



Republic of the Philippines
Department of Education

REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

June 13, 2022

DIVISION MEMORANDUM

No. 18, s. 2022

**ACCOMPLISHMENT OF LEARNING AND DEVELOPMENT NEEDS ASSESSMENT
(LDNA) TOOL FOR DISTRICT/SCHOOL-BASED NON-TEACHING PERSONNEL**

To: Assistant Schools Division Superintendent
Personnel Development Committee
Chief Education Supervisors
Education Program Supervisors
Unit and Section Heads
SDO Non-Teaching Personnel
District/School-based Non-Teaching Personnel
All Others Concerned

1. In line with the implementation of the Learning and Development (L&D) System and Subsystems of this Schools Division compliant to the Civil Service Commission (CSC) Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) Maturity Level II, this Schools Division, through the Division Personnel Development Committee (PDC) and Schools Governance and Operations Division (SGOD) Human Resource Development Section (HRDS), requires all permanent **District/School-based Non-Teaching Personnel** to accomplish the Online Learning and Development Needs Assessment (LDNA) tool.
2. This aims to gather LDNA results to be used by the Personnel Development Committee and the Human Resource Development Section in planning, designing, and delivering competency-based learning and development programs which are responsive to the identified needs of personnel.
3. The basis in accomplishing the online tool is the non-teaching personnel's IPCRF, particularly Parts II, III, and IV, for SY 2020-2021 (school-based personnel).
4. All concerned personnel shall accomplish the online tool through this link before June 20, 2022.

<https://tinyurl.com/LDNANTP2021>





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5. The following is the list of District/School-based Non-Teaching Personnel who shall accomplish the online tool:

District/School-Based Personnel
Administrative Aide
Administrative Assistant II
Administrative Assistant III
Administrative Officer II
Dental Aide
Farm Worker
Guidance Counselor I
Guidance Counselor III
Nurse II
Registrar
School Farm Demonstrator
Watchman

6. Immediate dissemination of and compliance with this Memorandum are desired.


LANI H. CERVANTES, CESO VI
Schools Division Superintendent 

RELEASED


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