ALLAN G. FARNAZO  
Director IV, Concurrent SDS  
DepED El Salvador City Division  
Poblacion, El Salvador City  

Sir:

To ensure an enabling human resource development management system, the Division Human Resource Development (HRD) Section initiates the conduct of the learning and development needs assessment to personnel of Schools Division Office, schools and learning centers that would provide basis for designing HRD plans, programs, and projects. Attached herewith is the memorandum for the said survey.

We are looking forward for the approval of this request.

Sincerely yours,

MARGIE R. VAMORIA, Ph.D.
EPS / SEPS – HRD

Approved by:

ALLAN G. FARNAZO  
Director IV, Concurrent SDS
OFFICE MEMORANDUM

NO. 214-S, 2017

To: UNIT HEADS
   All Division Personnel
   This Division

From: ALLAN G. FARNAZO
   Director IV, Concurrent SDS

Subject: Survey for Organizational Learning and Development Needs Assessment (LDNA)

Date: July 27, 2017

1. Pursuant to Deped Order No. 32, s. 2017 Re: Policies and Guidelines on Training and Development (T & D) Programs and Activities, the Division Human Resource Development Section will conduct an assessment of the human resource situation and needs of Schools Division Office (SDO), schools and learning centers that would provide basis for designing HRD plans, programs, and projects. This shall be conducted starting July 28, 2017 to August 31, 2017.

2. All personnel in each unit, school, and learning center are requested to fill-in the survey form for TDNA. The assessment shall be done in an hour on the following aspects:
   a. Scale on the Level of Competence and Importance
   b. Competencies and Behavioral Indicators

3. For information, guidance and strict compliance.