Republic of the Philippines

Department of Education REGION V

SCHOOLS DIVISION OFFICE OF CATANDA

n Per Jun 07 2022

Date: 4:30

June 7, 2022

DIVISION MEMORANDUM OSDS-SDS-DM-16s. 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

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			

ENCLOSURE 2: LEARNING DEVELOPMENT PLAN (Both for Teaching and Non- Teaching Personnel)

School/Office:	
SY/CY:	

TARGET COMPETENCY FOR DEVELOPMENT	OBJECTIVES	INTERVENTION/ ACTIVITY	TIMELINE	TARGET PARTICIPANTS	BUDGETARY REQUIREMENTS
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ENCLOSURE 3: MONITORING AND EVALUATION FOR LEARNING AND DEVELOPMENT CONDUCTED (Both for Teaching and Non- Teaching Personnel)

School/Office:	
SY/CY:	

INTERVENTION/ ACTIVITY	OBJECTIVES	REMARKS		REASONS/ ISSUES	STATUS TO DATE
		Accomplished	Unaccomplished		
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Department of Education REGION V

SCHOOLS DIVISION OFFICE OF CATANDUANES

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

Α.	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 A	
H.	PROJECT DURATION	
I.	PROJECT COMPONENTS	
J.	PROJECT DESCRIPTION	
K.	EXPECTED OUTPUTS/	
	DELIVERABLES	
L.	IMPLEMENTATION	
	ISSUES/GAPS	
М.	RECOMMENDATION/S	
A7	FOCAL DEDCOM	
N.	FOCAL PERSON/	
	DESIGNATION	
Pre	pared/Submitted by:	Noted by: