



Republic of the Philippines
DepED
DEPARTMENT OF EDUCATION
Region 1
SCHOOLS DIVISION OFFICE
Dagupan City

RELEASED
DEPED
DATE: 1-26-17
BY: [Signature]

Division Memorandum No. 13, s. 2017

TO : Public School Principals/School Heads, Elementary and Secondary

FROM : *fjd* **FROSERFINA J. BRAVO**
Schools Division Superintendent

SUBJECT: : CONSOLIDATED TRAINING NEEDS PROFILE OF TEACHING AND
NON- TEACHING PERSONNEL

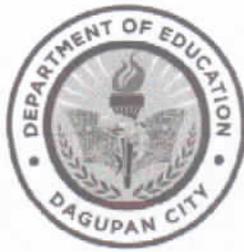
DATE : January 24, 2017

The Human Resource Development Unit (HRDU) of the Schools Division Office is on the process of gathering data to come up with a Training Needs Profile of Teaching and Non-Teaching Personnel based on the school-based consolidated results of the NCBTS-TSNA and the development points from the IPCRF and the Individual Development Plan as inputs to the Three-Year Strategic Human Resources Plan which is a work in progress.

The training needs profile will guide the HRDU in designing appropriate trainings and other professional development activities to update and enhance the skills and potentials of the teaching and non-teaching personnel.

In line with this, kindly download the forms using the link <http://tinyurl.com/huugz8w> and submit the soft copies of the accomplished forms (Enclosures 1-3) and consolidated NCBTS-TSNA to mvrivo.seps.hr@gmail.com on or before February 1, 2017.

Immediate dissemination of this Memorandum is earnestly desired.



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Training Needs Survey

Name: _____

Directions: You are given sets of training categorized according to MAIN TOPIC. Please pick three choices for each set by ticking them and ranking them accordingly (Rank 1, Rank 2, Rank 3).

1. MANAGEMENT

- | | |
|--|---|
| <input type="checkbox"/> a. Knowledge Management | <input type="checkbox"/> e. Stress Management |
| <input type="checkbox"/> b. Time Management | <input type="checkbox"/> f. Change Management |
| <input type="checkbox"/> c. Financial Management | |
| <input type="checkbox"/> d. Management Issues and Policies | |

2. INTERPERSONAL EFFECTIVENESS

- | | |
|--|--|
| <input type="checkbox"/> a. Interpersonal Relationship | <input type="checkbox"/> d. Moral Transformation |
| <input type="checkbox"/> b. Working with Teams | <input type="checkbox"/> e. Conflict Management |
| <input type="checkbox"/> c. Understanding Ourselves and Others | |

3. RESEARCH

- a. Data Collection
- b. Technical Writing
- c. Reporting and Presenting Research
- d. Conducting Qualitative Research

4. COMMUNICATION

- | | |
|---|--|
| <input type="checkbox"/> a. Presenting Skills/Facilitation Skills | <input type="checkbox"/> c. Listening |
| <input type="checkbox"/> b. Oral Communication | <input type="checkbox"/> d. Written Communication Skills |

5. THINKING/CONCEPTUAL SKILLS

- | | |
|--|--|
| <input type="checkbox"/> a. Teaching Smart People to Learn | <input type="checkbox"/> c. Whole Brain Thinking |
| <input type="checkbox"/> b. Enhancing Analytical and Critical Skills | <input type="checkbox"/> d. Learner Method |

6. COMPUTER SKILLS

- | | |
|--|---|
| <input type="checkbox"/> a. Power Point Presentation | <input type="checkbox"/> c. Word Processing |
| <input type="checkbox"/> b. Spread Sheets/ Data Base | <input type="checkbox"/> d. Email/Internet |

7. INTRAPERSONAL DEVELOPMENT

- | | |
|--|--|
| <input type="checkbox"/> a. Understanding Oneself | <input type="checkbox"/> f. Academic Leadership |
| <input type="checkbox"/> b. Spirituality | <input type="checkbox"/> g. Knowledge Pedagogy |
| <input type="checkbox"/> c. Determining One's Purpose in Life | <input type="checkbox"/> h. Emotional Quotient |
| <input type="checkbox"/> d. Personality Development | <input type="checkbox"/> i. Community Leadership |
| <input type="checkbox"/> e. Instructional Leadership & Supervision | <input type="checkbox"/> j. Public Relations |

8. TRAINING SUGGESTION/S: _____