



Republic of the Philippines  
Department of Education  
Region III  
**SCHOOLS DIVISION OF BULACAN**

April 27, 2023

DIVISION MEMORANDUM


No. 175, s. 2023

**SURVEY OF TECHNICAL ASSISTANCE AND TRAINING NEEDS OF ADMINISTRATIVE OFFICERS AND ASSISTANTS IN THE SCHOOLS DIVISION OFFICE OF BULACAN**

To: Assistant Schools Division Superintendents  
SGOD and CID Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
Unit Heads  
Elementary, JHS and SHS Principals/OICs  
All Others Concerned

1. In the pursuance of the creation of a culture of excellence in management operations in the Schools Division Office of Bulacan, an online survey on the technical assistance and training needs of Administrative Officers II and Administrative Assistants III and II shall be conducted.
2. This survey is a self-assessment tool cross-validated with the immediate superior's assessment of the performance of AO IIs, ADSes III and II.
3. The purpose of this survey is to describe the perceived competency level and basis for capacity building and technical assistance.
4. An online orientation to the target respondents will be provided on May 2, 2023 at 3:00pm.
5. The link to the survey will be forwarded on May 2, 2023 to the DepEd email address of the survey respondents and the results will be harvested on May 5, 2023. Those without DepEd gmail account must submit request for creation and password reset to [sdobulacanaccounting@deped.gov.ph](mailto:sdobulacanaccounting@deped.gov.ph)
6. The result of this survey will be evaluated by the Finance Unit and accordingly, interface with the Field Technical Assistance Division (FTAD), Human Resource and Development (HRDP) and Quality Assurance Division (QAD) to properly address the evaluated results.
7. For information and wide dissemination.

Accounting Unit  
April 27, 2023

  
**NORMA P. ESTEBAN, EdD., CESO V**  
Schools Division Superintendent

