



Republic of the Philippines  
**Department of Education**  
REGION X- NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

2020-16563

UNM 2020-07-83  
DEPED MALAYBALAY CITY DIVISION  
RELEASED  
DATE: 17 2020 TIME: 3:30  
JOB: *jam*

**MEMORANDUM**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
All Others Concerned

From: For the Schools Division Superintendent:

  
SUNNY RAY F. AMIT  
Assistant Schools Division Superintendent

Date: July 17, 2020

Subject: **LEARNING AND DEVELOPMENT NEEDS ASSESSMENT FOR  
OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT'S (OSDS)  
PERSONNEL.**

1. Pursuant to Civil Service Commission Memorandum Circular No. 24, s. 2019 entitled Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) Enhanced Maturity Level Indicators, this Office through the Human Resource Development section of the School Governance and Operations Division will conduct a Learning and Development Needs Assessment through focus group discussion to the Office of the Schools Division Superintendent's (OSDS) personnel on **July 20, 2020** at the **Division LRMDS Office**.

2. Participants are required to bring a copy of their 2019 Individual Performance Commitment Review Form (IPCRF). Enclosed is the list of the participants. Queries relative to this can be relayed to **RIA K. ALCUIZAR**, Education Program Specialist II - HRD at **09271501978**.

Enclosure:  
As stated

Copy furnished:  
Records Unit  
HRD





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**LEARNING AND DEVELOPMENT NEEDS ASSESSMENT FOR OFFICE OF THE  
SCHOOLS DIVISION SUPERINTENDENT'S (OSDS) PERSONNEL.**

**List of Participants  
July 20, 2020**

Time	Name of Participant	Designation
9:00 – 11:45 A.M.	1. Wincerbogne L. Pesisano	Legal Officer
	2. Rhysa Cyle C. Rosalejos	Accountant III
	3. Sybil L. Maputi	Budget Officer
	4. Paul John P. Arias	ITO Officer
Lunch Break		
1:00 – 4:00 P.M.	1. Guia Ma. G. Villahermosa	Administrative Officer IV
	2. Florabelle R. Porras	Administrative Officer IV
	3. Darvy C. Daguimol	Administrative Officer IV
	4. Rufelia J. Limbengco	Administrative Officer IV
	5. Records Staff	
	6. Property and Supply Staff	
	7. Personnel Staff	
	8. Accounting Staff	
	9. Budget Office Staff	
	10. Administrative Office Staff	
	11. Cash Unit Staff	
	12. Supply Office Staff	
	13. Procurement Office Staff	
	14. General Services Office Staff	
		15. Schools Division Superintendent Staff
	16. Assistant Schools Division Superintendent Staff	

