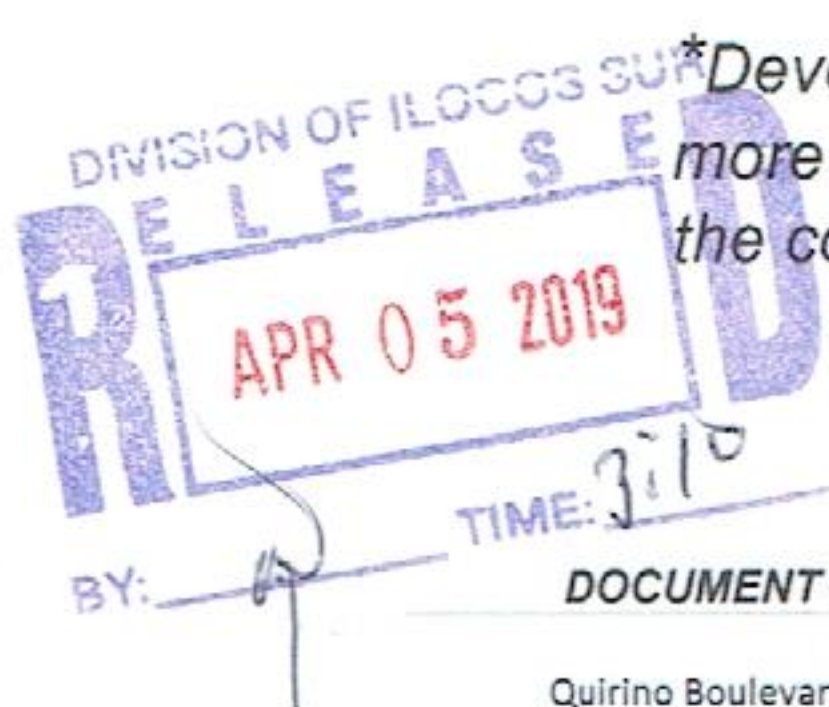
Table A.2. Master Teachers

Functional Competencies		Core Behavioral Competencies	
Development Needs*	No. of MTs	Development Needs*	No. of MTs
1.			
Add more rows if necessary.			

Table A.3. Non-Teaching Personnel

Functional Competencies		Core Behavioral Competencies	
Development Needs*	No. of NTPs	Development Needs*	No. of NTPs
1.			
Add more rows if necessary.			

*Development needs shall be grouped and listed as one (1) whenever these are found common to 2 or more T/NTPs. Otherwise, different/uncommon development needs shall be enlisted individually under the corresponding column.





B. Comprehensive List of Individual Development Needs of Teaching & Non-Teaching Personnel

Teaching Personnel						
Name of T/NTP	Strengths	Development Needs	Action Plan Recommended Developmental Interventions		Timeline	Resources Needed
			Learning Objectives	Intervention		
	Functional Competencies					
1.						
2.						
	Core Behavioral Competencies					
1.						
2.						

**Add more rows if necessary. Arrange the names of personnel in alphabetical order.*

3. Submit all softcopies of documents through the following link **depd.in/devneeds2019**.
4. The deadline of submission of the above records/documents shall be on the date of the Submission of OPCRF of School Heads for SY 2018-2019 and Rater-Ratee Discussion, April 11, 12, 15, 16 and 22, 2019, respectively.
5. For information and guidance.

GEMMA Q. TACUYCUY, CESO V
Schools Division Superintendent

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

Consolidated Development Needs

OPCRF/IPCRF

E-SAT

