



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



MEMORANDUM
DM-OUHROD-2024-0322



TO : Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Principals
All Others Concerned

FROM : **WILFREDO H. CABRAL**
Regional Director
Officer-in-Charge, Office of the Undersecretary for Human Resource and Organizational Development

SUBJECT : **PARTICIPATION IN THE TRAINING NEEDS ASSESSMENT SURVEY FOR DEPED GUIDANCE DESIGNATES**

DATE : 26 February 2024

1. In line with the *MATATAG* Agenda, particularly on taking good care of learners, fostering inclusive education, and creating a positive learning environment, the National Educators Academy of the Philippines (NEAP) recognizes that guidance designates are tasked with a significant role of providing enhanced support in contribution to the overall well-being of learners. In this regard, a targeted training program will be developed to empower guidance designates to successfully perform their crucial duties and responsibilities.
2. To prepare for this, the NEAP Professional Development Division (NEAP-PDD) is requesting your participation in the ***Training Needs Assessment (TNA) Survey for Guidance Designates*** which aims to determine specific areas of professional development that will allow guidance designates to do the following:
 - Fortify their capacities and align their efforts with the *MATATAG* Agenda;
 - Strengthen their ability to support learners effectively; and
 - Contribute to the broader goal of cultivating a positive and inclusive educational landscape.
3. The data and insights that will be gathered from this survey will serve as the baseline for the development of a targeted training program for guidance designates.



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4. NEAP-PDD hereby requests ALL GUIDANCE DESIGNATES to accomplish the TNA Survey through the link or QR Code below on or before 15 March 2024 (Friday).

<https://bit.ly/GuidanceDesignates>



5. For further information or any concerns, please contact **Ms. Millie Jane Fudolig**, NEAP-PDD Senior Education Program Specialist, through email millie.fudolig@deped.gov.ph / neap.pdd@deped.gov.ph and or landline (02) 8633-9455.
6. Immediate dissemination of and appropriate action on this Memorandum are instructed.

Copy furnished:
ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations

[NEAP-PDD/Lorenzo]