



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF ISABELA

MEMORANDUM

To: Assistant Schools Division Superintendents
CID and SGOD Chiefs
LD Coordinators
Public Schools District Supervisors / DICs
Public Elem. and Sec. School Heads
All Others Concerned

From: **MADELYN L. MACALLING, PhD, CESO VI**
OIC - Office of the Schools Division Superintendent

By Authority of the Schools Division Superintendent

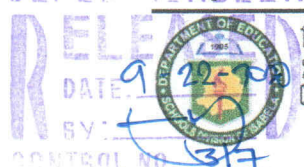

DANTE J. MARCELO, PhD, CESO VI
Assistant Schools Division Superintendent

Date: September 22, 2020

Subject: **SUBMISSION OF DISTRICT-CONSOLIDATED REPORT ON THE
DEVELOPMENT NEEDS OF TEACHING, NON-TEACHING, AND
TEACHING-RELATED STAFF BASED ON THE PART IV OF IPCRF**

1. This Office, through the Human Resource Development Section, shall prepare the Learning and Development Needs Analysis (L&DNA) for the Learning and Development Program Implementation for FY 2021-2022.
2. In line with this, public elementary and secondary school heads are directed to consolidate the development needs of their teaching, non-teaching, and teaching-related personnel based on the Part IV of their Individual Performance and Commitment Review Form (IPCRF) for SY 2019-2020. Based on these consolidated data, school heads shall identify the top ten (10) training needs that must be given highest priority for implementation to improve their personnel's job performance. Each school head shall then submit his/her school's list of top 10 training needs to the Public Schools District Supervisor or District In-Charge (PSDS/DIC) for consolidation.
3. The PSDSs/DICs shall then prepare a list of top ten (10) training needs of the personnel in their respective districts to be submitted to the Division Office on or before October 20, 2020 through email at hrd.isabela@deped.gov.ph under the subject: L&DNA (Name of District).
4. For information and compliance.

DEPED - SGO/jda/lin



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Doc Code:	FM-ORD-003	Rev:	00
As of:	July 2, 2018	Page:	1

