



Republic of the Philippines  
**Department of Education**

REGION IV-A  
**SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE**

**February 18, 2020**

DIVISION MEMORANDUM  
NO. 055, s. 2021

To: OIC, Assistant Schools Division Superintendents  
Chief, School Governance and Operations Division  
Chief, Curriculum Implementation Division  
All Education Program Supervisors and Specialists  
All Public Schools District Supervisors  
All Public Elementary and Secondary School Heads  
Division, District, and school-based non-teaching personnel  
All Concerned





**LEARNING AND DEVELOPMENT (L&D) NEEDS ASSESSMENT  
FOR NON-TEACHING PERSONNEL**

1. In reference with DepEd Order No. 40, s. 2020 titled "Implementation of Learning and Development (L&D) for Non-Teaching Personnel (NTP) in the Department of Education in View of the COVID-19 Pandemic," this Office enjoins **all Division, District, and school-based non-teaching personnel** to accomplish the Division's L&D Needs Assessment Form **until February 24, 2021 (Wednesday)** through this link <https://tinyurl.com/2021CaviteNTPND>
2. The tool aims to identify and address the L&D needs of NTP who are significant contributors to the continuous delivery of DepEd basic services amidst the pandemic.
3. For guidance, target personnel may refer to their IPCRF 2020's individual learning and development plan (ILDLP) and/ or consult their rater/ immediate supervisor if necessary.
4. Inquiries and clarifications may be communicated to DepEd Cavite Province's HRD Facebook page or email address [depedcavite.hrd@deped.gov.ph](mailto:depedcavite.hrd@deped.gov.ph).
5. Immediate and widest dissemination of this Memorandum is hereby directed.

**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

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“Serbisyong Pang-Edukasyong Tapat at Sapat para sa Batang KABITENYO”