


<b>MEMORANDUM</b>		Date: <u>11/14/24</u>	Released (Records):
To: ( ) PSDS/DICs	( ) Private Schools	( ) Elem/Sec School Heads	( ) Others:
For: ( ) Information	( ) Guidance	( ) Dissemination	( ) Strict Compliance
<b>ORLANDO E. MANUEL PhD., CESO V</b> Schools Division Superintendent			
By: ASDS	CIB Chief	SGOD Chief	AO Atty. 



Republic of the Philippines  
**Department of Education**  
 REGION II – CAGAYAN VALLEY

DepEd Regional Office No. 02



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12 November 2024

**REGIONAL MEMORANDUM**

No. 435, s. 2024

**SUBMISSION OF LEARNING AND DEVELOPMENT PRIORITY  
 NEEDS OF NON-TEACHING PERSONNEL**

To: Schools Division Superintendents  
 Functional Division Chiefs, Section and Unit Heads  
 SGOD Chiefs and HR Focal Persons  
 All Others Concerned

1. As an offshoot of the *Recalibration Workshop for the Three-Year Learning and Development Plan for Field Offices Non-Teaching Personnel* held on November 11-14, 2024 at Ermita, Manila, this Office hereby requests the Regional Office (RO) and all Schools Division Offices (SDOs) to identify and map out the priority needs of the Non-Teaching Personnel to be consolidated and emailed to [hrrd.region2@deped.gov.ph](mailto:hrrd.region2@deped.gov.ph) cc [joy.ferrerlopeza@deped.gov.ph](mailto:joy.ferrerlopeza@deped.gov.ph) not later than **November 25, 2024**.

2. The Online Learning and Development Needs Assessment Tool shall be used with specific link per office/division below:

Office/Division	LDNA Tool Link
Regional Office	<a href="https://tinyurl.com/mrxamsrm">https://tinyurl.com/mrxamsrm</a>
Batanes	<a href="https://tinyurl.com/axv2s3fm">https://tinyurl.com/axv2s3fm</a>
Cagayan	<a href="https://tinyurl.com/mtdb2xd7">https://tinyurl.com/mtdb2xd7</a>
Cauayan City	<a href="https://tinyurl.com/5v9vzvfj">https://tinyurl.com/5v9vzvfj</a>
City of Ilagan	<a href="https://tinyurl.com/mrx89d2a">https://tinyurl.com/mrx89d2a</a>
Isabela	<a href="https://tinyurl.com/bdf97jcd">https://tinyurl.com/bdf97jcd</a>
Nueva Vizcaya	<a href="https://tinyurl.com/mrx9689">https://tinyurl.com/mrx9689</a>
Quirino	<a href="https://tinyurl.com/bdz575ab">https://tinyurl.com/bdz575ab</a>
Santiago City	<a href="https://tinyurl.com/3pdnw8rx">https://tinyurl.com/3pdnw8rx</a>
Tuguegarao City	<a href="https://tinyurl.com/38tj9r4w">https://tinyurl.com/38tj9r4w</a>

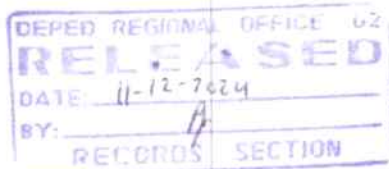
3. Respondents to the needs assessment survey are the employees occupying non-teaching positions based DepEd 007, s. 2023. Please see enclosed for ready reference.

4. The HR focal person with the assistance of the research specialist per SDO/office is expected to consolidate the results using the template which can be downloaded from <https://tinyurl.com/yhbw4tp8>.

5. The data to be submitted shall serve as the primary basis in finalizing the *Three-Year Learning and Development Plan of the Region and Schools Division Offices (2025-2027)* which shall be updated through this link <https://tinyurl.com/yhbw4tp8>.

6. Please note that all learning interventions to be conducted shall be charged against OPDNTF Program Support Fund.

4. For your information and compliance.



**BENJAMIN D. PARAGAS PhD, CESO III**

Director IV/Regional Director

*By authority of the Regional Director*

**FLORENTE E. VERGARA**  
DIRECTOR III

Encl.: As stated

Reference: Memorandum-DM-OUHROD-2024-2121

HRDD/RBC/jsf

**LIST OF DEPED AUTHORIZED POSITIONS**  
**Non-Teaching Positions**

*Note: Based from the DepEd GMIS and BHROD Classification as of February 15, 2021*

Position Title	Salary Grade
Attorney V	25
Chief Accountant	24
Chief Administrative Officer	24
Chief Education Supervisor	24
Chief Health Program Officer	24
Engineer V	24
Information Technology Officer III	24
Internal Auditor V	24
Planning Officer V	24
Project Development Officer V	24
Teachers' Camp Superintendent	24
Attorney IV	23
Medical Officer IV	23
Vocational School Administrator II	23
Accountant IV	22
Assistant Teacher's Camp Superintendent	22
Department Legislative Liaison Specialist	22
Engineer IV	22
Information Technology Officer II	22
Internal Auditor IV	22
Planning Officer IV	22
Project Development Officer IV	22
Project Evaluation Officer IV	22
Security Officer IV	22
Supervising Administrative Officer	22
Supervising Health Program Officer	22
Vocational School Administrator I	22
Attorney III	21
Medical Officer III	21
Dentist III	20
Accountant III	19
Architect III	19
Engineer III	19
Information Systems Analyst III	19
Information Technology Officer I	19
Administrative Officer V	18
Attorney II	18
Computer Programmer III	18
Guidance Services Specialist II	18
Health Education and Promotion Officer III	18
Internal Auditor III	18
Librarian III	18
Medical Officer II	18
Nutritionist-Dietitian III	18
Planning Officer III	18
Project Development Officer III	18
Senior Administrative Assistant V	18
Special Investigator III	18
Statistician III	18



