



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

APR 16 2026

OFFICE MEMORANDUM


HRD PROFILING AND COMPLETION OF DEVELOPMENT NEEDS SURVEY

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education Regional Office is currently conducting a **region-wide Human Resource Development (HRD) Profiling and Development Needs Survey** as part of a needs-based analysis of all national employees. In this regard, all concerned are hereby enjoined to participate by accomplishing the survey through this link <https://tinyurl.com/SDO-LDNA2025> on or before **30 April 2026**. For monitoring purpose, weekly compliance checking shall be conducted.

2. The survey specifically aims to: (a) establish a comprehensive Human Resource Development (HRD) profile of employees as a basis for responsive training programs, capacity-building initiatives, and strategic workforce planning; (b) determine employees' current competencies, skills, and areas for development; (c) analyze leadership, instructional, and managerial competencies for targeted development; (d) provide data-driven inputs for the formulation of HRD plans and learning interventions and (e) support performance-based planning, promotion, and succession planning.

3. Immediate and wide dissemination of this Memorandum is desired.


VIOLETA M. GONZALES CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Encl: As stated
Reference: As stated
To be indicated in the Perpetual Index
Under the following subject
SURVEY PROGRAM
AFS/ HRD PROFILING AND COMPLETION OF DEVELOPMENT NEEDS SURVEY
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