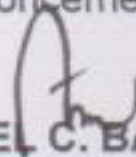




**CITY SCHOOLS DIVISION OF ANTIPOLO**

**MEMORANDUM**

**TO :** OIC-Asst. Schools Division Superintendent  
OIC-Chief, Curriculum Implementation Division  
OIC-Chief, School Governance & Operations Division  
Unit Heads  
Public School District Supervisors  
Elementary and Secondary School Heads  
All Others Concerned

**FROM :**  **DR. ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

**SUBJECT :** **SUBMISSION OF CONSOLIDATED DEVELOPMENT NEEDS OF TEACHING, TEACHING-RELATED AND NON-TEACHING PERSONNEL**

**DATE :** August 14, 2018

Relative to the preparation of the Human Resource Development Plan for the Schools Division, this Office requests the submission of the **Consolidated Development Needs of Teaching, Teaching-Related and Non-Teaching Personnel** on or before **September 20, 2018**. **Attention: Arlene L. Tayona, SEPS-Human Resource Development.**

Please refer to the attached template to be used in accomplishing the needed report:

- Template 1 - HRD Report: Summary of the Development Needs of Teaching Personnel, Teaching-Related and Non-Teaching Staff in Schools
- Template 2 - HRD Report: Consolidated Development Needs of Teaching Personnel, Teaching-Related and Non-Teaching Staff in Schools and Division Office
- Template 3 - HRD Report: Summary of the Development Needs of Non-Teaching Staff in the Division Office

For the information, guidance and compliance of all concerned.



Republic of the Philippines  
 Department of Education  
 Region IV-A CALABARZON  
**CITY SCHOOLS DIVISION OF ANTIPOLO**



Attachment to Memorandum No. 344 s. 2018

Template 1 -HRD Report: Summary of the Development Needs of Teaching Personnel, Teaching-Related and Non-Teaching Staff in Schools (D.O. No. 2 s. 2015)

**DEVELOPMENT NEEDS CONSOLIDATION  
 (70-20-10 TEMPLATE)  
 SY 2018-2019**

Strength to Enhance or Need to Develop (based on Part IV: Development Plans under column 2, Development Needs)	ACTION PLAN (Recommended Developmental Intervention)									Dates of Proposed Activities/Timeline	Outcomes Anticipated
	Learn & develop through experience (70%)			Learn through others (Who & How?) (20%)			Learn through formal education (10%)				
	No. of teaching (T1-T3, MT1-4)	No. of teaching-related (GC, HT, SH)	No. of Non-Teaching Staff (Bookkeeper, Disbursing Officer)	No. of teaching (T1-T3, MT1-4)	No. of teaching-related (GC, HT, SH)	No. of Non-Teaching Staff (Bookkeeper, Disbursing Officer)	No. of teaching (T1-T3, MT1-4)	No. of teaching-related (GC, HT, SH)	No. of Non-Teaching Staff (Bookkeeper, Disbursing Officer)		
<b>A. Teaching Competencies</b>											
<b>B. Core Behavioral Competencies</b>											

Prepared and Submitted by:

\_\_\_\_\_  
 Signature over Printed Name

\_\_\_\_\_  
 Designation

\_\_\_\_\_  
 School

\_\_\_\_\_  
 Date



Attachment to Memorandum No. 364 s. 2018

**70-20-10 LEARNING MODEL EXAMPLES**  
(Guide in accomplishing Consolidated Development Needs)

<b>70 - LEARN AND DEVELOP THROUGH EXPERIENCE</b>	<b>20 – LEARN AND DEVELOP THROUGH OTHERS</b>	<b>10 – LEARN AND DEVELOP THROUGH STRUCTURED COURSES &amp; PROGRAMS (Formal Education)</b>
<ul style="list-style-type: none"><li>▪ Apply new learning in real situations</li><li>▪ Use feedback to try a new approach to an old problem</li><li>▪ New work and solving problems within role</li><li>▪ Increased span of control</li><li>▪ Increased decision making</li><li>▪ Champion and/or manage changes</li></ul>	<ul style="list-style-type: none"><li>▪ Informal feedback and work debriefs</li><li>▪ Seeking advice, asking opinions, sounding out ideas</li><li>▪ Coaching from manager/others</li><li>▪ 360 degrees feedback</li><li>▪ Assessment with feedback</li><li>▪ Structured mentoring and coaching</li></ul>	<ul style="list-style-type: none"><li>▪ Courses, workshops, seminars</li><li>▪ E-learning</li><li>▪ Professional qualifications/accreditation</li></ul>

**Note:**

*The following as part of the IPCRF should also be accomplished and is available in the Records Section of the school when needed:*

- 1. Summary List of Individual Performance Rating (from SY 2015-2016, 2016-2017, 2017-2018)*
- 2. Part II: Competency Needs Assessment*



Republic of the Philippines  
Department of Education  
Region IV-A CALABARZON  
**CITY SCHOOLS DIVISION OF ANTIPOLO**



Attachment to Memorandum No. 304 s. 2018

Template 2 -HRD Report: Consolidated Development Needs of Teaching Personnel, Teaching-Related and Non-Teaching Staff in Schools and Division Office (D.O. No. 2 s. 2015)

**DEVELOPMENT NEEDS CONSOLIDATION**  
SY 2018-2019

	INDIVIDUAL 1	INDIVIDUAL 2	INDIVIDUAL 3	INDIVIDUAL 4	INDIVIDUAL 5	FREQUENCY
<b>IDENTIFIED DEVELOPMENT NEEDS</b>						
<b>INTERVENTIONS</b>						
- Learn and develop through experience (70%)						
Dates of proposed activities						
- Learn through others (20%)						
Dates of proposed activities						
- Learn through formal education (10%)						
Dates of proposed activities						
<b>OUTCOMES ANTICIPATED</b>						

Prepared and Submitted by:

\_\_\_\_\_  
Signature over Printed Name  
Designation

\_\_\_\_\_  
Date

(Should be attached to Template 1 and Template 3 for Non-Teaching personnel in the Division Office)



Attachment to Memorandum No. 364 s. 2018

Template 3 -HRD Report: Summary of the Development Needs of Non-Teaching Staff in the Division Office (D.O. No. 2 s. 2015)

**DEVELOPMENT NEEDS CONSOLIDATION  
 (70-20-10 TEMPLATE)**

Strength to Enhance or Need to Develop (based on Part IV: Development Plans under column 2, Development Needs)	ACTION PLAN (Recommended Developmental Intervention)						Dates of Proposed Activities/ Timeline	Outcomes Anticipated
	Learn & develop through experience (70%)		Learn through others (Who & How?) (20%)		Learn through formal education (10%)			
	No. of personnel	Position	No. of personnel	Position	No. of personnel	Position		

Prepared and Submitted by:

\_\_\_\_\_  
 Signature over Printed Name

\_\_\_\_\_  
 Designation

\_\_\_\_\_  
 Division/Unit

\_\_\_\_\_  
 Date