MEMORANDUM

FOR: DIRECTOR IV'S
     DIRECTOR II'S
     CHIEF LEO'S & OIC'S

SUBJECT: TRAINING NEEDS ASSESSMENT (TNA) SURVEY

DATE: 14 January 2008

May we endorse to you the attached Training Needs Assessment (TNA) Survey Form, to be disseminated to all your staff representing all Salary Grade Levels.

Please advise them to answer all questions completely and honestly as possible so we can determine the training need(s) of each employee.

The results of this Survey will determine the type of trainings/seminars to be conducted for the year which will be included in the Training Plan for 2008.

All fully accomplished Survey Forms, including comments and/or suggestions, must be submitted to the Human Resource Development Division (HRDD) on or before 28 January 2008. Should you or any of your staff require further assistance and/or clarification in the accomplishment of the Forms, please feel free to inquire with the HRDD.

Thank you for your cooperation.

NICANOR B. JAVIER
Director
Administrative Branch