



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 2022

#### **RATIONALE:**

To help employees unlock their full potential and develop their skills, talents, and acquired knowledge, the City Human Resource Management Office (CHRMO) surveyed with employees in 1<sup>st</sup> and 2<sup>nd</sup> Level Positions as the respondents. The Training Needs Assessment (TNA) aims to identify which types of training should be done for the Year 2022. By determining the employees' training 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, or 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. Respondents were instructed to rate each topic as Much Needed, Needed, or Slightly Needed. A total of five hundred eighty-seven (587) forms were distributed to the LGU Employees on May 4, 2021. Three hundred sixty-one (361) regular employees responded, giving a response rate of sixty-two (62%) response rate, which is within the recommended response rate by most research experts.

The form is considered a tool that can help the City Government of San Jose identify which types of training its Human Resource Office should focus on.

#### **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**

<b>TOP 10 - MUCH NEEDED</b>			
	<b>Title of the Seminar</b>	<b>Number of Employee Recommendation</b>	<b>Percentage from the Total Respondents</b>
1	Employee Welfare, Benefits & Privileges	71	19.67%
2	Updates on Civil Service Law & Rules	70	19.39%
3	Personal & Professional Effectiveness	66	18.28%

4	Training on Disaster Preparedness	65	18.01%
5	Stress Management	63	17.45%
6	Supervisory Development Course (SDC) I	56	15.51%
7	Updates on GSIS Law	55	15.24%
8	Code of Conduct & Ethical Standards for Public Officials & Employees (RA 6713)	54	14.96%
9	Public Service Ethics & Accountability	53	14.68%
10	Records Management	52	14.40%

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

<b>TOP 10 - NEEDED</b>			
	<b>Title of the Seminar</b>	<b>Number of Employee Recommendation</b>	<b>Percentage from the Total Respondents</b>
1	Public Service Ethics & Accountability	111	30.75%
2	Seminar on Coaching & Mentoring	108	29.92%
3	Code of Conducts & Ethical Standards for Public Officials & Employees (RA 6713)	107	29.64%
4	Personal & Professional Effectiveness	104	28.81%
5	Updates on Civil Service Law & Rules	103	28.53%
6	Training on Individual Development Plan & Professional Development Plan	101	27.98%
7	Stress Management	94	26.04%
8	Customer Relations Management Training (Frontline Personnel)	93	25.76%
9	Records Management	93	25.76%
10	Employees Welfare, Benefits & Privileges	93	25.76%

**Table 3 shows the top 10 topics that were identified as “slightly needed” by the respondents**

<b>TOP 10 - SLIGHTLY NEEDED</b>			
	<b>Title of the Seminar</b>	<b>Number of Employee Recommendation</b>	<b>Percentage from the Total Respondents</b>
1	Good Housekeeping Seminar	80	22.16%
2	Preventive Maintenance, Trouble Shooting & Defensive Driving	69	19.11%
3	Pre-retirement Seminar	65	18.01%
4	Training on Supply & Property Management	64	17.73%
5	Leave Administration	62	17.17%
6	Seminar on 5's of Good House Keeping	60	16.62%
7	Gender & Development Seminar	59	16.34%
8	Public Sector Unionism & Sexual Harassment	47	13.02%
9	Updates on GSIS Law	46	12.74%
10	Supervisory Development Course (SDC) III	44	12.19%

Table 4 shows the top 10 overall topics (Three points were given to a topic with a Much Needed rating; two for Needed; one for Slightly Needed)

<b>TOP 10 - OVERALL</b>				
<b>Title of the Seminar</b>	<b>Much Needed</b>	<b>Needed</b>	<b>Slightly Needed</b>	<b>Total</b>
<b>Employee Welfare, Benefits &amp; Privileges</b>	3	2		<b>5</b>
<b>Updates on Civil Service Law &amp; Rules</b>	3	2		<b>5</b>
<b>Personal &amp; Professional Effectiveness</b>	3	2		<b>5</b>
<b>Stress Management</b>	3	2		<b>5</b>
<b>Code of Conduct &amp; Ethical Standards for Public Officials &amp; Employees (RA 6713)</b>	3	2		<b>5</b>
<b>Public Service Ethics &amp; Accountability</b>	3	2		<b>5</b>
<b>Records Management</b>	3	2		<b>5</b>
<b>Updates on GSIS Law</b>	3		1	<b>4</b>
<b>Training on Disaster Preparedness</b>	3			<b>3</b>
<b>Supervisory Development Course (SDC) I</b>	3			<b>3</b>
<b>Seminar on Coaching &amp; Mentoring</b>		2		<b>2</b>
<b>Training on Individual Development Plan &amp; Professional Development Plan</b>		2		<b>2</b>
<b>Customer Relations Management Training (Frontline Personnel)</b>		2		<b>2</b>
<b>Good Housekeeping Seminar</b>			1	<b>1</b>
<b>Preventive Maintenance, Trouble Shooting &amp; Defensive Driving</b>			1	<b>1</b>
<b>Pre-retirement Seminar</b>			1	<b>1</b>
<b>Training on Supply &amp; Property Management</b>			1	<b>1</b>
<b>Leave Administration</b>			1	<b>1</b>
<b>Seminar on 5's of Good House Keeping</b>			1	<b>1</b>
<b>Gender &amp; Development Seminar</b>			1	<b>1</b>
<b>Public Sector Unionism &amp; Sexual Harassment</b>			1	<b>1</b>
<b>Supervisory Development Course (SDC) III</b>			1	<b>1</b>

