



Republic of the Philippines
Department of Education
REGION VI- WESTERN VISAYAS
SCHOOLS DIVISION OF SAGAY CITY

APR 10 2025

OFFICE MEMORANDUM

No. 267, s. 2025

**SUBMISSION OF CONSOLIDATED INDIVIDUAL DEVELOPMENT PLAN (IDP) OF
THE DIVISION TEACHING RELATED AND NON-TEACHING PERSONNEL
FOR CY 2024**

To: Asst. Schools Division Superintendent
Chief Education Supervisors – CID and SGOD
Administrative Officer V and Unit Heads
All Others Concerned

1. Pursuant to DepEd Order No. 2, s. 2015, re: Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education and in preparation for the year-end RPMS-IPCRF evaluation for the division teaching related and non-teaching personnel, this Office hereby directs all unit heads to submit a consolidated copy of the Individual Development Plan (IDP) on or before **April 25, 2025**.

2. Templates for the consolidated Individual Development Plan (IDP) is available through this link, <https://shorturl.at/RDDo8>. There should only be one (1) IDP consolidated file per office signed by the Chief or Unit Head.

3. To ensure proper input and submission of needed data, please take note of the following instructions:

- a. Download the templates from the Google Drive Link provided in paragraph 2 of this memorandum.
- b. Provide the necessary data and fill-up the template accordingly.
- c. Save the file and re-upload to the same link. Find your designated office folder.

4. It is understood that in the conduct of this activity, there shall be no discrimination on account of age, school, gender, civil status, disability, religion, or other similar factors, or personal circumstances that run counter to the principles of equal opportunity.

5. Immediate dissemination of and compliance with this Memorandum are desired.

DANNIE CLARK M. UGUIL

Assistant Schools Division Superintendent
OIC- Schools Division Superintendent

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Enclosure : As stated
Reference : DO 2, s. 2015
Allotment : N/A

No. of Pages: _____

To be indicate in the **Perpetual Index** under the following subjects:

Development Plan

Needs Assessment

FN: HRD/SGOD



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