



Republic of the Philippines  
**Department of Education**

DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

CID-2024- 212

To : Curriculum Implementation Division Chief  
Learning Resource Manager  
Public Schools District Supervisor  
All Others Concerned

Subject : **TRAINING NEEDS ASSESSMENT SURVEY FOR DEPED LIBRARIANS**

Date : June 6, 2024

In reference to Regional Memorandum CLMD-2024-314 dated June 3, 2024, re: **Training Needs Assessment Survey for DepEd Librarians**, this office advises the Learning Resource Management Section (LRMS) to ensure that Division and school licensed librarians are to accomplish the Training Needs Assessment (TNA) Survey through <https://forms.office.com/r/Dk9YMembzE> on or before June 14, 2024.

Relative to this activity, the following licensed librarians are directed to adhere to this order:

- 1. JUVY A. COMAINGKING**
- 2. ALMA A. MIRALLES**

Details of this Memorandum are found in the enclosure.

Immediate dissemination of this Memorandum is desired.

For and in the absence of  
Schools Division Superintendent

**MARIA GENEVIEVE T. FRANCISQUETE, CESO VI**  
Asst. Schools Division Superintendent  
Officer-In-Charge

Enclosed: As stated,  
CID/LR/lts

DepEd Schools Division of Digos City  
RECORDS SECTION  
**RECEIVED**  
DATE: JUN 07 2024 TIME: 4:24  
BY:



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)  
Telephone Nos.: (082) 553-8375; (082) 553-8396



Republic of the Philippines  
**Department of Education**  
 DAVAO REGION

122593  
 JUN 06 2024  
 TIME 10:15  
 BY: [Signature]

**Office of the Regional Director**

**REGIONAL MEMORANDUM**  
 CLMD-2024-314

To : Schools Division Superintendents

Subject : TRAINING NEEDS ASSESSMENT SURVEY FOR DEPED LIBRARIANS

Date : June 3, 2024

Pursuant to Memorandum DM-OUHROD-2024-1005 dated May 27, 2024, re: **Training Needs Assessment Survey for DepEd Librarians**, this Office advises the Learning Resource Management Section (LRMS) to ensure that librarians in the Regional, Division and schools accomplish the Training Needs Assessment (TNA) Survey through <https://forms.office.com/r/Dk9YMcmbzE> on or before June 14, 2024.

Details of this Memorandum are found in the enclosure.

Immediate dissemination of this Memorandum is desired.

**ALLAN G. FARNAZO**  
 Director IV

Enclosed: As stated.

ROC12/aca

DEPARTMENT OF EDUCATION  
 RECORDS SECTION  
 RELEASED  
 BY: [Signature]  
 JUN 06. 2024  
 31968



Address: F. Torres St., Davao City (8000)  
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Republika ng Pilipinas

# Department of Education


OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

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## MEMORANDUM

DM-OUHROD-2024-1005

TO : **Regional Directors**  
**Schools Division Superintendents**  
**Public Elementary and Secondary School Principals**  
**All Others Concerned**

FROM :   
**WILFREDO E. CABRAL**  
*Regional Director*  
*Officer-in-Charge, Office of the Undersecretary for Human Resource and Organizational Development*

SUBJECT : **TRAINING NEEDS ASSESSMENT SURVEY FOR DEPED LIBRARIANS**

DATE : 27 May 2024

1. Under Section 2 of Republic Act No. 4670 otherwise known as the *Magna Carta for Public School Teachers*, the definition of the term "teacher" as "*all persons engaged in classroom teaching, in any level of instruction, on full-time basis*" includes school librarians.
2. As the Department's training arm for teachers and school leaders, the National Educators Academy of the Philippines (NEAP) recognizes the significant role librarians play in fostering a conducive learning environment and therefore ensures that they are provided with a targeted training and professional development program.
3. To prepare for this, the NEAP Professional Development Division (PDD) hereby requests **ALL LIBRARIANS** in Regional Offices, Schools Division Offices, and Schools to accomplish the *Training Needs Assessment (TNA) Survey* through the link <https://forms.office.com/r/Dk9YMcmbzE> on or before **14 June 2024**.
4. The data and insights that will be gathered from this survey will serve as basis for the development of a targeted training program for librarians.
5. For further information or any concerns, please contact **Ms. Cecille Ferraz**, NEAP-PDD Project Development Officer, through email [macecilia.ferraz@deped.gov.ph](mailto:macecilia.ferraz@deped.gov.ph) / [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph) and or landline (02) 8633-9455.
6. For immediate dissemination and appropriate action.

[NEAP-PDD/Ferraz]

DepED



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