



February 24, 2017

DIVISION MEMORANDUM

No. 089 s. 2017

Human Resource Development Training/Learning Survey Needs Analysis (T/LSNA)

To: **Secondary School Heads** (Junior and Senior)
This Division

1. The Division of Misamis Oriental examines its human resources' needs and explores on what can be done to provide employees with development, competencies, resources and possible materials for specific jobs. Moreover, it recognizes the need of every employee to be skilled in performing work-related tasks in a cost-effective, efficient, effective, and safe manner.
2. In line with it, this Office hereby directs all Secondary School Heads to answer the survey sheets on Training/Learning Survey Needs Analysis (T/LSNA) which can be downloaded at the MisOr Website>>downloadables>>template. The schedule for Elementary School Heads and All Teaching and other non- teaching personnel shall be announced later.
3. Deadline of submission of the fully-answered survey sheets shall be on March 13, 2017 through the Office of the Public Schools District Supervisors/In-charge (PSDS).
4. Immediate dissemination of this Memorandum to all concerned is hereby enjoined.

CHERRY MAE L. LIMBACO, Ph.D., CESO V
Schools Division Superintendent

CLL/mb