



Masagana ng Agrikultura,  
Maunlad na Ekonomiya

REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF AGRICULTURE  
**BUREAU OF AGRICULTURAL RESEARCH**  
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Reference No. 2024- 220  
October 28, 2024

## MEMORANDUM FROM THE DIRECTOR

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

**SUBJECT : TRAINING 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 2025 being facilitated by the Human Resource Management Unit (HRMU). All DA-BAR personnel are instructed to accomplish the Training Needs Assessment Survey Questionnaire and submit them to the HRMU **on or before November 15, 2024.**

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 Training Needs Assessment Survey Questionnaire, HRMU shall only select from Annex C, list of possible Learning and Development (L&D) interventions for FY 2025. All DA-BAR personnel are required to give their full support and cooperation in the conduct of the preparatory activities for the development of DA-BAR Training Plan for FY 2025.

For your information and strict compliance

  
**JUNEL B. SORIANO, PhD**  
Director



### III. Present/current responsibilities and duties

Please enumerate at least five (5) major responsibilities and functions of your present position/designation and at least one specific task under each responsibility. An example is done for you. You may enumerate more than five duties or responsibilities or tasks if necessary.

Position: Administrative Assistant (Example)

	Major Responsibility	Specific Task
Ex	<i>Assist in the management and tracking of all R4D-related records and documents of the unit/division.</i>	<ul style="list-style-type: none"> <li>● <i>Maintain a logbook of incoming and outgoing communications.</i></li> <li>● <i>Encode and maintain a database of incoming and outgoing communications and other R4D related documents</i></li> </ul>
1		
2		
3		
4		
5		

### IV. Training Topics

Based on the above list, please enumerate at least five training topics for your training needs in their order of priority (No. 1 being the top priority, No. 2 being the second priority, etc.). You may specify the topic if necessary.

#### Leadership Competencies

*Leadership competencies refer to the knowledge, skills and attitude (KSA) needed to perform managerial functions and processes that deal with interactions between and among individuals or groups of people.*

Topic	Timeframe	Training Needs (Assessed Weakness)	Desired Goal/Outcome
1.			
2.			
3.			
4.			
5.			

#### Core Competencies

*Core competencies consist of KSA that reflect DA-BAR's values and culture. This set of competencies may distinguish DA-BAR from other agencies.*

Topic	Timeframe	Training Needs (Assessed Weakness)	Desired Goal/Outcome
1.			

Topic	Timeframe	Training Needs (Assessed Weakness)	Desired Goal/Outcome
2.			
3.			
4.			
5.			

### Organizational Competencies

*Organizational competencies refer to the combination of KSA required to perform similar functions within DA-BAR that would contribute to the growth and development of the organization. These competencies are common and can be adopted even if an individual transfer to another organization.*

Topic	Timeframe	Training Needs (Assessed Weakness)	Desired Goal/Outcome
1.			
2.			
3.			
4.			
5.			

### Technical Competencies

*Technical Competencies refer to specific KSA required to perform a specific job/function. This entails abilities to adapt to procedures, techniques and knowledge of a specific field (e.g. agriculture, finance)*

Topic	Timeframe	Training Needs (Assessed Weakness)	Desired Goal/Outcome
1.			
2.			
3.			
4.			
5.			

Noted by:

\_\_\_\_\_  
Employee  
Signature over printed name

\_\_\_\_\_  
Division/Section/Unit Head  
Signature over printed name



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4.			
5.			

Noted by:

\_\_\_\_\_  
Employee  
Signature over printed name

\_\_\_\_\_  
Division/Section/Unit Head  
Signature over printed name

**THANK YOU VERY MUCH FOR YOUR COOPERATION!**

## **LIST OF POSSIBLE TRAINING TOPICS**

### **Leadership Competencies**

- Well-being Centric Leadership
- Leadership Accountability
- Negotiation, Mediation, and Conflict Resolution
- Change Management Training in the Workplace
- Strategic Planning Training
- Ethical Leadership
- Exploring Different Leadership Styles
- Diversity and Inclusivity (D&I) Leadership Training
- Performance Management Training
- Workforce Planning, Career Development and Succession Management

### **Core Competencies**

- Capacity Building Workshop (Team Building)
- Public Service Ethics and Accountability
- Work Attitude and Values Enhancement
- Enhancing Mental Health in the Workplace
- Burnout Prevention Training
- Gender Sensitivity Training
- Delivering Service Excellence
- Anti-Corruption Laws Seminar on Anti-Graft and Corruption

### **Organizational Competencies**

- Advancing Creativity and Innovation in the Workplace
- Skills Training on Effective Business Writing (Memorandums, Emails, Agendas)
- Risk Assessment Workshop
- Delivering Personal Effectiveness
- Improving Planning and Delivery
- Training on Effective Problem Solving and Decision Making
- Influencing and Building Relationships
- Completed Staff Work



## **Technical Competencies**

- Training on Basic Monitoring and Evaluation
- Data Privacy and Protection Fundamentals Training
- Project Proposal Review and Preparation Workshop
- Information and Systems Design Management
- Research and Analysis
- Strategic Planning
- Formulating and Integrating Development Plans
- Policy Interpretation and Implementation
- Fiscal Planning and Budget Allocation
- Managing Government Records and Human Resource Information System
- Newsletter Writing and Design
- News Writing and Media Relation
- Technology Commercialization
- Strategic Technology Management
- Management of R&D and Innovation