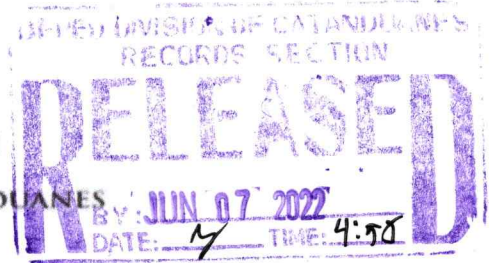




Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OFFICE OF CATANDUANES



June 7, 2022

DIVISION MEMORANDUM
OSDS-SDS-DM- 26s. 2022

**SUBMISSION OF THE LEARNING NEEDS ASSESSMENT RESULTS AND THE
LEARNING AND DEVELOPMENT PLAN OF THE SDO-MAIN PERSONNEL**

To: Chiefs, CID & SGOD
Public Schools District Supervisors
Elementary and Secondary School Heads
Unit/ Sections Heads
All Others Concerned

1. In connection with the PRIME-HRM implementation, this office informs the Teachers, Non- Teaching, and SDO personnel that the deadline for the submission of the reports stated below shall be on June 10, 2022, at aroline.borja001@deped.gov.ph to wit:

A. For Schools:

1. Learning Needs Assessment Results for the following School Year:

SY 2020-2021
SY 2021-2022
SY 2022-2023

2. Learning and Development Plan for the following School Year:

SY 2020-2021
SY 2021-2022
SY 2022-2023

3. Results of the Monitoring and Evaluation (M & E) per Learning and Development (L& D) conducted in school.

4. Completion Report per Learning and Development conducted in school.

B. For the SDO- Main

1. Learning Needs Assessment Results for the following Calendar Year:

CY 2020
CY 2021
CY 2022

2. Learning and Development Plan consolidated by Head of Office/Unit Head for the following Calendar Year:

CY 2020
CY 2021
CY 2022

3. Results of the Monitoring and Evaluation (M & E) per Learning and Development (L& D) conducted by the Office

4. Completion Report per Learning and Development conducted by the Office

2. Attached are the templates to be used for your guidance. Please notify the SGOD Chief, if you have concerns about the templates.

3. For information, guidance, and compliance.

MA. LUISA T. DELA ROSA
Assistant Schools Division Superintendent
Officer- In Charge, Office of the ASDS



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ENCLOSURE 1: LEARNING NEEDS ASSESSMENT (Both for Teaching and Non- Teaching)

Name of Employee: _____

School: _____

SY/ CY: _____

COMPETENCIES	AVERAGE QUANTITATIVE RATING	QUALITATIVE RATING	DEVELOPMENT NEEDS
CORE			
a. Self- Management			
b. Professionalism			
c. Results Focus			
d. Teamwork			
e. Service Orientation			
f. Innovation			
BEHAVIORAL			
Leading People			
People Performance			
People Management			



Republic of the Philippines

Department of Education

REGION V

SCHOOLS DIVISION OFFICE OF CATANDUANES

PROGRAMS and PROJECTS IMPLEMENTED for SY 2021-2022 (Foreign and Locally Funded/Assisted)

A.	NAME of PROJECT	
B.	BENEFICIARIES	
C.	ACTUAL # of BENEFICIARIES	
D.	DATE/S of IMPLEMENTATION	
E.	PROJECT COVERAGE	
F.	PROGRAM and PROJECT OBJECTIVES	
G.	PROJECT COST	
H.	PROJECT DURATION	
I.	PROJECT COMPONENTS	
J.	PROJECT DESCRIPTION	
K.	EXPECTED OUTPUTS/ DELIVERABLES	
L.	IMPLEMENTATION ISSUES/GAPS	
M.	RECOMMENDATION/S	
N.	FOCAL PERSON/ DESIGNATION	

Prepared/Submitted by:

Noted by:



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