



Republic of the Philippines  
Province of Nueva Ecija  
San Jose City - 3121  
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## CITY HUMAN RESOURCE MANAGEMENT OFFICE

### TRAINING NEEDS ASSESSMENT FOR THE YEAR 2023

#### RATIONALE:

In an effort to unlock their full potential and develop their skills, talents, and acquired knowledge, the City Human Resource Management Office (CHRMO) surveyed 1st- and 2nd-Level position employees to better understand their training needs. The Training Needs Assessment (TNA) aims to identify which types of training should be done for the year 2023. By properly determining these needs, funds for the LGU's Learning and Development program can be better appropriated and maximized.

#### METHODOLOGY:

Despite the pandemic at hand, organizations are striving hard to equip their human resources with the necessary knowledge and skillset — be it managerial, supervisory, technical, or about collaboration, safety, and legal-related matters.

In line with this, the CHRMO designed a TNA form that enumerated different training and seminar topics. The form is considered a tool that will help the City Government of San Jose identify which types of training its Human Resource Office should focus on.

For the survey, respondents were instructed to rate each topic as "Much Needed" and "Needed." A total of six hundred forty-one (641) forms were distributed to LGU employees on April 19, 2022. Five hundred forty-eight (548) regular employees responded, giving a response rate of eighty-five and 49/100 (85.49%), which is within the recommended response rate by most research experts.

After the surveys were submitted, the CHRMO tallied the top 10 for each category ("Much Needed" and "Needed"). To determine the overall top 10 list, two (2) points were given to a topic with a "Much Needed" rating and one (1) for "Needed."

#### RESULTS:

The results below state the top 10 topics in each rating category.

**Table 1 shows the top 10 topics that were identified as "much needed" by the respondents**

| TOP 10 MUCH NEEDED |   |             |                                       |
|--------------------|---|-------------|---------------------------------------|
|                    | Activity/Training/Seminar               | Much Needed | Percentage from the Total Respondents |
| 1                  | Professional Growth Training            | 177         | 32.30%                                |
| 2                  | Personal and Professional Effectiveness | 171         | 31.20%                                |



|    |  |     |        |
|----|--|-----|--------|
| 3  | Stress Management & Financial Management Seminar   | 165 | 30.11% |
| 4  | Customer Care and Client Communication Skills/Soft Skills/Critical Skills/Thinking Seminar | 162 | 29.56% |
| 5  | Leadership Development Program   | 157 | 28.65% |
| 6  | Computer Literacy and Office Productivity Tools Trainings & Workshop                       | 149 | 27.90% |
| 7  | Updates on Civil Service Law and Rules   | 143 | 26.09% |
| 8  | Seminar on English Proficiency   | 143 | 26.09% |
| 9  | Customer Relations Management Training (Frontline Personnel)                               | 141 | 25.73% |
| 10 | Code of Conduct & Ethical Standards for Public Official & Employees (RA 6713)              | 136 | 24.82% |

**Table 2 shows the top 10 topics that were identified as “needed” by the respondents**

| <b>TOP 10 NEEDED</b>             |   |               |  |
|----------------------------------|---|---------------|--|
| <b>Activity/Training/Seminar</b> |   | <b>Needed</b> | <b>Percentage from the Total Respondents</b> |
| 1                                | Stress Management & Financial Management Seminar                              | 181           | 33.03%                                       |
| 2                                | Training on Supply and Property Management                                    | 154           | 28.10%                                       |
| 3                                | Leave Administration  | 149           | 27.90%                                       |
| 4                                | Updates on GSIS Law   | 149           | 27.90%                                       |
| 5                                | Employees Welfare, Benefits and Privileges                                    | 143           | 26.09%                                       |
| 6                                | Updates on Home Dev't. Mutual Fund (Pag-ibig)                                 | 140           | 25.55%                                       |
| 7                                | Code of Conduct & Ethical Standards for Public Official & Employees (RA 6713) | 139           | 25.37%                                       |
| 8                                | Records Management  | 138           | 25.18%                                       |
| 9                                | Computer Literacy and Office Productivity Tools Trainings & Workshop          | 137           | 25.00%                                       |
| 10                               | Leadership Development Program  | 136           | 24.82%                                       |

**Table 3 shows the top 10 overall topics**

| <b>TOP 10 NEEDED</b>  |                    |               |              |
|---|--------------------|---------------|--------------|
| <b>Activity/Training/Seminar</b>  | <b>Much Needed</b> | <b>Needed</b> | <b>Total</b> |
| Stress Management & Financial Management Seminar                              | 2                  | 1             | 3            |
| Leadership Development Program  | 2                  | 1             | 3            |
| Code of Conduct & Ethical Standards for Public Official & Employees (RA 6713) | 2                  | 1             | 3            |
| Computer Literacy and Office Productivity Tools Trainings & Workshop          | 2                  | 1             | 3            |
| Professional Growth Training  | 2                  |               | 2            |
| Personal and Professional Effectiveness                                       | 2                  |               | 2            |
| Updates on Civil Service Law and Rules  | 2                  |               | 2            |
| Seminar on English Proficiency  | 2                  |               | 2            |