

#### Republic of the Philippines

# Department of Education

REGION VIII - EASTERN VISAYAS

January 02, 2025

# REGIONAL MEMORANDUM

No. 009

s. 2024

# CONDUCT OF ONLINE LEARNING AND DEVELOPMENT NEEDS ASSESSMENT (LDNA) FOR REGIONAL AND DIVISION OFFICE PERSONNEL

To: Schools Division Superintendents All Others Concerned

- 1. In line with the Department's thrust to continuously improve the competencies of its personnel, this Office, through the Human Resources Development Division (HRDD), will conduct an Online Learning and Development Needs Assessment (LDNA) for all personnel at the regional and division levels.
- 2. The objectives of this activity are to:
  - a. gather baseline data on the priority learning and development needs of office personnel; and
  - b. establish an HRD profiling system for the Regional and Schools Division Offices to support targeted upskilling and reskilling initiatives.
- 3. All office heads and chiefs are requested to oversee and ensure the timely completion of the online LDNA tools, immediately upon the approval of the Individual Performance Commitment and Review Form (IPCRF).
- 4. Attached are the links to the online LDNA tools and the process flow for data gathering.
- 5. Immediate dissemination of and compliance with this Memorandum are desired.

EVELYN R. FETALVERO, CESO III

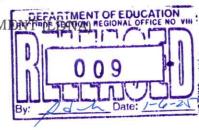
Regional Director

Enclosures: As stated References: None

To be indicated in the Perpetual Index under the following subjects:

LEARNING AND DEVELOPMENT NEEDS ASSESSMENT REGIONAL AND DIVISION OFFICE PERSONNEL

HRDD-TJCP







Address: Government Center, Candahug, Palo, Leyte

Telephone No.: (053) 832-5738 Email Address: region8@deped.gov.ph

Website: region8.deped.gov.ph



Enclosure to Regional Memorandum No. 009, s. 2025

## LINKS FOR THE ONLINE LDNA TOOLS

<b>Target Respondents</b>	Links	
Office Staffs	https://bit.ly/LDNAR8Staff	
Chiefs	https://bit.ly/LDNAR8Chiefs	

## PROCESS FLOW OF THE DATA GATHERING

Access the online tool using the link according to your job group.



Access the online tool using the link according to your job group.



Input required respondent's personal and workplace details.



Choose the functional competency that specifically addresses the area of concern relevant to the fulfillment of your office function. Tick the circle that corresponds to your self-assessment of the behavioural



Proceed to the Core-Behavioral Competencies and tick the circle that corresponds to your self-assessment of the behavioural indicators.



Accomplish the next set of competencies based on your job group.

Office Staff: Core-Skills

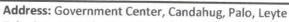
Chief: Leadership Skills



RO shall download the excel file format of the responses for data analysis and shall send SDO a filtered copy.







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