



Republic of the Philippines  
 Department of Education  
 Region X  
**DIVISION OF MISAMIS ORIENTAL**  
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## Human Resource Development

### Training/Learning Survey Needs Analysis (T/LSNA)

The Division of Misamis Oriental examines its human resources' needs and explores on what can be done to provide employees with development, competencies, resources and possible materials for specific jobs. Moreover, it recognizes the need of every employee to be skilled in performing work-related tasks in a cost-effective, efficient, effective, and safe manner. When the expected level of job performance is low, an HRD program might address the need.

In line with this, the Human Resource Development Section of the Division of Misamis Oriental conducts a Training/Learning Survey Needs Analysis to all employees. All employees are hereby encouraged to take a few minutes to complete this training/learning needs survey.

*Survey starts here...*

Name: \_\_\_\_\_ Age: \_\_\_\_\_ School: \_\_\_\_\_ District: \_\_\_\_\_

Position: \_\_\_\_\_ Years in Service: \_\_\_\_\_ Course/Major: \_\_\_\_\_

Grade Level/Subject Area Handled: \_\_\_\_\_ Highest Educational Attainment: \_\_\_\_\_

Other Assignment (if any) \_\_\_\_\_

I. **Instructions:** To the right of each training topic are numbers 1, 2, and 3 (Degree of Need). Please check the appropriate number that you feel best describes **your training needs** in each area. (Scale: 1-training is not needed, 2-training is of moderate need, 3-training is of great need)

TRAINING TOPICS	1	2	3
1. Listening Skills			
2. Conflict Resolution			
3. Stakeholder Service			
4. Culture Sensitivity			
5. Retirement Planning			
6. Time Management			
7. Computer Training Courses			
8. Basic Counselling Skills			
9. Identifying Students with Special Problems			
10. Employee Performance Management			
11. Workplace Ethics			
12. Preventing Sexual Harassment			
13. Workplace Violence			
14. Interpersonal Skills			
15. Intrapersonal Skills			
16. Team Building			
17. Gender Sensitivity Training			

18. Financial Management			
19. Classroom Management			
20. Communication Skills			
21. Personality Development			
22. Bullying Prevention			

*For computer Training Course Need:*

Please rate the importance of the following specific computer skills.

(check all that apply)

- Desktop Publishing
- Word Processing
- Databases
- Spreadsheets
- Emails
- Creating and Publishing Web Documents
- Operating Windows

II. *Instructions:* Rank the training needs according to the degree of importance by writing 1-22 with 1 as the most important and 22 as the least important.

TRAINING SKILLS	RANK	TRAINING SKILLS	RANK
1. Listening Skills		12. Preventing Sexual Harassment	
2. Conflict Resolution		13. Workplace Violence	
3. Stakeholder Service		14. Interpersonal Skills	
4. Culture Sensitivity		15. Intrapersonal Skills	
5. Retirement Planning		16. Team Building	
6. Time Management		17. Gender Sensitivity Training	
7. Computer Training Courses		18. Financial Management	
8. Basic Counselling Skills		19. Classroom Management	
9. Identifying Students with Special Problems		20. Communication Skills	
10. Employee Performance Management		21. Personality Development	
11. Workplace Ethics		22. Bullying Prevention	

III. Write the title of your recent training participated which is funded by the DepEd (exclude school-based training).

Date of Training	Title of Training Attended

IV. What is your preference when you attend training? (Please check)

Leave out	
Stay in	

VI. Do you have **training needs specific to your job/assignment?** ... if so, what are they?

1.
2.
3.
4.
5.

VII. List down the training conducted in your school for SY 2015-2016 and SY 2016 and 2017

TRAININGS CONDUCTED	DATE
1.	
2.	
3.	
4.	
5.	

Thank you for your participation in this Survey.  
Your sincere input and time are greatly appreciated. 😊

-HRD

*hrd/cbo/mdb*