




Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
Schools Division Office
Lagawe, Ifugao, 3600



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Division Memorandum
No. 07, 2016

TO : ALL PSDS's, EPS's, Unit Heads & Staff

FROM : *FOR:* 
: SALLY B. ULLALIM, CESO V
Schools Division Superintendent

DATE : January 12, 2016

SUBJECT : **2016 TRAINING NEEDS ASSESSMENT**

1. As part of the continuing organizational development activities of the Department of Education-Ifugao Division, the Human Resource Development Unit is conducting a Training Needs Assessment (TNA) for 2016 as basis for capability building activities for the year.
2. All Division employees included in the non-teaching are required to accomplish the TNA form hereto attached.
3. Accomplished forms must be submitted per unit/office to the HRD unit on Monday, January 18, 2016 during the KKK program.
4. For your compliance.