Republic of the Philippines  
**DEPARTMENT OF EDUCATION**Region XI  
**DIVISION OF DAVAO DEL NORTE**  
Mankilam, Tagum City

Telephone No. (084) 217-3197; Telefax No. (084) 218-7267

**TRAINING NEED SURVEY**

**NON-TEACHING PERSONNEL IN THE DIVISION OF DAVAO DEL NORTE**

**C.Y. 2019**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Name:*** |  | ***Age:*** |  |
| ***Position:*** |  | ***Sex:*** |  |
| ***Section/School:*** |  | ***No. Years in the Service:*** |  |

1. Identify the areas that you would like to include in the Training Programs. Select top five and specify the order of priorities.

□ Service Leadership/Excellence

□ Team Problem Solving & Decision Making

□ Presentation Skills

□ Organization Wide Team Building

□ Time Management

□ Records Management

□ Personality Development

□ Staff Safety and Security

□ Mental Health

□ Health & Food Safety

□ Research Capability Building

1st priority: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2nd priority:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3rd priority:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4th priority:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5th priority:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. On ICT Concerns, what technology areas that you are interested to be trained. Select whichever is applicable in your present position.

□ MS Excel

□ Desktop Publishing/Visual Graphic Design

□ Use of Google Doc, Sheets and Forms

□ Use of Google Drive

1. Identify other trainings/seminars that you would like to recommend?

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