



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

DEPED Division Office of Catanduanes
RECORDS SECTION
RELEASED
BY: [Signature]
DATE: 08 MAY 2023 9:29

UNNUMBERED MEMORANDUM

SGOD-UM-05-05-2023/CPG

To: Assistant Schools Division Superintendent
Division Chiefs
Public Schools District Supervisor
School Heads
Other Concerned

By the Authority of the Schools Division Superintendent

From:

MA. LUISA T. DELA ROSA
Assistant Schools Division Superintendent
Officer In-charge

Date: May 5, 2023

Subject: **ONLINE LEARNING NEEDS ASSESSMENT FOR NON-TEACHING PERSONNEL IN SCHOOLS**

1. In compliance with CSC Memorandum Circular No.3 series 2012 or the Program to Institutionalize Meritocracy & Excellence in Human Resource Management (PRIME-HRM) Learning and Development, and as part of the inherited mandate to support and promote the professional development of its employees the Department of Education continues to strengthen its human resource through learning and development (L & D) interventions, formerly known as training and development (T & D) as per DepEd Order no. 32, series of 2011, this office will conduct an Online Learning Needs Assessment for Non- Teaching personnel in all elementary and secondary schools.

2. The Learning Needs Assessment (LNA) aims to gather data on the learning needs of non-teaching personnel in schools. A comprehensive and flexible learning and development program for these group of employees will be developed using its findings.

3. Each non-teaching personnel are requested to accomplish the link <https://forms.office.com/r/VxTn4h2LFd> for non-supervisory to answer each item accordingly **on or before May 8, 2023**. For more information, and clarification please contact Ms. Carol P. Gil, Senior Education Program Specialist, carol.gil001@deped.gov.ph, hrd.ctd@deped.gov.ph or Ms. Elizabeth S. Urbano, Education Program Specialist II, elizabeth.urbano@deped.gov.ph.

4. **For information, dissemination and strict compliance.**

