



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

December 19, 2023

REGIONAL MEMORANDUM

No. **1405** s. 2023

**LEARNING AND DEVELOPMENT NEEDS ASSESSMENT (LDNA) FOR
OFFICE PERSONNEL AT THE REGION AND DIVISION LEVEL**

To: Schools Division Superintendents
All Others Concerned

1. This Office, through the Human Resources Development Division (HRDD), shall conduct an online Learning and Development Needs Assessment (LDNA) for office personnel at the region and division level.
2. This data gathering aims to:
 - a. gather baseline data on the priority learning needs of the office personnel; and
 - b. establish an HRD profiling system of the Regional and Schools Division Offices' personnel for upskilling and reskilling.
3. All Schools Division Superintendents and Functional Division Chiefs at the regional office are requested to facilitate the accomplishment of the online LDNA tools on or before **December 27, 2023**.
4. Attached are the links for the online LDNA tools and the process flow of the data gathering.
5. Immediate dissemination of and compliance with this Memorandum are desired.

for
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EVELYN R. FETALVERO CESO IV
Regional Director *mr*



Enclosures: As stated
References: HRDD Office Function V3
To be indicated in the Perpetual Index under the following subjects:

LDNA

OFFICE PERSONNEL

PROFILING

HRDD-CDPA



Enclosure to Regional Memorandum No 1405, s. 2023

LINKS FOR THE ONLINE LDNA TOOLS

Target Respondents	Link
Office Staffs	https://bit.ly/LDNAR8Staff
Chiefs	https://bit.ly/LDNAR8Chiefs

PROCESS FLOW OF THE DATA GATHERING

