



Division Memorandum

No. 268, s. 2018

TO: All Division Chiefs
EPS/SEPS/EPS II
This Division

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

SUBJECT: **INTERPRETING DATA AND GENERATING NEEDS ANALYSIS TRAINING –WORKSHOP
FOR TRAINING AND DEVELOPMENT ACTIVITIES 2019**

DATE: December 16, 2018

1. The TDNA System is essential in the provision of appropriate information that serves as bases for the preparation and conduct of quality professional development programs. It is responsible for determining the gaps between a set of standard competencies, and the competencies presently possessed by the education personnel through job analysis, personnel competency analysis, and gap analysis.
2. Hence, Division of Surigao del Sur under Human Resource and Development Unit will conduct a Training-Workshop for Interpreting Data and Generating Needs Analysis Training –Workshop for Training and Development Activities 2019 on December 19 2018 at Division Office Conference Hall, Tandag City.
3. This activity aims to:
 - identify priority professional development and learning needs through a systematic process of competency-based needs assessment
 - summarize needs-based report for the district and schools to develop needs-based professional development plans, training designs and resource packages for identified priority needs to support continuing professional development
4. Participants to the said conference are the identified Division Office Personnel (see *attachment*)
5. There will be no registration fee to be collected. Meals and snacks are chargeable against HRTD Funds.
6. Immediate dissemination of this memorandum is desired.

sgod/hrd/correes

References: Training and Development Systems Operation Manual/TEEP

To be indicated in the Perpetual Index under the following subjects

TRAINING AND DEVELOPMENT
NEEDS ANALYSIS

POLICY

STANDARDS