



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**DIVISION OF TABUK CITY**  
City Hall Compound, Dagupan Centro, Tabuk City, Kalinga



**DIVISION MEMORANDUM**

No. 38 s. 2020

TO: **CID & SGOD**  
**School Heads both Elementary and Secondary**  
**All Others Concerned**

DATE: **January 27, 2020**

SUBJECT: **CORRIGENDUM TO THE REGIONAL MEMORANDUM No.015, s.2020 on**  
**Submission of the 2020 Individual Professional Development Plan (IPDP)**



1. In line with the implementation of the Result-Based Performance Management System and to properly address the professional needs of the staff and personnel of the Department, the following are enjoined to submit their 2020 Individual Professional Development Plan (IPDP) to the HRDT Section thru the Records Office:


- A. Division Office Personnel (Chiefs of SGOD & CID, EPS, PSDS, SEPS, EPS II)
- B. School Heads

2. The school heads are further required to submit the summary of the IPDP of the teaching and non-teaching personnel of their respective schools.

2. The IPDP shall be based from the core competencies required in the RPMS following the attached contextualized format.

3. Submission of IPDP will be on or before February 10, 2020 for consolidation and submission to the regional office.

5. For dissemination and compliance.

  
**IRENE S. ANGWAY PhD**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent