



Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES

OFFICE MEMORANDUM

No. 032, s. 2023

To: Assistant Schools Division Superintendent
Chief Education Supervisors
All others concerned

From: **ALFREDO B. GUMARU JR. EdD, CESO V**
Schools Division Superintendent

Date: October 25, 2023

Subject: **SUBMISSION OF LEARNING AND DEVELOPMENT NEEDS
ASSESSMENT (LDNA) REPORT FOR CALENDAR YEAR 2024**

1. In view of preparation for the Human Resource Development (HRD) Planning for 2024 Annual Training Programs and Activities, this Office calls for the submission of Learning and Development Needs Assessment (LDNA) Report for Calendar Year 2024.
2. Program Owners of the Schools Division shall visit the link: <https://bit.ly/SDOPProgramOwners2024> or scan the QR-code provided below to access the template.



3. Further, program owners are expected to **strictly** use the following data references to accomplish a reliable and valid LDNA report:
 - e-Self Assessment Tool (e-SAT) of each school;
 - Results of completed Action and/or Basic Research;
 - consolidated Individual Development Plans' Functional and Behavioral Competencies (IPCR Part IV) in the Electronic IPCRF website (<https://eipcrf.deped.gov.ph>); and
 - School Monitoring Reports
4. To promote collaboration and data-driven decision making, education program supervisors and other members of the monitoring team are expected to provide



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Doc Code:	FM-ORD-013	Rev:	00
As of:	Dec 16, 2019	Page:	1

data by uploading their assigned school's consolidated needs and observations on the same link provided.

5. Program owners are requested to upload the accomplished LDNA Report **on or before November 15, 2023 (Wednesday)**, on the same link provided under the red folder with a folder name – *[Upload your Accomplished LDNA Here]*.
6. Schedule of the DHRDC Meeting to present the consolidated Learning and Development Needs Report to program owners will be announced on a separate issuance.
7. For the information and widest dissemination of all concerned.

SGOD/mjn/kchm

