



RECEIVED
7/2 2:10 PM

Republic of the Philippines
Department of Education
REGION III
BATAAN HIGH SCHOOL FOR THE ARTS

SCHOOL MEMORANDUM

No. 135, s. 2026

**SUBMISSION OF INDIVIDUAL DEVELOPMENT PLANS (IDPs)
FOR SCHOOL YEAR 2026-2027**

To: Deputy Directors
All Functional Division Chiefs
All Others Concerned

1. Pursuant to DepEd Order (DO) No. 2, s. 2015 titled *Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS)* and Civil Service Commission Memorandum Circular No. 3, s. 2006 titled *Revised Policies on Learning and Development*, all teaching and non-teaching personnel are hereby directed to prepare and submit their **Individual Development Plan (IDP)** for School Year 2026-2027.
2. The Individual Development Plan serves as a strategic document that identifies an employee's professional development needs, learning goals, and planned interventions aligned with the individual's Key Result Areas (KRAs), competency requirements, and the school's organizational priorities.
3. All accomplished and duly signed Individual Development Plans shall be submitted to the **Human Resource Unit on or before July 17, 2026 (Friday)** for consolidation, review, and inclusion in the school's Human Resource Development Plan.
4. Employees are advised to ensure that their IDPs are:
 - a. aligned with their assigned duties and responsibilities;
 - b. responsive to competency gaps identified through performance assessment and needs assessment;
 - c. realistic, measurable, and achievable within the implementation period; and
 - d. endorsed by their immediate supervisor, where applicable.
5. Division chiefs shall ensure that personnel under their supervision comply with this Memorandum within the prescribed timeline.
6. Personnel are required to use only the prescribed template provided through this link <https://tinyurl.com/45cev6hd>.
7. For inquiries and other concerns, you may contact Alvin Hulipas, Chief Administrative Officer, via Cellphone Number 09915462417 or email at alvin.hulipas@deped.gov.ph.



Republic of the Philippines
Department of Education
REGION III

BATAAN HIGH SCHOOL FOR THE ARTS

8. Immediate dissemination of and strict compliance with this Memorandum is directed.


MIA ARIANA P. TANCIONGCO, PhD
Director III
School Director

Encl.: none
Reference: As stated
To be indicated in the Perpetua Index under the following subjects

RPMS IDP

OSD01/AD01/SA05 July 1, 2026