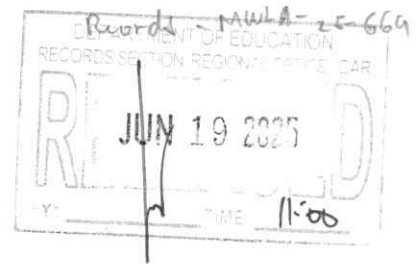




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region



17 JUNE 2025

**REGIONAL MEMORANDUM**

No. 419-2025

**PARTICIPATION IN THE TRAINING NEEDS ANALYSIS (TNA) SURVEY FOR  
REGIONAL AND DIVISION YOUTH FORMATION COORDINATORS**

To: Assistant Regional Director  
Schools Division Superintendents  
School Division Offices  
All Others Concerned

1. Relative to DepEd Memorandum **DM-OUOPS-2025-11-03344**, the Office of the Undersecretary for Operations, through BLSS-Youth Formation Division, will conduct an Online Training Needs Analysis (TNA) for all Regional and Division Youth Formation Coordinators.
2. The TNA aims to assess the current competencies and inform the design of a responsive Learning and Development Program aligned with the competency framework for non-teaching personnel. The collected data will guide targeted capacity-building initiatives in youth engagement, leadership, and program implementation.
3. All concerned Youth Formation Coordinators are required to accomplish the survey on or before **June 30, 2025** via this link: **<https://tinyurl.com/TNA-DepEdYFC>**
4. Attached to this memorandum is to DM-OUOPS-2025-11-03344.
5. For concerns and clarifications, please contact Georgina C. Ducayso, ESSD Chief through email [car.essd@deped.gov.ph](mailto:car.essd@deped.gov.ph) or May Claire A. Jimenez, PDO IV through email: [mayclaire.jimenez@deped.gov.ph](mailto:mayclaire.jimenez@deped.gov.ph).
6. Immediate dissemination and compliance with this memorandum is desired.

  
**ESTELA P. LEON - CARIÑO EdD, CESO III**

Director IV/Regional Director

Enclosure: As Stated


ESSD/GCD/zgg: (Participation in the TNA Survey for Regional and Division Youth Formation Coordinators)  
June 17, 2025



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601

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 DepEd Tayo Cordillera

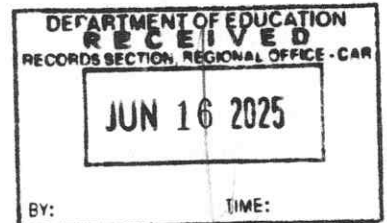
 <https://depedcar.ph>





Republika ng Pilipinas  
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

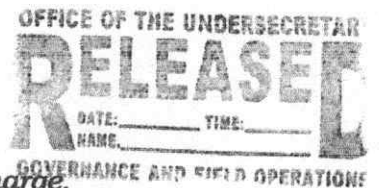


MEMORANDUM

DM-OUOPS-2025-11-03344

TO : Minister, Basic, Higher and Technical Education, BARMM  
Regional Directors  
Schools Division Superintendent  
Regional and Division Youth Formation Coordinators  
All Others Concerned

FROM : **MALCOLM S. GARMA**  
Assistant Secretary for Operations, Officer-in-Charge,  
Office of the Undersecretary for Operations



SUBJECT : **CONDUCT OF TRAINING NEEDS ANALYSIS FOR REGIONAL  
AND DIVISION YOUTH FORMATION COORDINATORS**

DATE : May 20, 2025

The Office of the Undersecretary for Operations (OUOPS), through the Bureau of Learner Support Services – Youth Formation Division (BLSS-YFD), will be conducting an **Online Training Needs Analysis (TNA) for all Regional and Division Youth Formation Coordinators**.

This initiative aims to assess the current skills, knowledge, and competencies of Youth Formation Coordinators, identifying areas that require further strengthening aligned with the current effort of the Bureau of Human Resource and Organizational Development to develop competency framework for non-teaching personnel. The results of this TNA will serve as the foundation for designing a Learning and Development (L&D) Program that is responsive to their roles in effectively implementing youth formation programs and initiatives nationwide.

In line with this, all Regional and Division Youth Formation Coordinators are required to complete the TNA survey through <https://tinyurl.com/TNA-DepEdYFC> on or before **June 30, 2025**.

The information gathered will be instrumental in shaping targeted training interventions that will enhance the coordinators' ability to facilitate meaningful youth engagement, leadership development, and program implementation at their respective governance levels.

The active participation of all concerned personnel is highly encouraged to ensure that future capacity-building activities are aligned with the actual needs and challenges faced by Youth Formation Coordinators.

BLSS-YFD-2025-05-055



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Effectivity	03.23.23	Page	1 of 2



Certificate No. PDP 055

For any concerns or clarifications, you may reach out to BLSS-YFD via email at [blss.yfd@deped.gov.ph](mailto:blss.yfd@deped.gov.ph).

Immediate and wide dissemination of this Memorandum is requested.

[BLSS-YFD/GRV/03252025]