



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OFFICE DAGUPAN CITY



Office of the Schools Division Superintendent

Division Memorandum

No. 21 s. 2023

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisor-SGOD
Non-Teaching Personnel
Field Staff
All Others Concerned

From: THE OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

Date: 18 January 2023

Subject: PARTICIPATION OF NON-TEACHING PERSONNEL (NTP) TO THE
CONDUCT OF LEARNING AND DEVELOPMENT NEEDS ASSESSMENT
SURVEY FOR NTP FY 2023

1. Pursuant to Division Memorandum No. 239, s. 2022 (Learning and Development Manual of the Schools Division Office of Dagupan City) and Division Memorandum No 169, s.2022 (Guidelines on The Establishment and Implementation of Equal Opportunity Principle (EOP) Policy in The Department of Education SDO Dagupan City), the Schools Division Office through the Human Resource and Development Section (HRDS) will conduct the annual learning and development needs assessment survey to all SDO Dagupan City non-teaching personnel.
2. The responses to the L&D Needs Survey (core competencies) and submitted Individual Development Plan (IDP) of each non-teaching personnel will serve as bases in crafting SDO Dagupan City Learning and Development Plan for Non-Teaching Personnel for FY 2023
3. All non-teaching personnel are enjoined to respond to the survey and upload a photo or scanned copy of their IDPs to this link: <https://tinyurl.com/DCLDNA4NTP> or QR code on or before January 24, 2023.



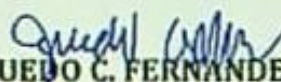
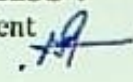


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4. Immediate and widest dissemination of this memorandum is desired.


AGUEDO C. FERNANDEZ, CESO V
Schools Division Superintendent 

Reference: DM Nos 239 and 169, s 2022

Encl :

To be indicated in the Perpetual Index
under the following subjects

HRD

L&D Needs Assessment

NTP

msvf 18/01/2023