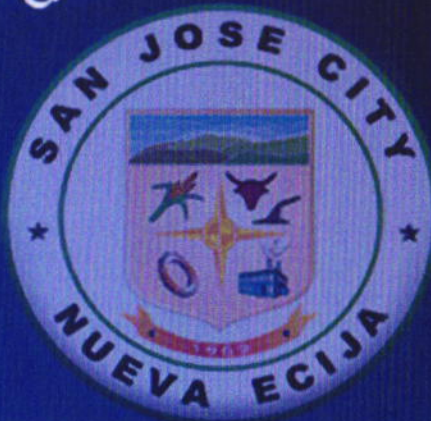
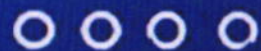




TRAINING NEEDS ASSESSMENT 2025





Republic of the Philippines
Province of Nueva Ecija
San Jose City – 3121
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RATIONALE

The significance of having a Training Needs Assessment (TNA) survey lies in its ability to provide a systematic and data-driven approach in identifying and addressing the learning requirements of employees. The City Human Resource Management Office utilized this tool for the departments seeking to optimize training investments, improve employee performance and engagement, and maintain their competitive edge in the organization. It provides a foundation for targeted and effective training initiatives that align with organizational goals, directions and contribute to long-term success.

The City Human Resource Management Office operates this system to deliver high-quality training programs that meet the identified needs of employees and to ensure resources are allocated effectively by targeting areas where they will have the most impact. In addressing skills gap, it can lead to improve job performance and employee will excel their roles and become more productive, efficient and capable meeting performance standards. Investing of employees' development through this, can also enhance retention rates and contribute to talent development within the organization and stay ahead on technological advancements.

METHODOLOGY

The CHRMO has developed an online survey form that covers required skills and knowledge, existing competencies, training preferences and perceived training needs for the Training Needs Assessment (TNA) for 2025 of LGU-SJC employees. Respondents were instructed to rate and select each topic as "Much Needed," "Needed," or "Not Needed". On April 25, 2024, a total of 693 employees from LGU-San Jose City excluding the city officials were informed via online links to participate in the online survey. Out of these, 442 regular employees responded, resulting in a response rate of 63.78 %, which falls within the recommended response rate by research experts.

This marks the 2nd 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 Management Office.

RESULTS:

Figure 1 shows the gender distribution among the four hundred forty-two (442) respondents: with 189 respondents (42.8%) being male, 248 respondents (56.1%) being female, and 7 respondents (1.6%) identifying as LGBTQ+. Moreover, out of the total respondents, four hundred thirty-nine (439) individuals (99.3%) expressed their willingness to attend the training/seminar, while three (3) respondents (0.7%) indicated their lack of interest (See Figure 2).

Figure 1. Gender

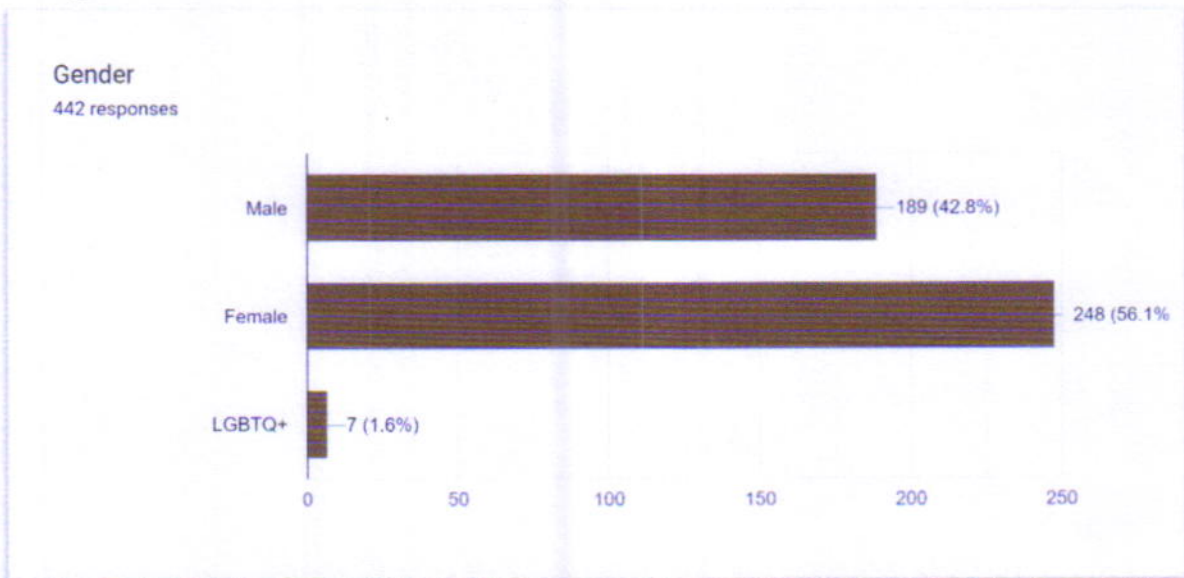


Figure 2. Willingness to Attend the Program

