



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OFFICE - CAPIZ**

October 20, 2023

**DIVISION MEMORANDUM**

No. 530, s. 2023

**2023 PRIORITY LEARNING AND DEVELOPMENT  
NEEDS OF SCHOOL HEADS**

To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors  
Curriculum Implementation Division  
School Governance and Operations Division  
Education Program Supervisors  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools  
All Others Concerned

1. Attached is Regional Memorandum No. 804, s. 2023, dated October 20, 2023 titled **2023 PRIORITY LEARNING AND DEVELOPMENT NEEDS OF SCHOOL HEADS**.
2. This Office through the Human Resource Development Section is requesting all districts to submit the **2023 Priority Learning and Development Needs of School Heads** on or before 12:00 noon October 23, 2023, through <https://bit.ly/3QoO1fX>.
3. Immediate dissemination of and compliance with this Memorandum are desired.

*Miguel*  
**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent *MA*

Encl.: 2023 School Heads Priority Learning and Development Needs  
References: Regional Memorandum No. 804, s. 2023

To be indicated in the Perpetual Index under the following subjects:

DATA

SCHOOL HEADS



**Address:** Banica, Roxas City  
**Contact Number:** (036) 6518 456/0968-869-5867  
**Email Address:** [capiz@deped.gov.ph](mailto:capiz@deped.gov.ph)  
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Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS

OCT 20 2023

REGIONAL MEMORANDUM  
No. 804 s. 2023

**2023 PRIORITY LEARNING AND DEVELOPMENT NEEDS OF SCHOOL HEADS**

**To: Schools Division Superintendents  
All Others Concerned**

1. The Department of Education, through the National Educators Academy of the Philippines (NEAP), is committed to provide opportunities for the professional growth and lifelong learning of its teachers and school leaders as a key foundation for upgrading the quality of basic education.


2. To ensure that the professional development programs and courses are based on needs of target school heads, this Office, through the Human Resource Development Division, requests all Schools Division Offices, through the School Governance and Operations Division - Human Resource Development Unit, to submit the **2023 Priority Learning and Development Needs of School Heads** on or before **October 23, 2023**, through [region6.hrdd@deped.gov.ph](mailto:region6.hrdd@deped.gov.ph), using the enclosed template, downloadable through the link and QR code below:

Link: <https://bit.ly/2023PDNeedsSH>

QR Code:



3. Immediate dissemination of and compliance with this Memorandum are desired.

  
ATTY. MARILES ROLA-PALACIOS  
Attorney IV  
**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

Encl.: 2023 School Heads Priority Learning and Development Needs

Reference: None

To be indicated in the Perpetual Index  
under the following subjects:

DATA

SCHOOL HEADS

RBM/HRDD- 2023 Priority L&D Needs of School Heads  
0041 October 17, 2023



Address: Duran Street, Iloilo City, 5000  
Telephone Nos: (033)337-0149, 336-2816  
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Republic of the Philippines  
**Department of Education**  
 REGION VI – WESTERN VISAYAS

**2023 Priority Learning and Development Needs of School Heads**

(Based on 2023 Learning and Development Needs Assessment Report of the Schools Division Office)

<b>A. Functional Competency Needs (based on Philippine Professional Standards for School Heads-PPSSH)</b>			
Priority	Domain	Career Stage/ Strand	Training Proposal Title to address the Gap (e.g. Instructional Supervision, Research and Innovation, Project Management Course)
Example	Domain 3: Focusing on Teaching and Learning	3.5.2 Provide technical assistance to teachers in using learning assessment tools, strategies and results consistent with curriculum requirements to ensure accountability in achieving higher learning outcomes.	Instructional Supervision for School Heads
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
<b>B. Core and Behavioral Skills Competency Needs (based on OPCRF)</b>			
Priority	Competency	Indicator	Training Proposal Title to address the Gap (e.g. Thinking Outside the Box, Building Team Excellence)



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Example	Oral and  Written Communication	-express clearly, fluently, and articulately in an organized and Expresses self clearly, fluently and articulately. -Writes routine correspondence/communications, narrative and descriptive report based on readily available information data with minimal spelling or grammatical error/s (e.g. memos, minutes, etc.).	Rhetoric: The Art of Persuasive Writing and Public Speaking
1			
2			
3			
4			
5			

*Note: If needs of School Heads are more than the number provided in the template, prioritize using the Matrix for Identifying the Priority Improvement Areas as described below:*

*Matrix for Identifying the Priority Improvement Areas*

Criteria	Description	Scale	Average Rating	Interpretation
Strategic Importance	The number of other areas that will benefit when the improvement area is addressed	5-Very High	4.50-5.00	Very High Priority
Urgency	The urgency or need to improve the area as soon as possible	4-High	3.50-4.49	High Priority
Magnitude	The number of learners that will benefit when the improvement area is addressed	3-Moderate	2.50-3.49	Moderate
Feasibility	The degree to which the improvement area is within the school's mandate and control	2-Low	1.50-2.49	Low Priority
		1-Very Low	1.00-1.49	Very Low Priority

Prepared by:

\_\_\_\_\_  
 HRD Senior Education Program Specialist

Approved:

\_\_\_\_\_  
 Schools Division Superintendent



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