



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY



31 July 2024

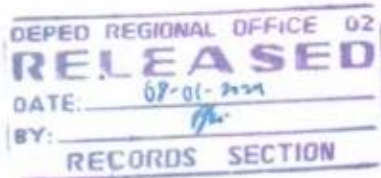
REGIONAL MEMORANDUM

No. 282, s. 2024

COLLECTION OF DATA OF THE 2023 TRAINING NEEDS ANALYSIS (TNA)

To: Schools Division Superintendent
All Others Concerned

1. With reference to the attached letter from Dr. Orlando E. Manuel PhD, CESO V, Schools Division Superintendent of SDO Nueva Vizcaya and President of the Cagayan Valley Association of Schools Division Superintendents (CVASS), this Office enjoins all SDOs to submit consolidated and analyzed TOP 5 teaching and non-teaching TNA (top 1 as the highest) through <https://shorturl.at/CeuQL> on or before August 6, 2024.
2. Please refer to the enclosed letter for detailed information regarding the request.
3. Immediate dissemination of this Memorandum is directed.




BENJAMIN D. PARAGAS PhD, CESO III
Director IV/Regional Director 

Encl/s: As stated
Reference/s: Letter from Dr. Orlando E. Manuel
To be indicated in the Perpetual
Index under the following:

TRAINING PROGRAMS



Republic of the Philippines
Department of Education
Region II – Cagayan Valley

DepEd Regional Office No. 02



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15 July 2024

BENJAMIN D. PARAGAS PhD, CESO III
Director IV, Regional Director
Department of Education
Regional Office No. 02



Attention: **SENIOR EDUCATION PROGRAM SPECIALISTS (SEPS)**
EDUCATION PROGRAM SPECIALISTS II (EPS II)
Human Resource Development (HRD) Sections
Schools Division Offices of DepEd Region 02

Sir:

Relative to the upcoming tri-partnership of PhilProflink, DepEd – Regional Office 02 and the Cagayan Valley Association of School Superintendents (CVASS) Re 3-day International Training/ Workshop on Office Management and Administration on the theme: “Advanced Office Management and Effective Administration Skills” for DepEd Human Resources” set this 3rd week of August, the undersigned respectfully requests for your approval of the **collection of data of the 2023 Training Needs Analysis (TNA)** from all our schools division offices.

The said data shall serve as the primary justification on the conduct of the proposed learning and development (L&D), making it needs-based and responsive to the professional development plans of our human resources.

Once approved, for ease of collection it is highly suggested that all SDOs shall submit their consolidated and analyzed top five (5) teaching and non-teaching TNA (top 1 as the highest) through: <https://shorturl.at/CeuQL>, on or before **July 25, 2024** (Thursday).

Rest assured that confidentiality of data will be observed and it shall be utilized, purposively and accordingly.

Thank you for the continued support to all our undertakings!

Sincerely yours,

ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent - SDO Nueva Vizcaya
CVASS President

Approved:

BENJAMIN D. PARAGAS PhD, CESO III
Director IV, Regional Director

