



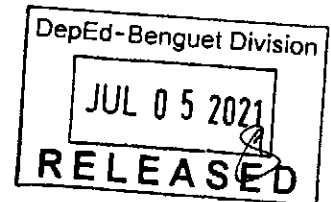
Republic of the Philippines  
**Department of Education**  
**Cordillera Administrative Region**  
**Schools Division of Benguet**

July 5, 2021

**DIVISION MEMORANDUM**

No. 250 s. 2021

TO: PUBLIC SCHOOLS DISTRICT SUPERVISORS  
PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS  
ALL OTHERS CONCERNED



SUBJECT: **SUBMISSION OF SY 2020-2021 PERSONNEL DEVELOPMENT ACCOMPLISHMENT REPORT AND CONSOLIDATED 2021 SCHOOL PERSONNEL IPDP/ IPPD**

1. In support and compliance to the Learning and Development Programs of the Division and the objectives of the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM), this office enjoins all schools in the Division to submit their SY 2020-2021 Personnel Development Accomplishment Report vis-à-vis the 2020 consolidated IPDP / IPPD report.
2. This report shall serve the following purposes:
  - a. Attachment to OPCRf of School Heads;
  - b. Identification of schools with none to low implementation of Personnel Development Activities;
  - c. Identification of school personnel with none to least professional development addressed in SY 2020-2021; and
  - d. Inclusion of commonly identified 2021 IPDP / IPPD of school personnel in the 2022 Learning and Development Plan of the Division.
3. Submission of reports (Enclosure 1, 2, and 3) shall be on or before July 23, 2021 to the Human Resource Development Section through the Division Records section or send a properly scanned file with complete signatories and in Portable Document Format (PDF) to [https://bit.ly/IPPD\\_IPDPAr](https://bit.ly/IPPD_IPDPAr)
4. For questions and clarifications, please contact the Human Resource Development Section.
5. Widest dissemination and strict compliance to this memorandum is desired.

**GLORIA B. BUYA-AO**  
Schools Division Superintendent

//xdk/hrds/sgod



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**AYARAN**  
Integrity Fields Accomplishments Modifies Advancement Nurture Excellence





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Quality Leads Accomplishment Boosts Advancement Cultures Excellence



HEADING OF SCHOOL

ACCOMPLISHMENT REPORT OF LEARNING AND DEVELOPMENT ACTIVITIES CONDUCTED IN SY 2020-2021

A. School Learning Action Cell

Name of Proponent	Title of SLAC	Number and Sex of TARGET Participants			Number and Sex of ACTUAL Participants			Actual Expenses (based from approved budgetary allotment)	Date of Implementation
		Teaching	Teaching related	Non-teaching	Teaching	Teaching related	Non-teaching		
		M	M	M	M	M	M		
		F	F	F	F	F	F		

B. In-Service Training

Name of Proponent	Title of INSET	Number and Sex of TARGET Participants			Number and Sex of ACTUAL Participants			Actual Expenses (based from approved budgetary allotment)	Date of Implementation
		Teaching	Teaching related	Non-teaching	Teaching	Teaching related	Non-teaching		
		M	M	M	M	M	M		
		F	F	F	F	F	F		

C. Other Programs / Activities initiated by the school (may not be included in the report if there are none)

Name of Proponent	Scholarship program etc.	Number and Sex of TARGET Participants			Number and Sex of ACTUAL Participants			Actual Expenses (based from approved budgetary allotment)	Date of Implementation
		Teaching	Teaching related	Non-teaching	Teaching	Teaching related	Non-teaching		
		M	M	M	M	M	M		
		F	F	F	F	F	F		

Prepared by: School PDC Member/s

Reviewed by: PDC chairman / School Head

Noted by: \_\_\_\_\_

SAMUEL T. EGSAEN JR, EDD  
 PSDS  
 OIC-Assistant Schools Division Superintendent  
 Division PDC Chairman

Enclosure 1. ACCOMPLISHMENT REPORT OF L&D ACTIVITIES CONDUCTED IN SY 2020-2021

Republic of the Philippines  
 Department of Education  
 Cordillera Administrative Region  
 Schools Division of Benguet



HEADING OF SCHOOL

2021 CONSOLIDATED INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN / INDIVIDUAL PLAN FOR PROFESSIONAL DEVELOPMENT OF SCHOOL PERSONNEL

NAME OF PERSONNEL	POSITION	SEX	IDENTIFIED PROFESSIONAL DEVELOPMENT NEEDS (what are my professional development needs?)	KEY RESULT AREA/S (what specific KRAs are my PD needs aligned?)	METHODS / STRATEGIES TO ADDRESS IDENTIFIED PD NEEDS (what professional activities will I undertake to address my PD needs?)	Provider of Professional Development Activities (who can address my needs? E.g. self, school, division, region, district etc.)	REOURCES NEEDED (what resources do I need to attain or successfully address my PD needs?)	TIMEFRAME (When do I expect to accomplish the professional development activities?)	SUCCESS INDICATORS (competencies enhanced and learners' area of performance enhanced / improved)

Prepared by: \_\_\_\_\_

Noted by: \_\_\_\_\_ School Head

Name of Personnel Development Coordinator \_\_\_\_\_

Contact Number of Coordinator \_\_\_\_\_

ENCLOSURE 2: CONSOLIDATED 2021 IPDP/PPD OF SCHOOL PERSONNEL

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DepEd Region 1  
 Department of Education  
 Cordillera Administrative Region  
 Schools Division Office - Benguet  
 Ensuring Quality Basic Education  
 Through Quality Learning and Assessment





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Maghirang, Beah, Accomplishment, Profiles, Advancement, Careers Excellence



HEADING OF SCHOOL

ACCOMPLISHMENT REPORT ON PROFESSIONAL DEVELOPMENT NEEDS ADDRESSED  
 SY 2020-2021

The following information shows the accomplishments of the school in addressing the professional development needs of employees as indicated in their Individual Professional Development Needs form or Individual Plan for Professional Development form.

NAME OF PERSONNEL	POSITION	SEX	IDENTIFIED PROFESSIONAL DEVELOPMENT NEEDS (what are my professional development needs?)	KEY RESULT AREA/S (what specific KRAs are my PD needs aligned?)	PROFESSIONAL ACTIVITIES THAT ADDRESSED THE IDENTIFIED PD NEED (specific title of activity attended/ participated)	PROVIDER OF PROFESSIONAL DEVELOPMENT ACTIVITIES	DATE (Start and end of the activity undertaken)	COMPETENCIES ENHANCED	LEARNERS' PERFORMANCE THAT WAS/WERE IMPROVED

Notes:

1. Follow the sequence of names under consolidated IPDP / IPPD – to easily identify or locate PD needs addressed as indicated in this report.
2. Reflect all that were indicated in the IPDP / IPPD consolidated report. Write NONE for PD Needs that were not addressed, or ONGOING if the timeline indicated in the plan will exceed the covered months of SY 2020-2021.
3. Professional activities are NOT LIMITED to SLAC, INSET, and Post grad courses.

Prepared by: \_\_\_\_\_

Noted by: School Head

ENCLOSURE 3: PROFESSIONAL DEVELOPMENT NEEDS OF SCHOOL PERSONNEL ADDRESSED IN SY 2020-2021

Republic of the Philippines  
 Department of Education  
 Cordillera Administrative Region  
 Schools Division Office of Benguet

