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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