



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

Office of the Schools Division  
Superintendent

October 4, 2024

**DIVISION MEMORANDUM**

NO: 682 s. 2024

**LEARNING AND DEVELOPMENT NEEDS ASSESSMENT (LDNA) FOR TEACHERS FOR  
SCHOOL YEAR 2024-2025**

TO: Assistant Schools Division Superintendent  
All Public Elementary and Secondary School Heads  
All Others Concerned

1. Pursuant to RM 911 s. 2024, this Office through the Schools Governance and Operations Division (SGOD) hereby announces the conduct of **Learning and Development Needs Assessment (LDNA) for Teachers for School Year 2024-2025** on **September to October 11, 2024** via Microsoft forms with the link <https://tinyurl.com/LDNAToolForDepEdR7Teachers> .
2. The expected respondents in this activity are the Kindergarten, Elementary, Junior and Senior High School In-Service teachers of DepEd Region 7.
3. Please read the attached Regional Memorandum for more details.
4. Immediate and dissemination of this Memorandum is desired

**WILFREDA D. BONGALOS PhD, CESQ V**  
Schools Division Superintendent

WDB/JAAL/SGOD/MCC/ft



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(SEPSs) and Education Program Specialists-II (EPS - II), and Public Schools District Supervisors (PSDS); templates for the LDNA Plan & Report and L & D Plan.

8. For queries, you may reach us through 0917-711-1697 and look for Mr. Misael G. Borgonia, Chief Education Supervisor of the HRDD and NEAP-R Focal Person.

9. For immediate dissemination and compliance of all concerned.

**SALUSTIANO T. JIMENEZ JD, EdD, CESO III**

Director IV  
Regional Director

SELUYA/HRDD/MGE/ISS



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DepEd Tayo Region VII



[region7.deped.gov.ph](http://region7.deped.gov.ph)





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REGION VII - CENTRAL VISAYAS

A **Learning and Development Needs Assessment (LDNA) for Teachers of DepEdRO7** is a systematic process used to identify gaps in knowledge, skills, and competencies, helping to design professional development programs tailored to their needs. Below is a typical process flow for conducting an LDNA for teachers based on the **Learning and Development (L &D) Quality Control Plan (QCP)** with its effectivity date **May 8, 2023**.

**Learning and Development Needs Assessment (LDNA) Process Flow**

**1. Prepare LDNA Plan**

- 1.1. Review existing personnel and organizational information about office/ job group
- 1.2. Set the objectives of the LDNA
- 1.3. Determine data requirements and data sources; and
- 1.4. Determine the LDNA methodology and data gathering tools.

**2. Develop LDNA tools**

- 2.1. Identifies the sampling method, the methodologies and tools for data gathering, including which tools are already available and will be used; those that will be adapted to suit the objectives of the assessment; and those that are yet to be developed.

**3. Collect data**

- 3.1. Inform and coordinate with the targeted offices or groups regarding the approved LDNA plan, and secure agreement on schedules, arrangements, and targeted participants or respondents for LDNA activities;
- 3.2. Implement LDNA activities according to plan; and
- 3.3. Capture data in appropriate tools and templates.

**4. Analyze and validate data**

- 4.1. Perform quantitative analysis on numerical data collected from methodologies such as surveys.
- 4.2. Perform qualitative analysis on non - numeric data collected from methodologies such as interviews, observations, and focus group discussions.

**5. Prepare LDNA report**

- 5.1. Complete LDNA report contains the executive summary, background and rationale, methodology, limitations of the LDNA, assessment results, conclusion, and appendices.
- 5.2. The LDNA Report is submitted to the Chief of HRDD and PDC for review and endorsement to the Head of Office for approval.
- 5.3. Copies of the approved LDNA are provided to the Head of Office, the PDC, Head/s of Office of the employees or groups targeted by the LDNA, the team that is tasked to do L & D Planning, and other users, as appropriate.



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REGION VII - CENTRAL VISAYAS

The following Terms of Reference (TOR) for the School Heads, HRDS SEPSs and EPSs-II, and Public Schools District Supervisor (PSDS) before, during and after the conduct of the **Learning and Development Needs Assessment (LDNA)** is based on the **First Edition of DepEd Learning and Development System Manual**.

## 1. SCHOOL HEAD

1.1. The main responsibility of School Head **before** the conduct of the Learning and Development Needs Assessment (LDNA) for teachers is **planning and preparation**. This includes:

- a) *Establishing clear objectives. Ensuring the LDNA aligns with the school's goals, teacher development priorities, and the Department of Education's standards.*
- b) *Organizing logistics. Setting a timeline, allocating resources (time, materials, personnel), and coordinating with stakeholders.*
- c) *Preparing tools and resources. Selecting or developing appropriate assessment tools (e.g., surveys, self-assessments) that will be used in the LDNA.*

1.2. **During** the conduct of the Learning and Development Needs Assessment (LDNA) for teachers, the School Head should facilitate the assessment process that includes:

- a) *Supervising data collection. Ensuring that the tools (e.g., surveys, interviews, or focus groups) are properly administered and that all teachers participate effectively.*
- b) *Providing support and guidance. Assisting facilitators and teachers throughout the process, addressing any challenges or concerns.*
- c) *Monitoring progress. Keeping track of the assessment timeline and ensuring that the process stays on schedule and meets its objectives.*
- d) *Ensure that all teachers have participated in the LDNA process.*

1.3. **After** the conduct of the Learning and Development Needs Assessment (LDNA) for teachers, the School Head should submit a School Learning and Development Needs Assessment (LDNA) Report to the Office of the Public Schools District Supervisor (PSDS). (Please use the LDNA Report Template)

## 2. PUBLIC SCHOOLS DISTRICT SUPERVISOR (PSDS)

2.1. Leads in the conduct and monitoring of the Learning and Development Needs Assessment (LDNA) for teachers within the District.