**LIST OF DEPED AUTHORIZED POSITIONS**  
**Non-Teaching Positions**

*Note: Based from the DepEd GMIS and BHROD Classification as of February 15, 2021*

Position Title	Salary Grade
Computer Maintenance Technologist III	17
Dentist II	17
Information Systems Researcher III	17
Accountant II	16
Architect II	16
Attorney I	16
Engineer II	16
Guidance Services Specialist I	16
Information Systems Analyst II	16
Administrative Officer IV	15
Agriculturist II	15
College Librarian II	15
Computer Programmer II	15
Creative Arts Specialist II	15
Human Resource Management Officer II	15
Internal Auditor II	15
Librarian II	15
Nurse II	15
Nutritionist-Dietitian II	15
Planning Officer II	15
Project Development Officer II	15
Publication Production Supervisor	15
Registrar II	15
Security Officer II	15
Senior Administrative Assistant III	15
Special Investigator II	15
Statistician II	15
Administrative Officer III	14
Cashier II	14
Dentist I	14
Health Education and Promotion Officer II	14
Records Officer II	14
Senior Administrative Assistant II	14
Supply Officer II	14
College Librarian I	13
School Librarian III	13
Senior Administrative Assistant I	13
Vocational Placement Coordinator I	13
Accountant I	12
Administrative Assistant VI	12
Legal Assistant II	12
School Librarian II	12
Accounting Analyst	11
Administrative Assistant V	11
Administrative Officer II	11
Agriculturist I	11
Aquaculturist I	11
Budget Officer I	11
Communications Equipment Operator IV	11

**LIST OF DEPED AUTHORIZED POSITIONS**  
**Non-Teaching Positions**

*Note: Based from the DepEd GMIS and BHROD Classification as of February 15, 2021*

Position Title	Salary Grade
Computer Maintenance Technologist I	11
Creative Arts Specialist I	11
Dormitory Manager II	11
Fiscal Examiner I	11
Human Resource Management Officer I	11
Internal Auditor I	11
Librarian I	11
Nurse I	11
Nutritionist-Dietitian I	11
Planning Officer I	11
Project Development Officer I	11
Psychologist I	11
Registrar I	11
School Librarian I	11
Social Welfare Officer I	11
Statistician I	11
Warehouseman III	11
Administrative Officer I	10
Cashier I	10
Cinematographer I	10
Computer File Librarian II	10
Legal Assistant I	10
Supply Officer I	10
Administrative Assistant III	9
Communications Equipment Operator III	9
Dormitory Manager I	9
Printing Foreman	9
Science Research Assistant	9
Science Research Technician I	9
Senior Bookkeeper	9
Administrative Assistant II	8
Aquacultural Technician II	8
Artist-Illustrator II	8
Bookkeeper	8
Computer File Librarian I	8
Disbursing Officer II	8
Draftsman II	8
Internal Auditing Assistant	8
Project Development Assistant	8
Security Guard III	8
Administrative Assistant I	7
Copy Reader	7
Accounting Clerk II	6
Administrative Aide VI	6
Clerk III	6
Communications Equipment Operator II	6
Disbursing Officer I	6
Draftsman I	6
Electronics and Communications Equipment Technician I	6

**LIST OF DEPED AUTHORIZED POSITIONS**  
**Non-Teaching Positions**

*Note: Based from the DepEd GMS and BHRD Classification as of February 15, 2021*

Position Title	Salary Grade
Laboratory Technician I	6
Mechanic II	6
Mechanical Plant Operator II	6
Photoengraver II	6
Proofreader II	6
Typesetter II	6
Utility Foreman	6
Administrative Aide V	5
Handicraft Worker II	5
Legal Aide	5
Master Fisherman I	5
Security Guard II	5
Administrative Aide IV	4
Clerk II	4
Communications Equipment Operator I	4
Dental Aide	4
Fiscal Clerk I	4
Heavy Equipment Operator I	4
Houseparent I	4
Marine Engineman I	4
Mechanic I	4
Mechanical Plant Operator I	4
Metal Worker I	4
Nursing Attendant I	4
Statistician Aide	4
Telegram Carrier	4
Watchman II	4
Administrative Aide III	3
Clerk I	3
Cook I	3
Coxswain	3
Driver I	3
Fisherman	3
Handicraft Worker I	3
Lineman I	3
Security Guard I	3
Administrative Aide II	2
Construction and Maintenance Man	2
Farm Worker I	2
Guesthouse Caretaker	2
Light Equipment Operator	2
Nurse Maid I	2
Reproduction Machine Operator I	2
Watchman I	2
Administrative Aide I	1
Utility Worker I	1