



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
Capitol Drive, Estaka, Dipolog City 7100



OFFICE MEMORANDUM


TO : Public Schools District Supervisors
School Heads, Elementary and Secondary Schools
All Concerned
This Division

FROM : Office of the Schools Division Superintendent

SUBJECT : **CALL FOR SUBMISSION OF SCHOOL TRAINING NEEDS,
INDIVIDUAL DEVELOPMENT PLANS AND PERFORMANCE
RATING REPORT**

DATE : June 13, 2019

1. The Schools Division of Zamboanga del Norte is pushing towards the strengthening of learning and development programs to better serve the stakeholders, thus, this office calls for submission of every school training needs, individual development plans and performance rating report to be submitted by district on or before June 26, 2019.
2. Attached are the templates for each of the report for your guidance. The OPCRF/ IPCRF shall be a reference for the information needed in these forms. Submission of soft copies of the templates provided that are duly accomplished shall be sent through this email address znsgod.hrds@gmail.com.
3. Widest dissemination of this memorandum is desired.


PEDRO MELCHOR M. NATIVIDAD, CSEE
Schools Division Superintendent



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**PERFORMANCE RATING REPORT
 CALENDAR YEAR 2018**

DISTRICT: _____

SCHOOL: _____

NO.	NAME	POSITION	NUMERICAL RATING	DESCRIPTIVE RATING
		Overall Rating		

Prepared by:

 Name and Signature of PSDS



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CONSOLIDATED INDIVIDUAL DEVELOPMENT PLANS PER SCHOOL/ DISTRICT

Name of School/ District: _____

No.	Name	Position	Strengths	Development Needs/ Weaknesses	Timeline	Remarks (Training Needs)

Prepared by: _____

Reviewed and Checked by: _____

Name and Signature of PSDS _____

JOY E. LETRAN- SINGSON, E.M.D.
 Chief Education Supervisor
 School Governance and Operations Division

Noted by: _____

DR. PEDRO MELCHOR M. NATIVIDAD, CSEE
 Schools Division Superintendent

** Note: Consolidation of IDPs per district shall be submitted to the SDO in soft and hard copies. No need to include individual copies of IDPs from the schools.
 Email address: znsgod.hrd@sdo.gov.ph*



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FREQUENCY DISTRIBUTION OF (NAME OF DISTRICT) ON TRAINING NEEDS

SCHOOL	TRAINING NEEDS						TOTAL	RANK
Total								

Prepared by:

 Name and Signature of PSDS

Reviewed and Checked by:

JOY E. LETRAN- SINGSON, E.M.D.
 Chief Education Supervisor
 School Governance and Operations Division

Noted by:

DR. PEDRO MELCHOR M. NATIVIDAD, CSEE
 Schools Division Superintendent