



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

March 5, 2025

DIVISION MEMORANDUM

No. 169, s. 2025

**FORMULATION OF PROFESSIONAL DEVELOPMENT/LEARNING AND
DEVELOPMENT PLAN**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Public Schools District Supervisors
School Heads
Administrative Officer V
This Division

1. To ensure the continuous professional development of teachers and school leaders that are relevant, effective, data-driven and aligned with the actual needs and goals, all Education Program Supervisors and PSDSs with special programs are requested to submit Training Design/Matrix and Budget Estimates on or before **March 18, 2025** at the Human Resource Development Section of the School Governance and Operations Division.
2. The attached consolidated Results on the Competency-Based Needs Assessment of teachers using Electronic Assessment Tool (e-SAT) School Year 2023-2024 shall be utilized as basis in the formulation of relevant training design/matrix that addresses specific skill-gaps and competency deficiencies of teachers. All program owners shall also use the identified needs/gaps/ of teachers in the Performance Monitoring and Coaching Forms (PMCFs) as basis in the preparation of training design/matrix
3. The Schools Division of Dapitan City has allocated the amount of One Million and Seventy-Nine Thousand Pesos from Human Resource Development Funds (P 1, 079,000.00) which will be used during the conduct of trainings for CY 2025.
4. The Training Design/Matrix and Budget Estimate is readily available at <https://bit.ly/2025NEAPTemplates>.
5. Immediate dissemination of this Memorandum is desired.



AURELIO A. SANTISAS
Officer In-charge
Office of the Schools Div. Superintendent



Sunset Boulevard, Dawo, 7101 Dapitan City

(065) 917-5113

www.depeddapitan.net

dapitancity@deped.gov.ph

fb.com/DepEdDapitanCity

