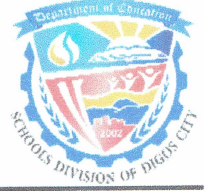




Republic of the Philippines
Department of Education
 Region XI
SCHOOLS DIVISION OF DIGOS CITY
 Digos City



DIVISION MEMORANDUM
 No. 254, s.2018

March 19, 2018

**TRAINING NEEDS SURVEY FOR THE TEACHING PERSONNEL, SCHOOL HEADS
 AND SDO PERSONNEL**

To: Division Chiefs
 Public Schools District Supervisors
 Public Elementary School Heads
 Public JHS/SHS School Heads
 All Schools Division Office Personnel

1. This is in reference to the Learning and Development (L&D) System-subsystem 1 which is the Learning and Development Needs Assessment (LDNA). This Office would like to better understand your continuing education needs.
2. Attached are the training needs survey forms for the teaching personnel, school heads and SDO Personnel.
3. The deadline of submission of the survey forms is on or before April 6, 2018, attention: Human Resource Development (HRD).
4. Wide and immediate dissemination of this Memorandum is earnestly desired.

FOR AND IN THE ABSENCE OF:

WINNIE E. BATOON, EdD
 Officer in Charge
 Office of the Schools Division Superintendent

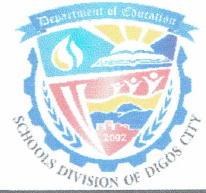
Melanie P. Estacio
MELANIE P. ESTACIO, Ph.D
 OFFICER-IN-CHARGE
 OFFICE OF THE ASSISTANT SCHOOLS DIVISION SUPERINTENDENT

DepEd Schools Division Office of Digos City
RELEASED
 18-5218
 Date: MAR 20 2018 Time: 11:05 AM
 By: *[Signature]*

ronald dedace: March 19, 2018 Training Needs Survey



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Training Needs Survey for the Teaching Personnel

We would like to better understand your continuing education needs. Please take a few minutes to complete this training needs survey. Check one (1) box in every item. Your responses will be treated with utmost confidentiality. How important are the training topics for you?

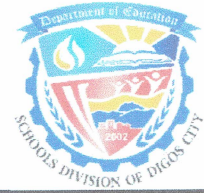
Name: _____ Position: _____ Grade Level Taught: _____
School: _____ Gender: _____ Number of Years in Service: _____ Subject/s Taught: _____

KRAs	Dimensions	Very Urgent (3)	Urgent (2)	Less Urgent (1)
Teaching-Learning Process	Lesson Planning			
	Pedagogies/Strategies			
	-Constructivism			
	-Thematic Approach			
	-Inquiry-Based			
	- Differentiated Instruction			
	Preparation of Contextualized Instructional Materials			
	Quality Assurance of Learning Resources			
	Effective Facilitator			
	Communication Styles			
	Microsoft Office			
	The Art of Questioning			
	Effectively Searching the Internet			
Others, please specify: _____				
Students' Outcome	Test Construction			
	Table of Specifications			
	Item Analysis			
	Utilization of the Results of the Item Analysis			
	Process Improvement Skills			
	Others, please specify: _____			
Community Involvement	Interpersonal Communication			
	Leading Productive Meetings			
	Establishing Linkages/Partnerships			
	Successful Project Management			
	Others, please specify: _____			
Professional Growth & Development	Conducting Action Research			
	Time Management			
	Plan and Managing Budget			
	Advanced ICT Skills			
	Professionalism and Ethics(issuances, CSC rules, orders, etc.)			
	Others, please specify: _____			
Behavioral Competencies	Getting Assertive			
	Employee Motivation			
	Making Teams Work			
	Managing Conflict			
	Facilitating Workplace Learning			
	Human Behavior Management			
	Discipline without Punishment			
	Workplace Ethics			
	Others, please specify: _____			

Thank you for your invaluable input.



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Training Needs Survey for the School Heads

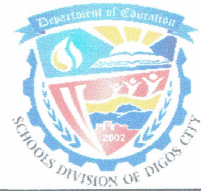
We would like to better understand your continuing education needs. Please take a few minutes to complete this training needs survey. Check one (1) box in every item. Your responses will be treated with utmost confidentiality. How important are the training topics for you?

Name: _____ Position: _____
School: _____ Gender: _____ Number of Years in Service: _____

KRAs	Dimensions	Very Urgent 3	Urgent 2	Less Urgent 1
Instructional Leadership	Assessment			
	Pedagogies/Strategies Constructivism			
	Thematic Approach			
	Inquiry-Based			
	Differentiated Instruction			
	Classroom Management			
	Preparation of Contextualized Instructional Materials			
	Quality Assurance of Learning Materials			
	Instructional Supervision			
	Processes of Class Observation			
	Others, please specify:			
Learning Environment	Inventory Management and Control			
	Continuous Quality Improvement			
	Strategic Supply Management			
	Managing Priorities			
	Management of School Plant and Facilities			
	Others, please specify:			
Human Resource Management and Development	Conducting Action Research			
	Time Management			
	Advanced ICT Skills			
	Career Pathing			
	Effectively Searching the Internet			
	Professionalism and Ethics(issuances, CSC rules, orders, etc.)			
	Customer Service Skills			
	Plan and Managing Budget			
	Others, please specify:			
Parents' Involvement and Community Partnership	Interpersonal Communication Skills			
	Leading Productive Meetings			
	Successful Project Management			



