



**DIVISION MEMORANDUM**

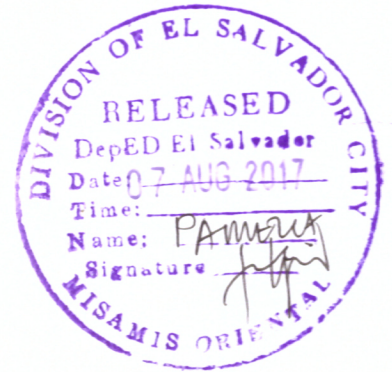
No. 227 s. 2017

**To:** Public Elementary and Secondary School Heads  
All Others Concerned  
This Division

  
**From:** ALLAN G. FARNAZO  
Director IV, Concurrent SDS

**Date:** August 7, 2017

**Subject:** Emergency Meeting Re: Office Memorandum No. 214, s. 2017



1. You are hereby directed to attend an emergency meeting on August 9, 2017 at 2:00PM at the Library Hub, El Salvador City Central School, El Salvador City to discuss on the following concerns:
  - a. Survey for Organizational Learning and Development Needs Assessment
  - b. Human Resource Plan (School Level)
  - c. Guidelines on the Division Search for Outstanding Public School Teacher Award
  - d. Updates on Concept Paper and Application Project (SHDP)
  - e. LAC for ELLN
  - f. Updates on Instructional Supervision
  - g. Updates on activities and submission of the lists of Campus Journalists for the 2017 Division Schools Press Conference
  - h. Updates on Learners Information System (LIS) and Basic Education Information System (BEIS)
  - i. Updates on Supreme Student Government
  - j. Other matters
2. Immediate dissemination of this memorandum is desired.



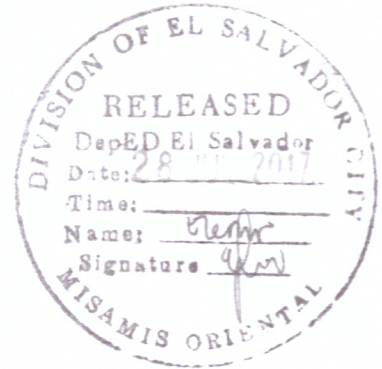
**OFFICE MEMORANDUM**  
NO. 214 S, 2017

**To: UNIT HEADS**  
**All Division Personnel**  
**This Division**

*p: [Signature]*  
**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.