




CITY SCHOOLS DIVISION OF ANTIPOLO

MEMORANDUM

TO : OIC-Asst. Schools Division Superintendent
OIC-Chief, Curriculum Implementation Division
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 : **ADDENDUM TO UNNUMBERED MEMORANDUM 364 S. 2018 RE:
SUBMISSION OF CONSOLIDATED DEVELOPMENT NEEDS OF
TEACHING, TEACHING-RELATED AND NON-TEACHING
PERSONNEL**

DATE : September 20, 2018

Relative to the preparation of the Human Resource Development Plan for the Schools Division, additional forms/template attached here will be used to accomplish Template 1 and 2 on the Summary and Consolidation of Development Needs of Teaching, Teaching-Related and Non-Teaching Staff in Schools and SDO.

Submission of the said report is extended until **September 27, 2018**.

Other details indicated in Memorandum No. 364 s. 2018, remains the same

For the information, guidance and compliance of all concerned.

UM - 445 s. 2018
HRD-air, 2018



CITY SCHOOLS DIVISION OF ANTIPOLO

Attachment to Memorandum No. 445 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

IDENTIFIED DEVELOPMENT NEEDS	INDIV. 1	INDIV. 2	INDIV. 3	INDIV. 4	INDIV. 5	FREQUENCY						
						Teaching Competencies						
						Content Knowledge & Pedagogy	Learning Evt.	Diversity of Learners	Curriculum & Planning	Assessment & Reporting	Community Linkages & Prof. Engagement	Personal Growth & Prof. Devt.
1. Teaching Competencies												
INTERVENTIONS 70-20-10												
- 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												
OUTCOMES ANTICIPATED	Improved competency needs											

Prepared and Submitted by:

Signature over Printed Name
Designation

Date



Attachment to Memorandum No. 445 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

IDENTIFIED DEVELOPMENT NEEDS	INDIV. 1	INDIV. 2	INDIV. 3	INDIV. 4	INDIV. 5	FREQUENCY					
						Core Behavioral Competencies					
						Self-Management	Professionalism & Ethics	Results-Focus	Teamwork	Service Orientation	Innovation
1. Core Behavioral Competencies											
INTERVENTIONS 70-20-10											
- 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											
OUTCOMES ANTICIPATED	Improved competency needs										

Prepared and Submitted by:

Signature over Printed Name
Designation

Date