



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



HRDD-RM-2026-456

09 July 2026

Regional Memorandum
No. 456 s. 2026

**LEARNING AND DEVELOPMENT NEEDS ASSESSMENT (LDNA)
SURVEY FOR HUMAN RESOURCE DEVELOPMENT
SPECIALISTS**

To: **Schools Division Superintendents**

1. This Office, through the Human Resource Development Division-National Educators Academy of the Philippines in the Region (HRDD-NEAPR), disseminates the **Learning and Development Needs Assessment (LDNA) Survey** for Human Resource Development Specialists.
2. The survey aims to identify the L&D needs of Senior Education Program Specialists (SEPS) and Education Program Specialists (EPS) II of the Human Resource Development Section (HRDS). The LDNA data shall serve as the basis for the planning, design, development, and implementation of relevant and responsive L&D interventions, programs, and other professional development activities intended to enhance their competencies and support strategic directions of the Department.
3. SEPSs and EPSs II of HRDS are requested to accomplish the survey through <https://tinyurl.com/4AHRDLDNA> or the QR code below on or before **July 24, 2026**.



4. For queries or further information, please contact Jisela N. Ulpina, HRDD Chief, or Bryan A. Pobe, Education Program Supervisor, through email at hrd.calabarzon@deped.gov.ph.



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Certificate No. PHP QMS
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5. Compliance with this Memorandum is instructed.



CARLITO D. ROCAFORT

Director IV

06/ROH3/ROH1

LEARNING AND DEVELOPMENT NEEDS ASSESSMENT (LDNA) FOR HUMAN RESOURCE DEVELOPMENT SPECIALISTS

Good day!

Thank you for participating in this Learning and Development Needs Assessment (LDNA). Your responses will help identify competency gaps, learning priorities, and professional development needs to guide the planning of relevant learning and development interventions. Please answer each item honestly based on your current level of competence and development needs. All responses will be treated with confidentiality and used solely for learning and development planning purposes.

Direction: Assess your current level of competence in performing the following tasks by checking the appropriate rating.

Rating	Proficiency Level	Description
4	<i>Highly Competent</i>	I consistently perform this competency independently and can coach or guide others.
3	<i>Competent</i>	I perform this competency independently with minimal supervision.
2	<i>Developing</i>	I perform this competency with guidance or occasional supervision.
1	<i>Needs Development</i>	I have limited competence in this area and require significant learning and support.

A. Human Resource Development Planning and Policy

Indicator	4	3	2	1
I can review and analyze research findings, monitoring and evaluation reports, and other evidence to identify learning and development issues and needs.				
I can formulate evidence-based recommendations that support policy development and improvements in human resource development programs.				
I can conduct a comprehensive assessment of the human resource development needs of schools, learning centers, and the Schools Division Office.				
I can analyze competency gaps and organizational priorities to inform strategic human resource development planning.				
I can prepare or coordinate the development of a Human Resource Development Plan aligned with organizational goals and workforce requirements.				
I can align human resource development initiatives with DepEd priorities, policies, and strategic directions.				

B. Professional and Career Development

Indicator	4	3	2	1
I can determine the professional and competency development needs of personnel using appropriate assessment tools.				
I can develop competency profiles that guide individual and group learning and development interventions.				
I can prepare individual professional and career development plans based on identified competency gaps.				
I can provide guidance to personnel in planning their professional growth and career progression.				
I can monitor the implementation and effectiveness of professional development plans.				

C. Learning and Development Interventions

Indicator	4	3	2	1
I can determine competency development needs that can be effectively addressed through learning and development interventions.				
I can identify and engage appropriate training providers, facilitators, and resource persons based on training requirements.				
I can prepare an annual calendar of learning and development programs and activities that addresses organizational priorities.				
I can design competency-based training programs with clear objectives, methodologies, and assessment strategies.				
I can facilitate learning and development programs using appropriate adult learning principles and strategies.				
I can evaluate the effectiveness and impact of learning and development programs and recommend improvements.				

D. Scholarship and Professional Development Program Management

Indicator	4	3	2	1
I can establish and maintain partnerships with institutions offering scholarship and professional development opportunities.				
I can effectively disseminate scholarship opportunities and manage the application process.				
I can coordinate the screening and selection of scholarship applicants using established guidelines.				
I can coordinate scholarship requirements and maintain communication with partner institutions.				
I can conduct orientations that prepare scholars for their responsibilities and agency expectations.				
I can monitor scholars' progress and prepare reports on scholarship outcomes and organizational benefits.				

E. Training Information and Data Management

Indicator	4	3	2	1
I can coordinate the implementation and maintenance of the Training and Development Information System (TDIS).				
I can ensure the accuracy and completeness of training and development records.				
I can generate and analyze reports from training databases to support management decisions.				
I can use training data to identify trends and recommend improvements to learning and development programs.				

F. Succession Planning and Employee Transition

Indicator	4	3	2	1
I can coordinate succession planning initiatives that identify and prepare candidates for critical positions.				
I can support leadership development initiatives for high-potential employees.				
I can coordinate retirement preparation programs that facilitate employee transition.				
I can design and implement exit feedback mechanisms that support organizational learning and continuous improvement.				
I can analyze succession and exit data to recommend improvements in talent management practices.				

G. Employee Welfare and Rewards Management

Indicator	4	3	2	1
I can assess the welfare needs of employees using appropriate data collection methods.				
I can develop and implement employee welfare programs that address identified needs.				
I can recommend and coordinate employee rewards and recognition programs that promote motivation and performance.				
I can monitor and evaluate the effectiveness and impact of employee welfare initiatives.				
I can prepare evidence-based reports on employee welfare and recognition programs for management.				

H. Technical Assistance and Stakeholder Support

Indicator	4	3	2	1
I can provide timely and responsive technical assistance to schools, learning centers, and offices on learning and development concerns.				
I can identify client needs and recommend appropriate learning and development interventions.				
I can communicate technical guidance clearly and effectively to diverse stakeholders.				
I can establish collaborative partnerships with internal and external stakeholders to support learning and development initiatives.				
I can monitor the effectiveness of technical assistance services and recommend improvements based on client feedback.				

Part II. Answer the following questions:

1. What emerging skills or competencies do you believe will become important for your work in the next three years?
2. What challenges do you commonly encounter in performing your duties and responsibilities?
3. What learning and development needs would you like to address within the next 12 months?