## **FINDINGS:**

Based on the forms submitted, a significant number of the respondents saw a great need to have a seminar about employee welfare, benefits, and privileges (19.67%). Getting updates on Civil Service Law and Rules, knowing how to be more personally and professionally effective, being equipped with the fundamentals of disaster preparedness, and learning how to manage stress better are topics that also made it to the five most recommended seminar topics under the "Much Needed" rating category. The remaining five slots in the top 10 are the following:

Supervisory Development Course I, GSIS Law Updates, Seminar on RA 6713, Public Service Ethics and Accountability, and Records Management.

For the "Needed" category, Public Service Ethics and Accountability took the top spot with 30.75%. Following closely are Seminar on Coaching and Mentoring (29.92%), RA 6713 (29.64%), Personal and Professional Effectiveness (28.81%), and Updates on Civil Service Law and Rules (28.53%). The remaining five in the top 10 are as follows: Training on Individual Development Plan and Professional Development Plan, Stress Management, Custom Relations Management Training, Records Management, and Employees Welfare, Benefits and Privileges.

Occupying the top spot for the "Slightly Needed" category is the Good Housekeeping Seminar (with 80 employee recommendations). The topics that made it to the top 10 also include Preventive Maintenance, Trouble Shooting and Defense Driving, Pre-retirement Seminar, Training on Supply and Property Management, Leave Administration, Seminar on 5's of Good Housekeeping, Gender and Development Seminar, Public Sector Unionism and Sexual Harassment, Updates on GSIS Law, and Supervisory Development Course III.

Appearing in more than one of the three top 10's is Employee Welfare, Benefits and Privileges, Updates on Civil Service Law and Rules, Personal and Professional Effectiveness, Updates on GSIS Law, RA 6713, Stress Management, Records Management, and Public Service Ethics and Accountability.

Based on Table 4, the top 10 overall topics are coincidentally also those that are included in the top 10 "Much Needed" rating category.

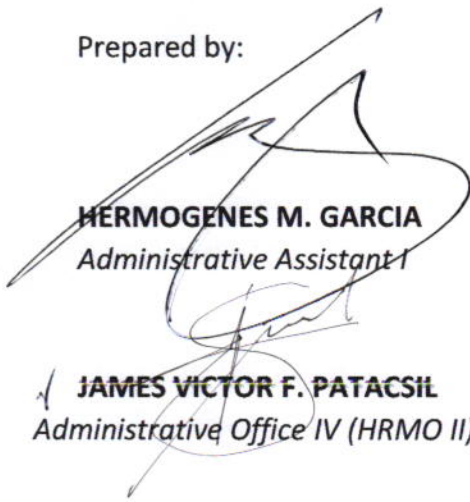
## **RECOMMENDATION:**

The results (Table 4) show that the following are the most important topics needed to be tackled in our training activities for 2022:

1. Employee Welfare, Benefits & Privileges (Much Needed: 19.67%; Needed: 25.76%)
2. Updates on Civil Service Law & Rules (Much Needed: 19.39%; Needed: 28.53%)
3. Personal & Professional Effectiveness (Much Needed: 18.28%; Needed: 28.81%)
4. Stress Management (Much Needed: 17.45%; Needed: 26.04%)
5. Code of Conduct & Ethical Standards for Public Officials & Employees or RA 6713 (Much Needed: 14.96%; Needed: 29.64%)
6. Public Service Ethics & Accountability (Much Needed: 14.68%; Needed: 30.75%)
7. Records Management (Much Needed: 14.40%; Needed: 25.76%)
8. Updates on GSIS Law (Much Needed: 15.24%; Slightly Needed: 12.74%)
9. Training on Disaster Preparedness (Much Needed: 18.01%)
10. Supervisory Development Course (SDC) I (Much Needed: 15.51%)

With this, we hereby recommend having our training efforts be focused on these topics. We propose that these pieces of training should be given sufficient funds for the fiscal year 2022 so that our employees can be equipped with the know-how that they have identified to be vital. This is perceived to be critical in encouraging and helping them provide better service to the City Government of San Jose and its constituents. All training activities shall be conducted with stringent IATF-compliant safety protocols in place.

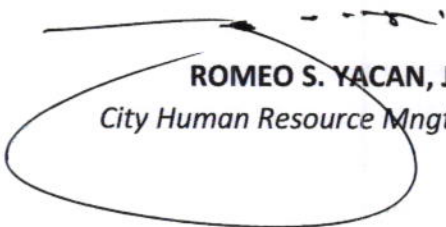
Prepared by:



**HERMOGENES M. GARCIA**  
*Administrative Assistant I*


**JAMES VICTOR F. PATACSIL**  
*Administrative Office IV (HRMO II)*

Attested:




**ROMEO S. YACAN, JR.**  
*City Human Resource Mngt. Officer*

Recommending Approval:



**ALEXANDER GLEN E. BAUTISTA**  
*City Administrator and Chairman*  
*Learning and Development Committee*

Approved:



**MARIO O. SALVADOR**  
*City Mayor*