May 21, 2021

REGIONAL MEMORANDUM

No. . **000273** , s. 2021

BASELINE DATA GATHERING OF COMPETENCIES AND DEVELOPMENT PLANS OF NON-TEACHING AND TEACHING-RELATED PERSONNEL
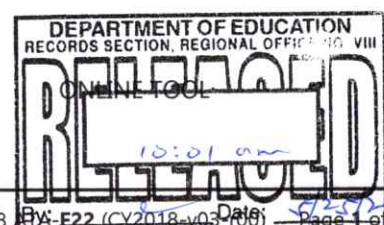
To: Schools Division Superintendents
Regional Office Division Chiefs
All Others Concerned

1.   This Office, through the Human Resource Development Division (HRDD), shall conduct the Learning and Development Needs Assessment (LDNA) for non-teaching and teaching-related personnel at the region, division and school levels.

2.   The objectives of this data gathering are
   a. to provide an administrative mechanism for identifying and tracking personnel's professional development needs and plans; and
   b. to align personnel training and development efforts with the mission, goals and objectives of the Human Resource Development (HRD).

3.   In this regard, all Schools Division Superintendents are requested to facilitate the accomplishment of the LDNA tool on or before **May 31, 2021.** Attached are the links for the LDNA tool as well as the process flow of the data gathering.

4.   In the event that there will be an intermittent internet connection in the area of target respondents, an offline tool shall be provided to them.

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

MA. GEMMA MERCADO LEDESMA
Regional Director ℗

Enclosures: Links and Process Flow of the Data Gathering
References: DepEd Order No. 2, s. 2015 and 2021 AIP
To be indicated in the Perpetual Index under the following subjects:
LEARNING AND DEVELOPMENT NEEDS ASSESSMENT

HRDD-CDPA

DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE NO. VIII

RELEASED

ONLINE TOOL

10:01 am

Government Center, Candahug, Palo, Leyte
(053) 832-2997 | region8@deped.gov.ph
ISO 9001:2015 Certified

PROJECT
LEAD

Enclosure no. 1 of RM _____, s. 2021

LINKS FOR THE LDNA TOOLS

ONLINE LDNA TOOL	
Target Respondent	**Link**
Teaching – Related Personnel	
• EPS, EPSII, SEPS, Guidance Counselors, Librarians	**http://bit.ly/2021ldnatrpro8**
• School Heads and Chiefs	**http://bit.ly/2021ldnashcro8**
Non-Teaching Personnel	**http://bit.ly/2021ldnantpro8**

OFFLINE LDNA TOOL	**http://bit.ly/ldnaoffline**

PROCESS FLOW OF THE DATA GATHERING

Using the Online LDNA Tool

Access the link according to respodent's job group.

⬇

Accomplish the LDNA tool.

⬇

Data shall be consolidated automatically.

⬇

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

Using the Offline LDNA Tool

Access the link and download the file: **IPCR DepEd RO8 eTool v4.0.xlsm**

⬇

Accomplish the LDNA tool.

⬇

Save the file as: **IPCR DepEd RO8 eTool v4.0 - (Name) - (Division).xlsm**

⬇

email the excel file to **rpms.r8@deped.gov.ph**

⬇

RO shall download the excel file for data analysis and shall send SDO a summary of the data gathered.