



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
**CITY SCHOOLS DIVISION OF BIÑAN CITY**

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05 Feb 2021

DIVISION MEMORANDUM  
No. 33, s. 2021

**ONLINE SURVEY ON THE LEARNING AND DEVELOPMENT NEEDS ASSESSMENT  
OF NON-TEACHING PERSONNEL**

To : Assistant Schools Division Superintendent  
Chief, School Governance and Operations Division  
Chief, Curriculum Implementation Division  
Administrative Officer V  
All School Heads  
All Others Concerned

1. Consistent with DepEd Order No. 040, s. 2020 entitled Implementation of Learning and Development for Non-Teaching Personnel in the Department of Education in View of the Covid-19 Pandemic and our commitment of providing relevant, needs-based and quality professional development intervention for non-teaching personnel, this Office, through the Human Resource Development Section announces the conduct of an online survey on the ***Learning and Development Needs Assessment of Non-Teaching Personnel***.
2. In view of the Covid-19 situation, all offices are advised to revisit their plans and make adjustments which shall include Learning and Development (L&D) plans for the succeeding year and focus on the following priority competencies:
  - a. Core Behavioral Competencies - these are behaviors that everyone in the organization must possess regardless of function.
  - b. Functional Competencies – these are behaviors or abilities that pertain to a specific knowledge and skills required to perform a function or job aligned to the office mandates and deliverables.
  - c. Leadership Competencies – priority skills on managing remote teams, office management during a crisis, Civil Service Commission (CSC), and Career Executive Service Board (CESB) leadership competencies.
3. The activity aims to identify professional development needs of non-teaching personnel, analyze them, and formulate projects and activities to respond to gaps relative to the competencies and indicators.
4. Results of which shall be the bases for the crafting of learning plans at the individual, school and division levels, to be executed through different learning modalities such as webinars (in-house capability building activities), office learning sessions, coaching, and mentoring, job-embedded learning, and enrollment to paid online programs/courses.
5. Participants to the said online survey are **SDO and school-based non-teaching personnel**. Non-Teaching personnel are categorized as “allied services personnel such as accountants, planning officers, personnel officers, records officers, supply officers, cashiers, budget officers, engineers, architects, dentists, physicians, nutritionists,



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nurses, legal officers, specialists, PDOs, ITOs, AOs, ADAS, bookkeepers, registrars and other support personnel.”

6. Following DepEd Order No. 32, s.2011, personnel under Contract of Service (COS) and other non-permanent employees shall be provided with opportunities for job-embedded and workplace learning to upgrade their competencies. These may include participation in webinars, office learning sessions, coaching, and mentoring provided that the participation to the activity is approved by their respective head of office; and there are no associated fees required to attend to the activity.

7. Attendance to L&D programs within or outside DepEd during workdays must be authorized by the head of office.

8. Access the online survey thru this link: **[tinyurl.com/BinanNonTeaching](https://tinyurl.com/BinanNonTeaching)** on or before February 8, 2021.

9. Human Resource Development Section will provide the head of offices with the survey results and template for Learning Plan. Head of Offices shall prepare their respective Office Learning Plan for Non-Teaching Personnel. HRDS will consolidate the Office Learning Plan which contains the priority L&D interventions for the staff and funding requirements.

10. Should there be questions and clarifications, course them through the Human Resource Development Section at **[depedbinaan.hrd@gmail.com](mailto:depedbinaan.hrd@gmail.com)**.

11. Immediate dissemination of and strict compliance with this Memorandum is desired.

  
**EDNA FAURA-AGUSTIN**  
Schools Division Superintendent

