

Department of Education  
HRMD Effectiveness Survey

**Part I.** This is a survey on the effectiveness of the human resource management and development practices in the Department of Education. The results will be used to enhance the current HRMD practices. We would appreciate your honest assessment. We will treat your responses in strict confidence.

**Part II.** Please fill out the following fields completely. The information obtained will be collated and analyzed as a group of respondents rather than individually.

|                                     |  |
|-------------------------------------|--|
| Location (please check one)         | Region 1 <input type="checkbox"/> Region 3 <input type="checkbox"/> Region 7 <input type="checkbox"/> Region 10 <input type="checkbox"/> Central Office <input type="checkbox"/> |
| Salary Grade (please check one)     | SG 1-11 <input type="checkbox"/> SG 12-23 <input type="checkbox"/> SG 24 & above <input type="checkbox"/>  |
| Nature of Appointment               | Regular <input type="checkbox"/> Contractual <input type="checkbox"/> Casual <input type="checkbox"/> Others (please specify) <input type="checkbox"/>                           |
| Number of years in current position | <input type="text"/> Total number of years in service with DepEd <input type="text"/>  |
| Age                                 | <input type="text"/>   |
| Sex                                 | Male <input type="checkbox"/> Female <input type="checkbox"/>  |
| With disability                     | Yes <input type="checkbox"/> No <input type="checkbox"/>   |
| Civil Status                        | Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/>   |
| No. of children                     | <input type="text"/>   |

**Part III.** Rate the following statements based on the scale below. Put a mark (x) on the appropriate box and write your comments in the space provided for each statement.

1 - strongly disagree    2 - disagree    3 - agree    4 - strongly agree

|   | Statements   | 1 | 2 | 3 | 4 | Comments |
|---|--|---|---|---|---|----------|
| I | HRMD Systems and Competencies  |   |   |   |   |          |
| A | HR Planning and Job Design   |   |   |   |   |          |
| 1 | Staff requirements in terms of number and skills of employees are made periodically.                     |   |   |   |   |          |
| 2 | Staff requirements are based on the department plans and targets of DepEd.                               |   |   |   |   |          |
| 3 | HR reports are prepared and shared with all concerned departments in DepEd.                              |   |   |   |   |          |
| 4 | Jobs in DepEd are motivating.  |   |   |   |   |          |
| 5 | The actual work assignments given to employees are similar to those specified in their job descriptions. |   |   |   |   |          |
|   |  |   |   |   |   |          |

|          | Statements   | 1 | 2 | 3 | 4 | Comments |
|----------|--|---|---|---|---|----------|
| <b>B</b> | <b>Recruitment, Selection and Induction</b>  |   |   |   |   |          |
| 6        | Job vacancies are filled in a timely manner.   |   |   |   |   |          |
| 7        | The HR departments/units are able to provide the right people for the right jobs when needed.                              |   |   |   |   |          |
| 8        | Newly-hired employees are properly oriented about their jobs.  |   |   |   |   |          |
| 9        | Vacancy announcements demonstrate that DepEd is an equal opportunity organization.   |   |   |   |   |          |
| 10       | The HR departments/units staff are able to give advice to officers/officials on recruitment, selection and induction.      |   |   |   |   |          |
| <b>C</b> | <b>Learning and Development</b>  |   |   |   |   |          |
| 11       | Employees are trained to do their current jobs.  |   |   |   |   |          |
| 12       | Employees are able to use their new knowledge and skills in their jobs.  |   |   |   |   |          |
| 13       | Programs are available to develop employees.   |   |   |   |   |          |
| 14       | Career development plans are prepared and implemented for employees.   |   |   |   |   |          |
| 15       | The HR departments/units are able to perform the learning and development function well.                                   |   |   |   |   |          |
| <b>D</b> | <b>Succession Planning</b>   |   |   |   |   |          |
| 16       | Leadership positions in DepEd have identified replacements or successors.  |   |   |   |   |          |
| 17       | There is a pool of potentials for leadership positions in DepEd.   |   |   |   |   |          |
| 18       | There is a program to develop potentials to assume leadership positions in the future.                                     |   |   |   |   |          |
| 19       | There is an HR database that informs the management of anticipated internal and external replacement for vacant positions. |   |   |   |   |          |
| 20       | Development methodologies are implemented to enhance capability of identified potentials to assume future roles.           |   |   |   |   |          |
| <b>E</b> | <b>Results-Based Performance Management System</b>   |   |   |   |   |          |
| 21       | Officers/officials and employees meet to discuss the performance targets of the employees.                                 |   |   |   |   |          |
| 22       | Employees are clear and committed on what they are supposed to do to deliver the outputs in their jobs.                    |   |   |   |   |          |

