MEMORANDUM

TO: OIC-Asst. Schools Division Superintendent
   SGOD Chief, OIC-Chief CID
   Elementary & Secondary School Heads
   Project Development Officers
   School Administrative Officers
   School Registrars, Librarians, Guidance Counselors
   Administrative Assistants, Administrative Aides

FROM: DR. ROMMEL C. BAUTISTA, CESO V
   Schools Division Superintendent

SUBJECT: LEARNING AND DEVELOPMENT NEEDS ASSESSMENT FOR NON-TEACHING AND TEACHING-RELATED PERSONNEL

DATE: April 23, 2019

The City Schools Division Office of Antipolo will conduct an online survey and itemized test for non-teaching-related staffs holding plantilla positions to gauge their basic knowledge on various topics germane to their respective functions, which will be the basis of Learning and Development Program for non-teaching and teaching-related personnel.

Anent to this, all identified non-teaching and teaching-related personnel are REQUIRED to answer the said survey and test at this link: http://deped.in/LDASSESS not later than Friday, May 3, 2019. Please log-in using your official DepEd Email account.

Please answer all questions honestly and truthfully and to the best of your knowledge.

For strict compliance.