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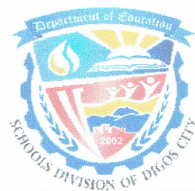


School Leadership Management and Operations	How to Speak Persuasively			
	Establishing Linkages/Partnerships			
	Coaching for High Performance			
	Performance Management			
	Strategic Management			
	Leadership Skills			
	Effective Coaching and Mentoring			
	Development of Contextualized Monitoring Tools			
	Innovation and Initiatives (PPAs)			
	Process Improvement Skills			
	Others, please specify:			
Behavioral Competencies	Getting Assertive			
	Employee Motivation			
	Making Teams Work			
	Managing Conflict			
	Facilitating Workplace Learning			
	Human Behavior Management			
	Discipline without Punishment			
	Personal and Professional Attributes and Interpersonal Effectiveness			
	Workplace Ethics			
	Others, please specify:			

Thank you for your invaluable input.



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Training Needs Survey for the SDO Personnel

We would like to better understand your continuing education needs. Please take a few minutes to complete this training needs survey. You are limited to check three (3) boxes in every item. The three training areas most important to your development over the next two years would be.

Name: _____ Position: _____
Office: _____ Gender: _____ Number of Years in Service: _____

1. What type/s of Communication Skills training, if any, would benefit you?

☐	Business Writing
☐	E-mail Protocol/Etiquette
☐	Communication Styles
☐	Interpersonal Communication Skills
☐	How to Speak Persuasively
☐	Listen and be Listened To
☐	Satisfying Difficult Customers
☐	Other Communication Skills training (Please specify) _____

2. What type/s of Customer Service Skills training, if any, would benefit you?

☐	How to Deal with Difficult People
☐	Keeping Customers for Life
☐	Great Customer Connection
☐	Managing Customer Satisfaction
☐	Phone Power-Increase Effectiveness
☐	Customer Service Skills
☐	Other Customer Service Skills training (Please specify) _____

3. What type/s of Health and Safety Skills training, if any, would benefit you?

☐	First Aid
☐	Health and Safety in the Office
☐	Personal Strategies for Managing Stress
☐	Preventing Violence in the Workplace
☐	Sexual Harassment Prevention
☐	Ergonomics
☐	Other Health and Safety Skills training (Please specify) _____

4. What type/s of Information Technology/Software Skills training, if any, would benefit you?

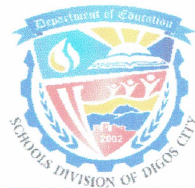
☐	Adobe Design
☐	AutoCAD
☐	Basic keyboard Skills
☐	Effectively Searching the Internet
☐	Introduction to the Internet
☐	Photoshop
☐	Microsoft Access
☐	Microsoft Office
☐	Other Information Technology/Software Skills training (Please specify) _____

5. What type/s of Employee Relations Skills training, if any, would benefit you?

☐	Working with Unions
☐	Performance Management Implementation
☐	Understanding and Managing Diversity
☐	Managing Conflict
☐	Making Teams Work
☐	Labor Relations-Balance (employee-employer relationship)
☐	Employee Motivation
☐	Facilitating Workplace Learning
☐	Human Resource Management



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	Performance Appraisals-Strategies for Success
	Fair, Square and Legal Hiring Practices (seeking to stay within the law and avoid violating the rights of the employees)
	Other Employee Relation Skills training (Please specify)_____

6. What type/s of Process/Production Improvement Skills training, if any, would benefit you?

	Continuous Quality Improvement
	Effective Succession Planning
	Inventory Management and Control
	Strategic Supply Management
	Total quality Management
	ISO- Understanding and Implementation
	Other Process/Production Improvement Skills training (Please specify)_____

7. What type/s General Skills training, if any, would benefit you?

	Critical Thinking
	Planning and Managing Change
	Establishing Career Pathways
	Discipline without Punishment
	Training Management
	Human Behavior Management
	Getting Assertive
	Train-the-Trainer
	Other General Skills training (Please specify)_____

8. What type/s of Administrative Skills training, if any, would benefit you? (For the Division Chiefs, PSDSs, Unit Heads, EPSs items only)

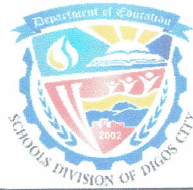
	Creative Problem Solving
	Decision-Making-Reaching Agreement
	Develop Strategic Plan
	Effective Facilitator
	Managing Priorities
	Office Management
	Problem Solving in the Workplace
	Rule and Policy Making
	Taking Control with Time Management
	Planning and Organizing
	Skills for Success
	Other Administrative Skills training (Please specify)_____

9. What Financial Management Skills training, if any, would benefit you? (For Budget and Accounting Personnel only)

	Management Accounting Basics
	State Budgeting Process
	Public Accounting Principles
	Financial Analysis
	Auditing and Assurance Services
	Non-Profit Accounting
	Plan and Managing Budget
	Prepare for a Financial Forecast
	Other Financial Management Skills training (Please specify)_____



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10. What type/s Supervisory/Leadership Skills training, if any, would benefit you? (For the Division Chiefs, PSDSs, Unit Heads, EPSs items only)

	Delegating for Business Success
	Coaching for High Performance
	Beyond Race and Gender
	Leadership Skills
	Performance Management
	Strategic Management
	Successful Project Management
	Labor Relations
	Planning and Leading Productive Meetings
	Effective Coaching
	First-Line Supervision
	Process Improvement Skills
	Other Supervisory/Leadership Skills training (Please specify) _____

Thank you for your invaluable input.