|          | Statements  | 1 | 2 | 3 | 4 | Comments |
|----------|---|---|---|---|---|----------|
| 23       | Officers/officials provide regular feedback on the performance of staff .                             |   |   |   |   |          |
| 24       | Officers/officials are providing effective supervision and coaching on employees' performance.        |   |   |   |   |          |
| 25       | Employees are rewarded or recognized for meeting their performance targets.                           |   |   |   |   |          |
| <b>F</b> | <b>Compensation and Benefits</b>  |   |   |   |   |          |
| 26       | The HR departments/units are able to recommend compensation and benefits specified for the position.  |   |   |   |   |          |
| 27       | DepEd employees believe that their compensation is commensurate to the responsibilities they perform. |   |   |   |   |          |
| 28       | HR departments/units are able to process staff benefits on time.                                      |   |   |   |   |          |
| 29       | Salaries are disbursed on time.   |   |   |   |   |          |
| 30       | Recognition, rewards and benefits are provided to deserving employees.                                |   |   |   |   |          |
| <b>G</b> | <b>Employee Welfare and Wellness</b>  |   |   |   |   |          |
| 31       | Employees find the physical working environment as conducive to effective performance.                |   |   |   |   |          |
| 32       | Employees feel they get the resources and equipment they need to do their work.                       |   |   |   |   |          |
| 33       | The needs of both male and female employees are addressed in the workplace.                           |   |   |   |   |          |
| 34       | The needs of employees with disability are addressed in the workplace.                                |   |   |   |   |          |
| 35       | Employees participate in developing plans and programs to address workplace issues and problems.      |   |   |   |   |          |
| <b>H</b> | <b>Employee Relations</b>   |   |   |   |   |          |
| 36       | Employees express an intention and willingness to stay.   |   |   |   |   |          |
| 37       | Employees are able to express their views and participate in group work.                              |   |   |   |   |          |
| 38       | Employees experience supportive management and leadership from their superiors.                       |   |   |   |   |          |
| 39       | There is a mechanism for addressing employee grievances.  |   |   |   |   |          |
| 40       | Employees Union's opinions are discussed by management to arrive at a mutual agreement                |   |   |   |   |          |
|          |   |   |   |   |   |          |

|            | Statements   | 1 | 2 | 3 | 4 | Comments |
|------------|--|---|---|---|---|----------|
| <b>I</b>   | <b>Monitoring and Evaluation</b>   |   |   |   |   |          |
| 41         | There is a plan used to monitor and evaluate the implementation of the various HRMD systems and practices.   |   |   |   |   |          |
| 42         | There are clear standards used to measure the effectiveness of the HRMD systems and practices.   |   |   |   |   |          |
| 43         | The results of the monitoring and evaluation process are acted upon.   |   |   |   |   |          |
| 44         | There are monitoring and evaluation tools used to gather feedback on HRMD systems.   |   |   |   |   |          |
| 45         | Officers/officials and staff suggest on how to enhance HRMD processes.   |   |   |   |   |          |
| <b>II</b>  | <b>HRMD Strategy</b>   |   |   |   |   |          |
| 46         | The HRMD plans are based on the goals of DepEd.  |   |   |   |   |          |
| 47         | The HRMD plans are understood by all employees.  |   |   |   |   |          |
| 48         | The HRMD annual plans are based on the DepEd strategic plan.   |   |   |   |   |          |
| 49         | The HRMD plans are realistic.  |   |   |   |   |          |
| 50         | The HRMD plans are updated as necessary.   |   |   |   |   |          |
| <b>III</b> | <b>HRMD Organization Structure</b>   |   |   |   |   |          |
| 51         | The existing HRMD organization structure at the Central Office is responsive to meet employees' needs.   |   |   |   |   |          |
| 52         | The existing HRMD organization structure at the Regional level is responsive to meet the employees' needs.   |   |   |   |   |          |
| 53         | The existing HRMD organization structure at the Division level is responsive to meet the employees' needs.   |   |   |   |   |          |
| 54         | The existing HRMD organization structure at the school level is responsive to meet the employees' needs.   |   |   |   |   |          |
| 55         | The existing HRMD organization structure brings about the consistent and standard implementation of the HRMD functions and practices throughout the DepEd. |   |   |   |   |          |
| <b>IV</b>  | <b>HRMD Decision-Making and Control</b>  |   |   |   |   |          |
| 56         | Officers/officials are able to make the decisions about employees at their level.  |   |   |   |   |          |
| 57         | Officers/officials are trained to perform HR decision-making and control.  |   |   |   |   |          |
| 58         | Officers/officials are able to exercise effective  |   |   |   |   |          |

1 - strongly disagree 2 - disagree 3 - agree 4 - strongly agree

| control of the HRMD systems and processes. |   |   |   |   |   |          |
|--|---|---|---|---|---|----------|
|  | Statements  | 1 | 2 | 3 | 4 | Comments |
| 59   | HR database is effectively used for decision making of officers/officials.  |   |   |   |   |          |
| 60   | The implementation of HR policies are standardized based on clear understanding of all employees.   |   |   |   |   |          |
| <b>V</b>                                   | <b>DepEd Values</b>   |   |   |   |   |          |
| 61   | The Department values of people being <i>maka-Diyos, makatao, makabayan, and makakalikasan</i> are applied in the HRMD policies, strategy, systems and practices. |   |   |   |   |          |
| 62   | HRMD plans and programs promote diversity in the workplace (beliefs, backgrounds, race, ethnicity, preferences, etc.).  |   |   |   |   |          |
| 63   | The HRMD conducts values formation training programs.   |   |   |   |   |          |
| 64   | The HRMD conducts values formation refresher course to sustain demonstration of DepEd values.   |   |   |   |   |          |
| 65   | The HRMD takes the lead in monitoring the application of DepEd values in the workplace.   |   |   |   |   |          |
| <b>VI</b>                                  | <b>HRMD Staff</b>   |   |   |   |   |          |
| 66   | The number and quality of HRMD employees to do the HRMD functions are adequate.   |   |   |   |   |          |
| 67   | The HRMD employees are able to cope with the changing demands and needs of people in DepEd.   |   |   |   |   |          |
| 68   | The HRMD staff are motivated to do their work.  |   |   |   |   |          |
| 69   | HRMD staff are skilled to perform their jobs.   |   |   |   |   |          |
| 70   | HRMD staff display non-discriminatory attitude towards colleagues.  |   |   |   |   |          |

**Thank you for participating!**