



Republic of the Philippines  
Department of Education  
SOCCSKSARGEN REGION

December 20, 2022

REGION MEMORANDUM  
HRDD No. 142, s. 2022

**CONDUCT OF LEARNING AND DEVELOPMENT NEEDS ASSESSMENT (LDNA) FOR  
NON-TEACHING EMPLOYEES IN THE REGION**

To: Schools Division Superintendents

1. In order to facilitate the provision of appropriate learning and development interventions for the non-teaching employees in the region for CY 2023, the Human Resource Development Division (HRDD) shall conduct the Learning and Development Needs Assessment (LDNA).
2. In this regard, all SDOs through the Human Resource Development Section (HRDS) are directed to submit the PDF and Microsoft Word Files of their Summary of Individual Development Plan (SIDP) for non-teaching personnel SG 18 and above and below SG 18 **on or before January 27, 2023**, through <https://bit.ly/3YiXkjh>.
3. The SIDP shall contain the consolidated data from the non-teaching personnel's Individual Development Plans (IDP). The data shall be used by the HRDD in providing learning and development interventions. Likewise, the SDOs shall also utilize the said data for their SDO-led interventions.
4. Data collection for the LDNA shall involve Focus Group Discussion (FGD) with selected personnel to provide an in-depth description of the development needs of non-teaching personnel. A list of participants shall be issued in a separate memorandum.
5. The different templates are in the following enclosures:  
Enclosure 1: LDNA Process Flow  
Enclosure 2: Individual Development Plan for SG 18 and Above  
Enclosure 3: Individual Development Plan for Below SG 18  
Enclosure 4: Summary of Individual Development Plan for SG 18 and Above  
Enclosure 5: Summary of Individual Development Plan for Below SG 18
6. For the guidance and compliance of all concerned.

  
**CARLITO D. ROCAFORT**  
Director IV

Encl.: As stated  
Reference: L&D System  
Allotment: None

To be indicated in the Perpetual Index under the following Subjects:

ASSESSMENT                      EMPLOYEES                      PERFORMANCE

DCP/HRDD/RM- CONDUCT OF LEARNING AND DEVELOPMENT NEEDS ASSESSMENT (LDNA) FOR NONTEACHING  
EMPLOYEES IN THE REGION/077/December 06, 2022



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*Enclosure 1 to Region Memorandum HRDD No. 142, s. 2022*

**LDNA PROCESS FLOW**

<b>Step</b>	<b>Activity</b>	<b>Timeline</b>	<b>Person/s Responsible</b>
<b>1 (Start)</b>	Consolidation of IDPs in the SDOs	December 22, 2022 – January 26, 2022	SDO HRDS Personnel
<b>2</b>	Submission of SIDPs <ul style="list-style-type: none"><li>• SG 18 and Above</li><li>• Below SG 18</li></ul>	January 27, 2022	SDO HRDS Personnel
<b>3</b>	Consolidation of SIDP and Analysis of Quantitative Data	January 30 – February 10, 2022	HRDD Program Management Team (PMT)
<b>4</b>	Conduct of Focus Group Discussion (FGD) with Selected Non-Teaching Personnel (Virtual)	February 14, 2022	HRDD PMT and Selected Non-Teaching Personnel
<b>5</b>	Consolidation and Analysis of Qualitative Data	February 25 – 17, 2022	HRDD PMT
<b>5</b>	Finalization of LDNA Report for Non-Teaching Personnel	February 16 – 24, 2022	HRDD PMT
<b>6 (End)</b>	Dissemination of LDNA Report to RO and SDOs	February 20 – 24, 2022	HRDD PMT



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