



June 23, 2016

## DIVISION MEMORANDUM

No. 255, s. 2016

### SUBMISSION OF CONSOLIDATED REPORT ON TEACHER'S DEVELOPMENTAL NEEDS FOR SY 2016-2017

To : **Public Schools District Supervisors**  
**School Administrators (Elementary and Secondary)**  
This Division

1. To ensure continuous and consistent work improvement of DepEd employees relative to Results Based Performance Management System (RPMS), this Office hereby directs each district to submit a consolidated report on Teacher's Developmental Needs for SY 2016-2017.
2. The developmental needs shall be determined based on the teacher's Individual Performance Contract and Review Form (IPCRF) of SY 2015-2016. This shall be the basis for the training proposals for SY 2016-2017.
3. A sample filled-up template is attached in this Memorandum (Refer to Enclosure No.1). Likewise, the soft copy of the template is available for download in [www.depedmisor.net](http://www.depedmisor.net) under Downloadables > Templates.
4. Categorize their developmental needs according to competency/skill. Refer to the list Competencies and Skills provided by the RPMS in Enclosure No. 2 of this Memorandum. Other competencies/skills not listed may also be added.
5. Please send a soft copy of the said report to Ms. Irish Karylle Monte (EPS II- HRD) via email [irishkarylle.monte@deped.gov.ph](mailto:irishkarylle.monte@deped.gov.ph) on or before **June 27, 2016** with the subject: Name of District- Developmental Needs Report (e.g. **Manticao District- Developmental Needs Report**)
6. Wide and immediate dissemination of this Memorandum is hereby enjoined.

**CHERRY MAE L. LIMBACO, Ph.D., CESO V**  
Schools Division Superintendent

CLL/ikm



Department of Education  
Region X- Northern Mindanao  
**Division of Misamis Oriental**  
Velez St., Cagayan de Oro City



**CONSOLIDATED REPORT ON TEACHER'S DEVELOPMENTAL NEEDS**  
**(Based on IPCRF of SY 2015-2016)**

DISTRICT: Medina

No.	Competency/ Skill	Teacher	School	Developmental Need(s)	Recommendation
1	ICT Skills	Juan de la Cruz Ann Tan	Medina Central School Medina National CHS	Needs basic ICT training on MS Office operations such as Word, Powerpoint, Excel and Publisher	Undergo ICT training to be able to perform computer-related functions.
2	Self-Management	Gabriela de los Reyes Christine Mercado	DG Pelaez ES Portulin NHS	Promptness in submission of required reports and outputs.	Undergo training for self-management and work efficiency.
3	Teamwork	Luis Manzano	Tambagan ES	Collaborate and work harmoniously with others in school.	Team building activities
4	Self- Management				
5	Professionalism				
6	Result Focus				
7	Service Orientation				
8	Innovation				
9	Others				

Prepared by

## COMPETENCIES

### CORE BEHAVIORAL COMPETENCIES

#### Self Management

1. Sets personal goals and direction, needs and development.
2. Undertakes personal actions and behaviors that are clear and purposive and takes into account personal goals and values congruent to that of the organization.
3. Displays emotional maturity and enthusiasm for and is challenged by higher goals.
4. Prioritize work tasks and schedules (through gantt charts, checklists, etc.) to achieve goals.
5. Sets high quality, challenging, realistic goals for self and others.



#### Professionalism and Ethics

1. Demonstrates the values and behavior enshrined in the Norms of Conduct and Ethical Standards for public officials and employees (RA 6713).
2. Practices ethical and professional behavior and conduct taking into account the impact of his/her actions and decisions.
3. Maintains a professional image: being trustworthy, regularity of attendance and punctuality, good grooming and communication.
4. Makes personal sacrifices to meet the organization's needs.
5. Acts with a sense of urgency and responsibility to meet the organization's needs, improve systems and help others improve their effectiveness.



#### Result Focus

1. Achieves results with optimal use of time and resources most of the time.
2. Avoids rework, mistakes and wastage through effective work methods by placing organizational needs before personal needs.
3. Delivers error-free outputs most of the time by conforming to standard operating procedures correctly and consistently. Able to produce very satisfactory quality of work in terms of usefulness/acceptability and completeness with no supervision required.
4. Expresses a desire to do better and may express frustration at waste or inefficiency. May focus on new or more precise ways of meeting goals set.
5. Makes specific changes in the system or in own work methods to



improve performance. Examples may include doing something better, faster, at a lower cost, more efficiently; or improving quality, customer satisfaction, morale, without setting any specific goal.

#### Teamwork

1. Willingly does his/her share of responsibility.
2. Promotes collaboration and removes barriers to teamwork and goal accomplishment across the organization.
3. Applies negotiation principles in arriving at win-win agreements.
4. Drives consensus and team ownership of decisions.
5. Works constructively and collaboratively with others and across organizations to accomplish organizational goals and objectives.



#### Service Orientation

1. Can explain and articulate organizational directions, issues and problems.
2. Takes personal responsibility for dealing with and/or correcting customer service issues and concerns.
3. Initiates activities that promotes advocacy for men and women empowerment.
4. Participates in updating of office vision, mission, mandates and strategies based on DepEd strategies and directions.
5. Develops and adopts service improvement programs through simplified procedures that will further enhance service delivery.



#### Innovation

1. Examines the root cause of problems and suggests effective solutions. Fosters new ideas, processes, and suggests better ways to do things (cost and/or operational efficiency).
2. Demonstrates an ability to think "beyond the box". Continuously focuses on improving personal productivity to create higher value and results.
3. Promotes a creative climate and inspires co-workers to develop original ideas or solutions.
4. Translates creative thinking into tangible changes and solutions that improve the work unit and organization.
5. Uses ingenious methods to accomplish responsibilities. Demonstrates resourcefulness and the ability to succeed with minimal resources.



5 – Role model; 4 – Consistently demonstrates; 3 – Most of the time demonstrates; 2 – Sometimes demonstrates; 1 – Rarely demonstrates

**CORE SKILLS**

**Achievement**

- 1. Enjoys working hard.
- 2. Is action – oriented and full of energy for the things he/she sees as challenging.
- 3. Not fearful of acting with a minimum of planning.
- 4. Seizes more opportunities than others.
- 5. Strategic thinker.

**Managing Diversity**

- 1. Respects all kinds and classes of people.
- 2. Deals effectively with all races, nationalities, cultures, disabilities, ages and both sexes.
- 3. Support equal and fair treatment and opportunity for all.
- 4. Applies equal standards and criteria to all classes.
- 5. Manifests cultural and gender sensitivity when dealing with people.

**Accountability**

- 1. Can be counted on to exceed goals successfully.
- 2. Steadfastly pushes self and others towards results.
- 3. Gets things done on time and optimum use of resources.
- 4. Builds team spirit.
- 5. Transacts with transparency.

5 – Role model; 4 – Consistently demonstrates; 3 – Most of the time demonstrates; 2 – Sometimes demonstrates; 1 – Rarely demonstrates

**Note:** These ratings can be used for the developmental plans of the employee.

<b>Average</b> =
------------------