
	Department of Education Region III <b>DIVISION OF CITY SCHOOLS</b> Angeles City Jesus Street, Pulungbulu, Angeles City		Document Code: SDO-QF-OSDS-SDS-003  Revision: 00  Effectivity date: 10/31/2018
	<b>DIVISION MEMORANDUM</b>		Name of Office: SDO, Angeles City

**RELEASED**

January 9, 2019

**DIVISION MEMORANDUM**

No. 17 S. 2019


JAN 11 2019

By \_\_\_\_\_  
 DepED Angeles City  
 Division of City Schools

**ACCOMPLISHMENT OF THE SCHOOL HEADS' TRAINING NEEDS ASSESSMENT TOOL**

To : All Heads of Public Elementary and Secondary Schools

1. In line with the preparation of the **2019 PROJECT SHEEP – School Heads' Educational Enhancement Program**, all school heads are required to accomplish the School Heads' Training Needs Assessment Tool using the link <http://deped.in/doactna> on or before January 15, 2019.
2. The Training Needs Assessment tool aims to:
  - a. determine the school head's needs for training and development;
  - b. serve as basis for the development of the School Head's Individual Plans for Professional Development (IPPD) and
  - c. design and deliver competency-based training and development programs that are responsive to their identified needs.
3. Immediate and wide dissemination of this Memorandum is earnestly desired.

  
**LEILANI SAMSON CUNANAN, CESO VI**  
 Schools Division Superintendent