



Republic of the Philippines
Department of Education

REGION IV-A CALABARZON
SCHOOLS DIVISION OFFICE OF GENERAL TRIAS CITY
LUIS Y. FERRER JR. NORTH NATIONAL HIGH SCHOOL
PHASE VI, WELLINGTON PLACE, PASONG CAMACHILE II, GENERAL TRIAS CITY, CAVITE

27 January 2025

SCHOOL MEMORANDUM

No. 18, s. 2025

**ACCOMPLISHMENT OF SELF-ASSESSMENT TOOL (SAT) AND INDIVIDUAL
DEVELOPMENT PLAN (IDP) FOR SY 2024-2025**

To: All Teaching Personnel

1. Pursuant to DepEd Memorandum No. 008, s. 2023 **MULTI-YEAR GUIDELINES ON THE RESULTS-BASED PERFORMANCE MANAGEMENT SYSTEM-PHILIPPINE PROFESSIONAL STANDARDS FOR TEACHERS**, this office announces the re-accomplishment and submission of Self-Assessment Tool (SAT) and Individual Development Plan (IDP) for School Year 2024-2025 on January 31, 2025.
2. The re-accomplishment of the SAT and IDP is necessary as the format utilized in September 2024 was designed for School Year 2023-2024 and thus requires updating to align with the current school year.
3. **A localized template for the school SAT and IDP will be made available through the school group chat or can be accessed and downloaded via the following link: <https://tinyurl.com/SAT-IDP-2024-2025>. All participants are expected to download and print their own copies of the SAT, which should be completed manually. The IDP, however, can be edited digitally and printed thereafter.**
4. All teaching personnel are required to participate in this activity.
5. Submission of the accomplished SAT and initial IDP must be completed on or before January 31, 2025.
6. Should there be any questions or clarifications regarding this matter, you may reach out to **Ms. Joy Ann M. Banning**, School ICT Coordinator, for assistance.
7. Immediate and widest dissemination of this memorandum is highly desired.


NANETH P. SALVADOR, EdD
Principal I

JAMB/SM No. 18, s. 2025
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