

Division Memorandum
No. 204, s. 2019

TO: SGOD/CID Chiefs
Division Chief of Sections
EPS/SEPS/EPS II
All PSDSs/DICs
All Secondary and Elementary School Heads
All Teachers
This Division

FROM:  **MARILOU B. DEDUMO, Ph. D., CESO V**
Schools Division Superintendent

SUBJECT: **ESTABLISHMENT OF DATABASE OF LEARNERS PER JOB GROUP FOR VARIOUS
NEAP LEARNING AND DEVELOPMENT PROGRAMS**

DATE: April 26, 2019

1. The National Educators Academy of the Philippines will be establishing the database of all its targeted learners per job group. This is to make available a more current reference in preparing the participant's profile or demographics relative to the development of its learning and Development Programs as well as come up with a more accurate entry in its Forward Estimates for subsequent years.
2. In this connection, all personnel in this division (Division Office Personnel, School Heads, Teaching and Non-Teaching Staff) are required to provide information stated in the links provided.
3. Rest assured that all the requested information will be used only for the purpose of developing L & D interventions and related concerns and shall be treated with utmost confidentiality pursuant to RA 10173 otherwise known as *Data Privacy Act of 2012*.
4. PSDSs/DICs are required to monitor the compliance of school heads and teachers within their districts. District Planning Officers are also advised to help the monitoring of teachers complying the needed requirements.
5. The links for different job groups are following:

Division Office Personnel	- https://tinyurl.com/L-DDivisionPersonnel
School Heads and Teachers	- https://tinyurl.com/L-DProfileTeaching-Schoolheads
Non-Teaching	- https://tinyurl.com/L-DProfileNon-Teaching
6. School Heads undergoing SHDP are also required to fill in the link below. This will serve as reference of NEAP for further L and D activities.

For School Heads undergoing SHDP – <https://tinyurl.com/TrackS-HUndergoingSHDevProg>

7. Everybody is required to comply this profile survey until Sunday only. Submission to the NEAP-Central Office is on Monday, April 29, 2019.
8. Immediate dissemination of and compliance with this memorandum is directed.



Republic of the Philippines
DEPARTMENT OF EDUCATION
CARAGA Administrative Region
DIVISION OF SURIGAO DEL SUR
Tandag City



Inc.: As stated
(sgod/hrd/correos)

References:

Unnumbered DepEd Memorandum/R.M.123, s. 2019

To be indicated in the Perpetual Index
under the following subjects

POLICY
QUALITY ASSURANCE

PROGRAM FUNDS
LEARNING AND DEVELOPMENT

EMPLOYEES

