



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

# **TRAINING NEEDS ASSESSMENT FOR THE YEAR 2024**

### **RATIONALE:**

The City Human Resource Management Office (CHRMO) recognizes the importance of measuring employees' abilities, unlocking their full potential, and developing their skills, talents, and knowledge. To achieve this, the CHRMO conducted a Training Needs Assessment (TNA) for employees in 1st and 2nd level positions within the local government unit (LGU).

This assessment serves several purposes. Firstly, it allows the CHRMO to identify the specific training needs of the employees, enabling the LGU to allocate its resources effectively. By targeting the areas where employees require additional training or development, the LGU can maximize the impact of its Learning and Development program, resulting in improved job performance and productivity. Additionally, the TNA process fosters employee engagement and satisfaction by involving them in the identification of their training needs, showcasing the LGU's commitment to their growth and development.

Furthermore, the TNA enables employees to reflect on their own career goals and aspirations, allowing them to plan for future advancements within the LGU. By aligning training programs with employees' career aspirations, the LGU can nurture a skilled and motivated workforce, fostering organizational growth and ensuring long-term success.

### **METHODOLOGY:**

The CHRMO has developed an online survey form for the Training Needs Assessment (TNA) of LGU-SJC employees, encompassing various training and seminar topics. Respondents were instructed to rate and select each topic as "Much Needed," "Needed," or "Not Needed." On April 26, 2023, a total of 681 employees from LGU-San Jose City were informed via online links to participate in the survey. Out of these, 368 regular employees responded, resulting in a response rate of 54.04%, which falls within the recommended response rate by research experts.

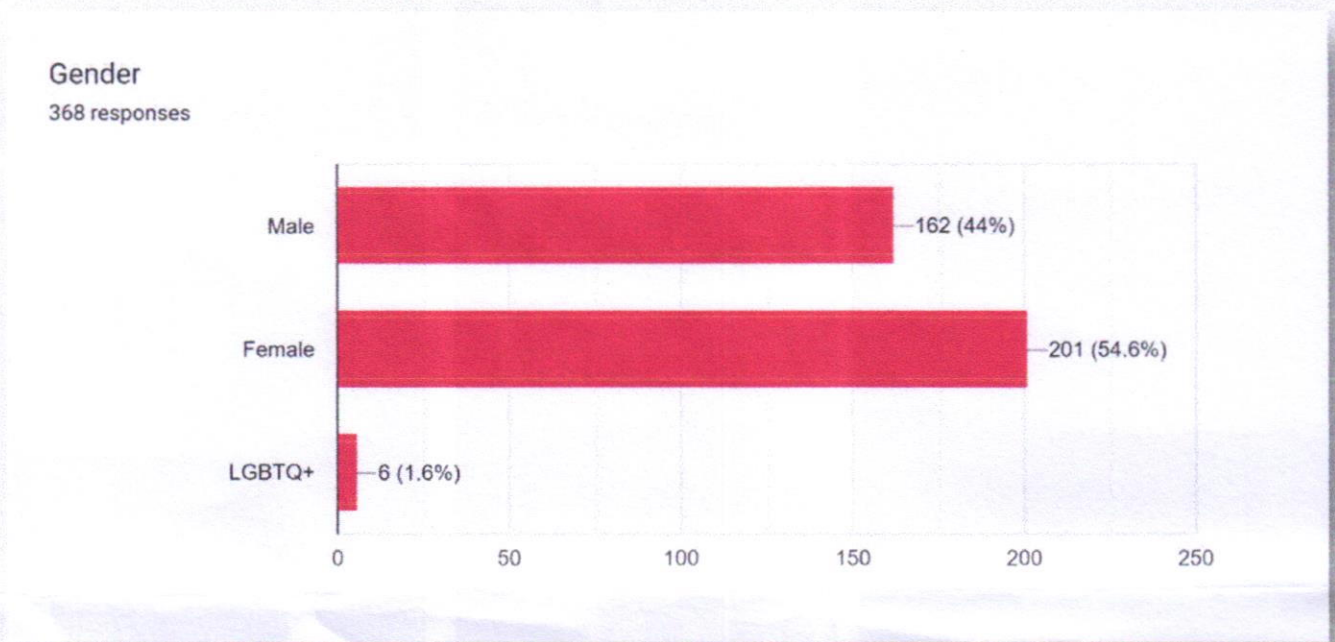
This marks the first utilization of the online form to assess employees' needs for career development, serving as a more streamlined and safer tool for the City Government of San Jose to identify the specific types of training that should be prioritized by its Human Resource Office.



## RESULTS:

Figure 1 shows the gender distribution among the three hundred sixty-eight (368) respondents: with 162 respondents (44%) being male, 201 respondents (54.6%) being female, and 6 respondents (1.6%) identifying as LGBTQ+. Moreover, out of the total respondents, three hundred sixty-five (365) individuals (99.2%) expressed their willingness to attend the training/seminar, while three (3) respondents (0.8%) indicated their lack of interest (See Figure 2).

**Figure 1. Gender**



**Figure 2. Willingness to attend the program**

