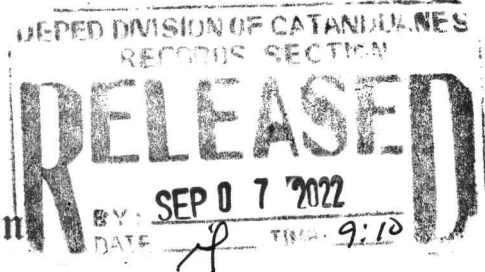




Republic of the Philippines
Department of Education
Region V - Bicol

SCHOOLS DIVISION OFFICE OF CATANDUANES



September 6, 2022

DIVISION MEMORANDUM

No. 430, s. 2022

ORIENTATION-WORKSHOP ON TEACHER NEEDS ANALYSIS (TNA)

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors/In-Charge of the District
Public Secondary School Heads
All Others Concerned

1. In relation to the Memorandum DM-HROD-2022-1004 dated May 24, 2022 re: Approval of the Creation of New Teaching Positions from Kindergarten to Grade 12 for the School Year (SY) 2022-2023 and DepEd Order No. 22, s. 2013 dated April 17, 2013 re: Revised Guidelines on the Transfer of Teachers from One Station to Another, the Schools Division Office of Catanduanes through the Human Resource Management Office and Planning and Research Section will conduct the **Orientation-Workshop on Teacher Needs Analysis (TNA)** for Secondary School Heads and selected SDO HRM and PRS personnel on **September 13, 2022**, at a venue to be announced in an advisory.
2. This activity aims to orient ^{Secondary} School Heads and other concerned personnel in the computation of teacher requirement and enhanced planning parameters in the deployment of teachers.
4. All participants are required to bring laptops, copy of SF4 and SF7.
5. A registration fee of Six Hundred Pesos Only (600.00) will be collected from IUs and non-IUs participants. SDO participants registration fee will be charged to OSDS-HRTD Fund. Expenses relative to the conduct of this activity shall be charged against the SDO and School MOOE including traveling expenses of participants from the different schools, subject to the usual accounting and auditing rules and regulations.
6. For information and dissemination

SUSAN S. COLLANO
Schools Division Superintendent