2.2. Verify that the Schools' LDNA Reports are thoroughly accounted for and documented.

2.3. Ensure that the Background and Executive Summary of the Conduct of the Learning and Development Needs Assessment (LDNA) received are complete. The following key elements must be evident:

- a) **Background of the Conduct of LDNA.** This section provides context, rationale, and an overview of the objectives and methods used. A complete **Background** should provide enough information

for someone unfamiliar with the process to understand the purpose, scope, and methods of the LDNA.

- b) **Executive Summary of the Conduct of LDNA.** The executive summary is a concise overview of the process and results. It should provide a comprehensive snapshot of how the LDNA was conducted and what was discovered. A complete **Executive Summary** should concisely present the overall assessment process, key findings, and any important incidents, allowing stakeholders to quickly grasp the outcomes of the LDNA.

- 2.4. Ensure that all schools and teachers have participated in the LDNA process.
- 2.5. Analyze and validate data (*including prioritizing of competency gaps*).
- 2.6. Prepare LDNA Summary Report (*consolidating and synthesizing the School LDNA Reports*)
- 2.7. Submit a District Learning and Development Needs Assessment (LDNA) Report to the Office of the Schools Division Superintendent through the HRDS SEPS and EPS - II. (*Please use the LDNA Report Template*)

### **3. HRDS Senior Education Program Specialist (SEPS) and Education Program Specialist II (EPS - II)**

- 3.1. Ensure that the link provided for LDNA for Teachers is accessible by all participants.
- 3.2. Leads in disseminating the communication pertaining to the details on the conduct of the LDNA for Teachers within the given timeline through a Schools Division Memorandum.
- 3.3. Ensure that all schools and teachers within the Schools Division have participated in the LDNA process.
- 3.4. Prepare LDNA Summary Report (*consolidating and synthesizing the District LDNA Reports*)
- 3.5. Submit a Division Learning and Development Needs Assessment (LDNA) Report to the Office of the Regional Director through the HRDD Chief and NEAP-RO Focal Person. (*Please use the LDNA Report Template*)

## LEARNING AND DEVELOPMENT NEEDS ASSESSMENT PLAN

<b>Rationale</b>			
<b>Objectives</b>			
<b>Duration</b>			
<b>Demographics</b>			
<b>Target Job Group</b>		<b>Total Population of Target Job Group</b>	
		<i>Male</i>	
<b>Sample Size</b> <i>(based on Slovin's Formula, <math>n=N(1+Ne^2)</math>)</i>		<i>Female</i>	
		<i>PWDs</i>	
<b>Work Station</b> <i>(School, Division, Region)</i>			
<b>Other relevant information</b>			
<b>Schedule and Venue of the conduct of LDNA</b>			
<b>Methodology/Data Gathering Tool</b>	<b>Description</b>	<b>Reason for its Preference</b>	
<b>Date</b>		<b>Target Date of Completion</b>	
<b>Time</b>			
<b>Venue</b>			
<b>Prepared by:</b> _____		<b>Date Submitted:</b> _____	
Name and Designation			
<b>Approved by:</b> _____		<b>Date of Approval:</b> _____	
Name and Designation			

## LEARNING AND DEVELOPMENT NEEDS ASSESSMENT REPORT

- I. **Background:** *(Provide a brief rationale, and discuss the objectives of the LDNA and the methods used. Emphasize any adjustments done in its implementation.)*
- a. **Rationale and Objectives**
  - b. **Methods Used**
  - c. **Demographic Overview:** *(Description of the target participants/respondents such as gender, designation, workplace/area such as School, Division, Region, and other relevant information)*
- II. **Executive Summary of the Conduct of LDNA:** *(Describe how the LDNA was done emphasizing the results in narrative with graphical representations. Include any critical incident that could have affected the manner the LDNA was conducted.)*
- III. **Conclusion/Findings:** *(Present significant findings relative to the LDNA objectives including any other information that may be helpful in considering the intervention)*
- a. **Performance Gaps:**  
\_\_\_\_\_  
\_\_\_\_\_
  - b. **Competency Gaps:**  
\_\_\_\_\_  
\_\_\_\_\_
  - c. **Other information affecting performance/competency of the target personnel:**  
\_\_\_\_\_  
\_\_\_\_\_
- IV. **Recommendation/s:**  
\_\_\_\_\_  
\_\_\_\_\_

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
Name & Designation

Recommending Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Name & Designation

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Name & Designation

## LEARNING AND DEVELOPMENT PLAN TEMPLATE

- I. **DepEd Strategic Direction**
  - DepEd Vision, Mission and Values
  - Objectives
- II. **Target Participants Situationer**
  - Strategic Direction (3 years)
  - Status of Implementation of Learning and Development Interventions
  - Gains from past interventions
  - Facilitating and Hindering Factors in implementing
  - Lesson Learned
- III. **Priority Learning Development Needs**
  - Proposed Competency-based Interventions
  - Learning Development Activities
  - Implementation Schedule
- IV. **Budgetary Requirements for L&D Implementation Plan**
  - Personnel/ Staff required
  - Facilities, Equipment and materials needed
  - Support from High-level Officials
- V. **Roles and responsibilities of each staff**
- VI. **Monitoring and Evaluating of the L & D Plan**
  - Strategy for M & E of the L and D Plan
- VII. **Communication and Advocacy Plan**
  - Transition strategies for implementing the L and D Plan, to include Communication Plan and Risk Management