



Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

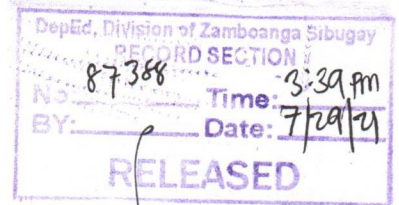
July 27, 2021

DIVISION MEMORANDUM

No. 237, s. 2021

TRAINING NEEDS ASSESSMENT (TNA) FOR TEACHING AND NON-TEACHING PERSONNEL

To : All Teaching and Non-Teaching Personnel
All Others Concerned
This Division



1. For effective, realistic, and timely delivery of Learning and Development (L&D) Activities, this division thru the Human Resource Development (HRD) section shall administer the **Training Needs Assessment (TNA)** for all teaching and non-teaching personnel.
2. The data that will be generated from this assessment will serve as inputs in developing L&D interventions to address the development needs of the personnel.
3. Relative to this, all concerned are directed to fill out the TNA questionnaire through the appropriate link on or before **August 13, 2021**.

Category	Link
Teaching Personnel (Teacher 1-3; MT 1-3)	https://bit.ly/2021ZSTNATEACHERS
Level 1 Non-Teaching Personnel (SG 1-9)	https://bit.ly/2021ZSTNANTP1
Level 2 Non-Teaching Personnel (SG 10-24)	https://bit.ly/2021ZSTNANTP2

4. PSDS, District-in-Charge, School Heads, and Section Heads are directed to ensure 100% response of the concerned personnel.
5. Division, District and School ICT Coordinators are hereby directed to assist in answering the questionnaire.
6. Compliance to this instruction shall be closely monitored by the SGOD through the HRD and M&E sections of this division.

7. For queries, please contact the SGOD-HRD section at 09103189322/09274286645.

8. For widest dissemination and compliance.

Enc.

Reference:

To be indicated in the perpetual index under the subject: TNA


DR. JEANELYN A. ALEMAN, CESO VI
OIC – Schools Division Superintendent

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AMG-20210719



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