



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

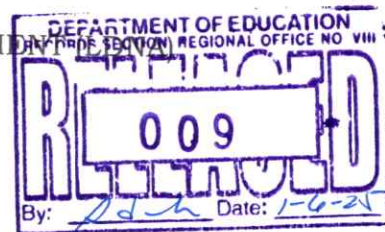
Enclosures: As stated

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



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Enclosure to Regional Memorandum No. 009, s. 2025

LINKS FOR THE ONLINE LDNA TOOLS

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

PROCESS FLOW OF THE DATA GATHERING

