



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF TUGUEGARAO CITY

February 10, 2021

DIVISION MEMORANDUM

No. 039, s. 2021

**COMPLIANCE TO THE GUIDELINES ON THE IMPLEMENTATION OF LEARNING
AND DEVELOPMENT FOR NON-TEACHING PERSONNEL IN VIEW OF THE
COVID-19 PANDEMIC**

To: Assistant Schools Division Superintendent
Chief of Divisions
Elementary and Secondary School Heads
Unit/Section Heads
All others concerned

1. Pursuant to DepEd Order No. 40, s. 2020 and RM No. 08, s. 2021, *Guidelines on the Implementation of Learning and Development for Non-Teaching Personnel in the Department of Education in View of the COVID-19 Pandemic* and in consideration of the guidelines on Work From Home Arrangements, the Department of Education enjoins schools division offices and learning centers, to address L&D needs of Non-teaching Personnel (NTP).

2. It shall ensure that L&D opportunities are provided to NTP to be able to support the continuity of the delivery of DepEd basic services such as the implementation of the Basic Education-Learning Continuity Plan (BE-LCP).

3. In this view, supervisors, school heads, unit/section heads are advised to revisit their plans and or prepare new plans for the succeeding years to include non-teaching, as per template accessible through bit.ly/LP2021Template. Learning Plan shall focus on priority competencies needed to be developed which may be based on the following:

- a. Core Behavioral Competencies: these are the behaviors that everyone in the organization must possess regardless of function (e.g., self-management, teamwork professionalism and ethics, service-orientation, innovation, etc.)
- b. Core Skills
 - b. 1 Oral and written communication
 - b. 2 ICT Skills
 - b. 3 Analytical/research skills
 - b. 4 Leadership and Management

4. All school heads are directed to submit the Summary of Individual Development Plan (SIDP) 2020 of the non-teaching personnel in the HRD Unit on or before February 17, 2021 through this link bit.ly/TugLP2021.

SGOD-02-

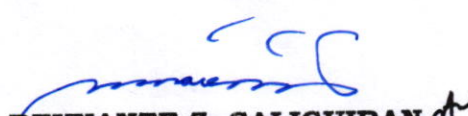


Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
Telephone Nos.: (078) 844-7925; (078) 377-8805
Email Address: tuguegarao@deped.gov.ph
Website: depedtuguegarao.net

Doc Code:	FM-ORD-005	Rev:	00
As of:	July 2, 2018	Page:	1



5. For information, dissemination and strict compliance.


REYNANTE Z. CALIGUIRAN

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

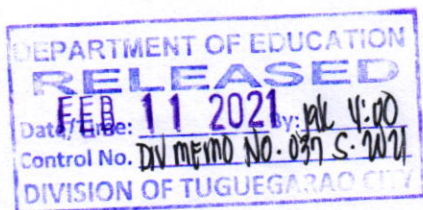


Encl. As Stated

Reference: DepEd Order 30, s. 2009

To be indicated in the Perpetual Index
under the following subjects:
NEED ASSESSMENT
PERSONNEL
PLAN

SGOD/gmd/jdp



SGOD-02-21



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
Telephone Nos.: (078) 844-7925; (078) 377-8805
Email Address: tuguegarao@depd.gov.ph
Website: depdtuguegarao.net

Doc Code:	FM-ORD-005	Rev:	00
As of:	July 2, 2018	Page:	2

