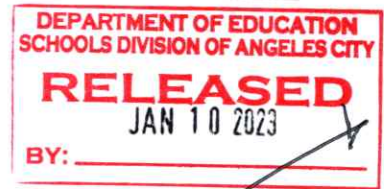




Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF ANGELES CITY



09 January 2023

DIVISION MEMORANDUM

No. 008, s. 2023

DIVISION IMPLEMENTATION GUIDELINES IN IDENTIFYING THE PROFESSIONAL, COMPETENCY, AND CAREER DEVELOPMENT PROGRAMS OF THE NON - TEACHING PERSONNEL

To: Assistant Schools Division Superintendent
Chief Education Supervisor, School Governance Operations Division
OIC-Chief Education Supervisor, Curriculum Implementation Division
Heads of All Public Elementary and Secondary Schools

1. Please be informed of the Division Implementation Guidelines in Identifying the Professional, Competency, and Career Development Programs for Non- Teaching Personnel.
2. The objectives of the implementation guidelines are:
 - a. to provide quality professional, competency and career development programs to achieve the personal and professional objectives of the personnel within the context of the organizational goals;
 - b. to provide training that employees need in achieving the goals and objectives of the organization and improve performance; and
 - c. to determine the gaps between a set of standard competencies, and the competencies presently possessed by the personnel through personnel competency analysis and gap analysis.
3. Enclosed is the Division Implementation Guidelines in identifying the Professional, Competency and Career Development Program for the Non -Teaching Personnel.
4. Immediate and wide dissemination of and strict compliance to this Memorandum is earnestly desired.


MA. IRELYN P. TAMAYO PhD, CESO V *int*
Schools Division Superintendent

To be indicated in the perpetual index
under the following subjects:

EMPLOYEES

GUIDELINES

PROGRAM

AGG/SGOD-HRD/1/9/2023



Republic of the Philippines
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**DIVISION IMPLEMENTATION GUIDELINES IN THE IDENTIFICATION OF THE
PROFESSIONAL, COMPETENCY, AND CAREER DEVELOPMENT
PROGRAMS OF THE NON – TEACHING PERSONNEL**

I. RATIONALE

1. The Division of Angeles City is committed in providing quality, accessible, relevant and liberating basic education for all. Towards this end, the Division ensures that the personnel, particularly the non -teaching personnel in the Division and schools are provided with opportunities for continuous professional development.
2. For this purpose, the organization shall provide quality professional development programs to achieve the personnel's personal objectives within the context of the organizational goals; hence, conducting training needs assessment is an important step in identifying and providing the training that employees need to meet the goals and objectives of the organization and improve performance.
3. The Division Implementation Guidelines in the Identification of the Professional, Competency, and Career Development Programs of the Non –Teaching Personnel is essential in the provision of appropriate information that serves as bases for the preparation and conduct of quality professional development programs. It is responsible for determining the gaps between a set of standard competencies, and the competencies presently possessed by the personnel through job analysis, personnel competency analysis, and gap analysis.
4. The Division Implementation Guidelines in the Identification of the Professional, Competency, and Career Development Programs of the Non – Teaching Personnel is based on the Development Planning of the Part IV of the Individual Performance Commitment Review Form.

II. DEFINITION OF TERMS

- i. Non - Teaching Personnel are employees who are not actually involved in classroom teaching but indirectly and indispensably assisting in the delivery of service to educational constituencies and clientele (IRR of RA 9155 or the Governance of Basic Education Act)
- ii. Individual Performance Commitment and Review Form (IPCRF) is the form that shall reflect the individual commitment and performance, which shall be accomplished by individual employees



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- iii. Development Planning refers to the identification and discussion of the individual strengths and development needs and reflected on the Part IV- Development Plans of the IPCRF. The competencies, which the personnel rarely demonstrate and the areas where the ratee has room for improvement and has not met the expectations, shall be identified as the personnel's development needs.

III. SPECIFIC GUIDELINES

The Division Implementation Guidelines in the Identification of the Professional, Competency, and Career Development Programs of the Non – Teaching Personnel shall be implemented in identifying the professional competency needs and career development programs of the non -teaching personnel.

1. All School -Based and Division Non-teaching Personnel Level 1 and 2, and Teaching Related Personnel are required to accomplish Development Plan by identifying the lowest point on their IPCRF and demonstration of the Core Competencies as their development needs of the of the personnel.
2. The unit head shall submit the development plans of the personnel a week after the Performance Evaluation and Development Planning to the Human Resource Development Unit.
3. The Human Resource Development Unit shall:
 - i. review the development plans and identify the common development needs of the personnel;
 - ii. prepare learning and development plan; and
 - iii. coordinate development interventions that will be part of the Learning and Development Plan
4. The Human Resource Development Unit may develop a Training Needs Assessment Tool to determine specific development needs of the personnel based on core competencies.

References:

1. DepEd Order No. 2. s.2015- Guidelines on the Establishment of the Results-Based Performance Management in the Department of Education
2. DepEd Order No. 40, s. 2020- Implementation of Learning and Development for Non-Teaching Personnel in the Department of Education in view of COVID-19 Pandemic