



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
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Reference No. 2023- 909
November 3, 2023

MEMORANDUM FROM THE DIRECTOR

TO : PERMANENT EMPLOYEES AND PERSONNEL ENGAGED THROUGH CONTRACT OF SERVICE (COS)

SUBJECT : LEARNING NEEDS ASSESSMENT SURVEY QUESTIONNAIRE

This is in relation to the preparation of the DA-BAR Training Plan for supervisory and rank & file staff for FY 2024 being facilitated by the Human Resource Management Unit (HRMU). All DA-BAR personnel are instructed to accomplish the Learning Needs Assessment Survey Questionnaire and return them to the HRMU **on or before November 10, 2023.**

All Division Heads, Assistant Division Heads, Unit/Section Heads and Assistant Unit/Section Heads are enjoined to accomplish Annex A while rank and file employees shall accomplish Annex B. Employees may refer to Annex C for the list of possible L&D topics. This is not an exhaustive list, hence, each personnel may add other L&D topics they deem necessary and/or to improve performance and/or competencies related to their responsibilities and functions.

Furthermore, all division/unit/section heads are requested to please validate the entries of their respective subordinates by affixing their signatures to the questionnaire after discussing the topics with their staff or after the employee-respondent has successfully completed all required information. It is understood that if an employee does not submit his/her accomplished Learning Needs Assessment Survey Questionnaire, he/she leaves it up to the HRMU to provide only L&D interventions listed in Annex C for CY 2024.

The development of the said Training Plan will undergo three (3) phases (See Annex D). All DA-BAR personnel are required to give their full support and cooperation in conduct of the preparatory activities.

For your information and strict compliance.


JUNEL B. SORIANO, PhD
Director

