DIVISION MEMORANDUM
NO. 295, s.2016

PRIME HRM: NEEDS ASSESSMENT QUESTIONNAIRE (NAQ) & INDIVIDUAL DEVELOPMENT PLAN (IDP) TEMPLATES

To: Division Chiefs
   Public Schools District Supervisors
   Education Program Supervisors
   SGOD Personnel
   SDO Unit Heads
   Public Elementary School Heads
   Public Secondary School Heads (Annexes & Extension Classes)
   Department Heads (DiCNHS)
   SHS-OIC

1. Needs Assessment Questionnaire (NAQ) and Individual Development Plan (IDP) are two of the important documents that Civil Service Commission required for Maturity Level- Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM).

2. This office encourages all the districts, schools and offices to conduct orientation regarding these templates. In addition, it is expected that on August 22-31, 2016 these two templates will already be filled-in and submitted to Human Resource Development Division, attention: Mr. Ronald B. Dedace, EPS II-HRD.

3. Attached hereto are samples of NAQ and IDP for your reference.

4. For information, guidance and immediate dissemination.

For and in the absence of

DEE D. SILVA, DPA, CESO VI
Schools Division Superintendent

SOLLIE B. OLIVER
Education Program Supervisor
Officer-In-Charge
Needs Assessment Questionnaire

To the Respondent:
This Assessment is intended to find out your learning and development needs to become more effective in your performance of current as well as future responsibilities. Please respond to all questions honestly. Your answers will be treated with utmost confidence.

PART I: Personal Data

Name: JUAN DELA CRUZ
School/Office: DIGOS CITY DIVISION

Position/Designation: ADMINISTRATIVE AIDE II
Gender: MALE

Educational Attainment: 

- Post-Graduate Degree
- College Level
- Bachelors Degree
- High School Graduate

Number of Years in Present Position:

- above 10 years
- 6-10 years
- 1-5 years
- less than 1 year

PART II: Work Performance

What would you say about your current job performance? Indicate your views on the scale given.

<table>
<thead>
<tr>
<th></th>
<th>Very Good</th>
<th>Good</th>
<th>Average</th>
<th>Fair</th>
<th>Poor</th>
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</thead>
<tbody>
<tr>
<td>1. Quality of work</td>
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<tr>
<td>performance</td>
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<td>2. Competence to carry out</td>
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<td>the job</td>
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<td>Highly Satisfied</td>
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<td>Satisfied</td>
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<td>To Some Extent</td>
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<td>Very Little</td>
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<td>Not at All</td>
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</table>

3. Are you satisfied with your current performance? √

4. In the work environment, do you face any problem/needs that affect your work? 
   Yes ☑️ No

5. If yes, please specify: How to manage customers with different aspirations, motivations and reasons.

PART III. Knowledge and Skills

What would you say about your knowledge and skills in your current job in terms of the following:

<table>
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<th>Good</th>
<th>Average</th>
<th>Fair</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Writing Effectively</td>
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<tr>
<td>2. Speaking Effectively</td>
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<td>3. Management Information</td>
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<tr>
<td>4. Customer Service</td>
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<td>5. Records Management</td>
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</table>

What new knowledge and/or skills would you need to further improve your current performance?

The new knowledge and skills I would need to further improve in my current performance is how to treat the needs of the customers to achieve a higher level of customer satisfaction and a more enjoyable working experience. Develop my interpersonal skills and learning more about communication.

What knowledge and/or skills would you consider useful for your continued personal and professional development?

The knowledge and skills I would consider useful in continued personal and professional development is the management of information through the delivery of information to the right people at the right time.

Thank you!

Source: Agnes R. Pompango, Training Needs Analysis

Sample Planning Guidebook
<table>
<thead>
<tr>
<th>Position/Classification</th>
<th>Objective</th>
<th>Date/Target Date</th>
<th>Achieved (Date)</th>
<th>Action/Reconciliation</th>
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**Position/Classification:**
- Physical Education - Elementary
- Physical Education - Secondary
- Athletics (Optional)

**Objective:**
- Improve physical fitness levels among students.
- Enhance student participation in extracurricular activities.
- Implement a new curriculum focusing on physical wellness.

**Date/Target Date:**
- 01/15/16
- 03/15/16
- 05/15/16

**Achieved (Date):**
- 01/15/16
- 03/15/16
- 05/15/16

**Action/Reconciliation:**
- Develop a comprehensive fitness program.
- Increase funding for sports facilities.
- Conduct regular workshops for teachers on physical education.

**Indoctrination Development Plan (IDP):**
- Identify key areas for improvement.
- Develop strategies for addressing identified weaknesses.
- Regularly review progress to ensure continuous improvement.