



Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS
SCHOOLS DIVISION OF KABANKALAN CITY

DIVISION MEMORANDUM

No. 008, s. 2024

JAN 08 2024

**ORGANIZATIONAL AND PROFESSIONAL DEVELOPMENT NEEDS ASSESSMENT
FOR RELATED-TEACHING AND NON-TEACHING PERSONNEL**

To: OIC-Asst. Schools Division Superintendent
Chiefs, CID & SGOD
Administrative Officer V
All Related-Teaching & Non-Teaching Personnel
All Others Concerned

1. This Office aims to continually address the personal and professional development needs of Related-Teaching and Non-Teaching Personnel to make them more efficient and effective in the discharge of their functions. Hence, the Human Resource Development Section will conduct the Organizational and Professional Development Needs Assessment for Related-Teaching (excluding School Heads) and Non-Teaching Personnel for Fiscal Year 2024.

2. In line with this, the Human Resource Development Section is requesting all Related-Teaching and SDO and School-based Non-Teaching Personnel to answer the google form using the link:

For Senior Officer (SG 19 up) – bit.ly/OPDNSeniorOfficer
For Staff (SG 18 & below) – bit.ly/OPDNStaff

3. Wide and immediate dissemination of and compliance with this Memorandum are desired.

MICHELL L. ACOYONG, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



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