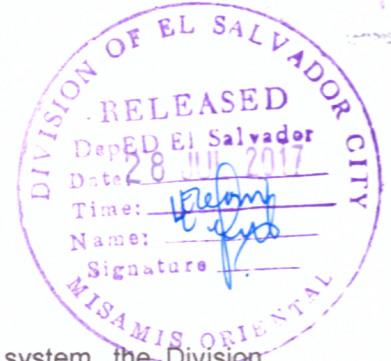




July 27, 2017

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.