



Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Division Memorandum
No. 24 s, 2022

JAN 17 2022

To : Chief Education Supervisors
Division Unit/Section Heads
PSDSs and PICDs
School Heads (Elementary and Secondary)
Teaching and Non- Teaching Personnel
This Division

From : **MA. LIZA R. TABILON EdD, CESO V**
Schools Division Superintendent

Subject : **SUBMISSION OF REPORTS FOR REGIONAL VIRTUAL
PRE- PLANNING CONFERENCE**

Date : January 14, 2022

1. This has reference to the Regional Memoranda Nos. 8 and 10, s. 2022 dated January 12, 2022 regarding the Update of Personnel Profile, Consolidation of Performance Rating, Individual Development Plans and Frequency of Training Needs for both Teaching and Non- Teaching Personnel for SY 2020- 2021.
2. This office enjoins all PSDS and PICDs to facilitate the submission of these reports most preferably in an Excel file on or before **January 19, 2022** to depedzn.hrd@deped.gov.ph for consolidation. Attached are the templates for reference or the same may be downloaded from **depedzn.net/link/hrreports2022**.
3. For any clarifications and assistance, kindly contact HRD at 09998842496 or 09176335061 or email at depedzn.hrd@deped.gov.ph.
4. Wide dissemination and strict compliance of this memorandum is desired.

HRD/ nret/RIP/ Submission of Reports for Regional Virtual Pre-planning Conference/DM01- 2022/01142022

N-avigating
O-pportunities to
R-eengineer for
T-ransformation &
E-mpowerment



Capitol Drive, Estaka, Dipolog City, 7100
Tel No.: (065) 212-5843
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"Be and Do Much Better Each Day
with a
Sense of Urgency"



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Report No. 1

PERFORMANCE RATING REPORT
School Year _____

District: _____

No.	Name	Position	Numerical Rating	Descriptive Rating
School:				
1				
2				
3				
		Overall Rating		

Report No. 2

FREQUENCY DISTRIBUTION OF (DISTRICT) ON TRAINING NEEDS

Training Needs	Name of District (Please add more positions below as necessary)					Total	Rank
	T-I	MT-I	ADAS III	SP-I	Nurse		
ICT Skills							
Oral Communication Skills							
Written Communication Skills							
Innovation							
Research							
Project Development							
Facilitation Skills							
Personality Enhancement Program/ Personal Development							
Time-On-Task Management							
Training by COA							
Seminar on Handling Situations in the Office							
Group Works							
Leadership Training							
Team Building							
Immersion to Legal Practice							
Seminar on How to Investigate							
Decision- Making Training							
(Pls add any training need not included in this list)							

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Report No. 3

DISTRICT CONSOLIDATED FREQUENCY OF TRAINING NEEDS
(Kindly refer to Part IV: Development Plans of the OPCRF/IPCRF for this report)

District: _____

	Name	Position	Strengths	Development Needs/ Weaknesses	Timeline	Remarks (Training Needs)
School: _____						

Report No. 4

HUMAN RESOURCE RECORD UPDATE FORM

District: _____

No.	Name (First Name, Middle Initial, Last Name)	Birthdate (mm-dd-yyyy)	Position	Functional Division/ School	No. of Years in Service	Educational Background	Trainings Attended for 2021
School: _____							

