



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SAN JOSE DEL MONTE CITY
GRACEVILLE ELEMENTARY SCHOOL
BRGY. GRACEVILLE, SAN JOSE DEL MONTE CITY


April 22, 2022

SCHOOL MEMORANDUM
NO. 37 s. 2022

LEARNING AND DEVELOPMENT TEMPLATES

To: Teachers
Coordinators/Facilitators
Master Teachers

1. The Learning and Development Committee is providing the templates for the following documents:
 - a. Minutes of the Meeting
 - b. Post Activity Report (Narrative Report) and Learning and Development Tracking Tool
 - c. Individual Development Plan
2. The templates should be used for school trainings, seminars, and other school related activities.
3. The templates may be downloaded from <https://tinyurl.com/ycxd4pw4>.
4. Attached in this memo are the templates from Learning and Development Committee.
5. For widest dissemination and compliance.


DIANALYN A. PALAGANAS, PhD
Principal II



School ID: 162503
Address: Graceville Ave. Brgy. Graceville, City of San Jose del Monte, Bulacan
Telephone No.: (044)307-0131 **Website:** <http://depedgracevillees.weebly.com>
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MINUTES OF THE MEETING

Date

MEETING PARTS	AGREEMENT
Attendance	
Determination of the Quorum	
Call to Order	
Approval of the Previous Meeting	
Business arising from Minutes of Previous Meeting	
Agenda	
Adjournment	

Prepared by:

Reviewed:

Position

Position

Noted:

DIANALYN A. PALAGANAS, PhD
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POST ACTIVITY REPORT (PAR)

Title of the Activity/Webinar Conducted:	
Date and Venue/Link:	
School:	GRACEVILLE ELEMENTARY SCHOOL
Focal Person:	

DOCUMENTATIONS: (at least 3-5 pictures)



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NARRATIVE:

Prepared by:

Submitted by:

NAME OF PERSON IN-CHARGE OF THE NAR
POSITION

FOCAL PERSON
POSITION

Noted:

DIANALYN A. PALAGANAS, PhD
Principal II



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INDIVIDUAL DEVELOPMENT PLAN

NOTE: This sheet shall be accomplished during i) Phase I: Performance Planning and Commitment, based on the results of e-SAT; and ii) Phase II: Performance Monitoring and Coaching, based on the agreements on the Performance Monitoring and Coaching Form and Mid-year Review Form; and iii) Phase IV: Performance Rewarding and Development Planning, based on the actual results of IPCRF.

The Ratee can modify the cell (i.e., add rows) to reflect his/her development needs and strengths.

Strengths	Development Needs	Action Plan (Recommended Developmental Intervention)		Timeline	Resources Needed
		Learning Objectives	Intervention		
A. Functional Competencies (RPMS-PPST Objectives from Part II of e-SAT)					
(add rows, if necessary)					
B. Core Behavioral Competencies (from Part III of e-SAT)					
(add rows, if necessary)					
Feedback					

RATEE

RATER

APPROVING AUTHORITY



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