MEMORANDUM

TO : ALL POEA OFFICIALS AND EMPLOYEES
SUBJECT : PRAYER REQUEST FOR MR. MARTIN C. CRUZ
DATE : 02 January 2008

The POEA family extends its condolences to the family of DOLE Undersecretary Danilo P. Cruz, for the death of his father, Martin Cruz who passed away on 01 January 2008. His remains lie in state at Funeraria Paz, Sucat Parañaque City. Interment is tentatively scheduled on 06 January 2008.

May we request everyone to offer prayers for the eternal repose of his soul and for God's grace to comfort the bereaved family.

ROSALINDA DIMAPILIS-BALDOZ
Administrator
TRAINING NEEDS ASSESSMENT (TNA) SURVEY

This Training Needs Assessment (TNA) Survey is designed to address your individual training needs. Kindly fill it out as accurately as possible as it applies to you.

PERSONNEL INFORMATION

Name: ___________________________  Position Title: ___________________________

Actual Designation: ___________________________  Branch/Division/Unit: ___________________________

Educational Attainment: ___________________________  Length of Service: ___________________________

- High School Graduate
- 2-Year/Vocational Course
- College Level
- College Degree

With Masteral Units
- Masteral Degree
- With Doctoral Units
- Doctoral Degree

In the Position: ___________________________  In POEA: ___________________________

Please indicate your level of responsibility by checking one of the following:

- Rank and File
- Supervisory

Attached is a list of areas for skills improvement to increase job competence. Indicate the degree of relevance or importance, even the non-applicability of each aspect by checking [✓] the appropriate box using the following numerical scale and their literal equivalents:

1 - Low Priority (LP)
2 - Below Average Priority (BAP)
3 - Average Priority (AP)
4 - High Priority (HP)
5 - Very High Priority (VHP)
6 - Not Applicable (NA)

A. PERSONAL SKILLS

1. Written Communication - developing business writing skills to create influential reports, letters, e-mail, memoranda, ade memoire, country paper, project documents, etc.
   
<table>
<thead>
<tr>
<th>LP</th>
<th>BAP</th>
<th>AP</th>
<th>HP</th>
<th>VHP</th>
<th>N/A</th>
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2. Oral Communication - communicating with clients, peers and superiors.

3. Public Speaking - developing confidence and skill in making formal presentations.

4. Self-Improvement - understanding your personality style and using this knowledge to enhance personality growth and career development.

5. Stress Management - developing coping strategies to manage stress and work well under pressure.

6. Time Management - working smarter by prioritizing and using time wisely.

7. Creativity/Innovation - discovering, creating new and better ways of doing things.


10. Continuous Quality Improvement - setting up methods to monitor work quality and efficiency, and using their results to improve work.

11. Meeting Management - planning and setting agendas, facilitating group processes, keeping people on track, wrapping-up and achieving closure.

12. Process Improvement - redesigning work processes to increase efficiency and quality.

13. Interviewing Skills - matching applicant’s motivation, ability and skill to job requirements.


C. HUMAN RELATIONS SKILLS

16. Team Skills - communicating, interacting effectively in a team environment, appreciating and leveraging diversity within the team.

17. Diversity Management - developing effective working relationships with the staff and clients from diverse backgrounds.

18. Coaching and Developing Staff - coaching and mentoring staff, designing career development strategies.

19. Motivating Staff - creating a positive, motivational work culture, using morale-boosting techniques, goal-setting and recognition practices.

D. LEADERSHIP/MANAGERIAL SKILLS

20. Change Management - proactively recognizing the need for changes, working with the staff to ensure reliable transitions in work processes or cultural norms.

21. Project Management - implementing and coordinating projects to achieve objectives on time.

22. Delegation - delegating effectively to improve personal productivity and develop staff skills.
23. Leadership - developing fellowship by building mutual trust and respect, gaining employee commitment, differentiating between when to "manage" and when to "lead".

24. Managing Performance Problems - confronting performance problems, developing improvement plans, using documentation and knowing when to use discipline in assessing performance, negotiating or gaining the agreement of others.

25. Motivating - ability to encourage the staff to achieve high levels of performance, determining actions most likely to encourage or discourage them to attain good results.

26. Planning and Organizing - discriminating between actions and results, setting objectives, writing action plans and measuring results.

27. Controlling - making sure that what is planned happens as often as possible, analyzing and designing control systems.

28. Monitoring - constant updating of what is so far realized vis-à-vis target outputs.

E. COMPUTER SKILLS

29. Microsoft WORD - word processing.

30. Microsoft EXCEL - using spreadsheets.

31. Microsoft POWERPOINT - creating slide shows/presentations as visual aids.

32. Basic Computer System and Operation - operating computer hardware and peripherals, running software programs, including simple troubleshooting.

33. Other Computer-related Skills (Pls. specify):

F. COMMENTS/SUGGESTIONS

THANK YOU VERY MUCH!
-Human Resource Development Division (HRDD)-