



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

JUL 17 2025

OFFICE MEMORANDUM

HRDD -2025- 067

To: OIC-Assistant Regional Director
Regional Functional Division Chiefs
All Others Concerned

**CONDUCT OF LEARNING NEEDS ASSESSMENT FOR
CONTRACT OF SERVICE (COS) EMPLOYEES**

1. This Office, through the Human Resource Development Division (HRDD), shall conduct a Learning and Development Needs Assessment for Contract of Service Employees on July 18, 21, and 22, 2025 following the schedule below:

Dates	Functional Divisions/Units	No. of Target Participants	Time
July 18, 2025	HRDD	1	8:00-8:10 AM
July 18, 2025	ICT	3	8:11-8:20 AM
July 18, 2025	PPRD	1	8:21-8:30 AM
July 18, 2025	ASD	6	8:31-8:40 AM
July 21, 2025	QAD	2	8:00-8:10 AM
July 21, 2025	ESSD	4	8:11-8:20 AM
July 21, 2025	CLMD	2	8:21-8:30 AM
July 21, 2025	FINANCE	1	8:31-8:40 AM
July 22, 2025	ORD	3	8:00-8:10 AM
July 22, 2025	PAU	1	8:11-8:20 AM
July 22, 2025	DRIVER	2	8:21-8:30 AM
		Total : 27	



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2. The activity aims to identify the training and development needs of Contract of Service (COS) personnel to enhance job performance and career growth.
3. Attached is the LDNA tool. While accomplishing the tool, the Functional Division Chiefs shall see to it that the usual office operations shall not be hampered.
4. It is understood that in the conduct of this activity, there shall be no discrimination in the provision of Learning and Development interventions on the account of age, school, gender, civil status, disability, religion, or other similar factors/ personal circumstances that run counter to the principles of equal opportunity.
5. For further queries, coordinate with Mrs. Angelita Socorro K. Caballo, OIC-Education Program Specialist II, Human Resource Development Division at 09152741206.
6. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl: As stated None
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

ASSESSMENT

DATA

EMPLOYEES

08/ASKC/HRDD-OM- Conduct of Learning Needs Assessment for COS -July 14, 2025



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**CONDUCT OF LEARNING AND DEVELOPMENT NEEDS ASSESSMENT FOR
CONTRACT OF SERVICE (COS) EMPLOYEES**

Purpose: This survey aims to identify the training and development needs of Contract of Service (COS) personnel to enhance job performance and career growth.

Instructions: Please answer the questions honestly. Your responses will help us plan relevant training programs to support your professional growth.

Personal Information

NAME	
ADDRESS	
DATE OF BIRTH	
AGE	
SEX	
CIVIL STATUS	
RELIGION	
JOB TITLE	
FUNCTIONAL DIVISION	
NO. OF MONTHS/YEARS IN SERVICE	
HIGHEST EDUCATIONAL ATTAINMENT	
LANGUAGE(S) SPOKEN	



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- What challenges do you encounter in performing your tasks? (Check all that apply)

- ☐ Lack of technical knowledge
- ☐ Limited access to training
- ☐ Time management issues
- ☐ Poor communication within the team
- ☐ Inadequate tools or equipment
- ☐ Lack of supervision or guidance
- ☐ Others (please specify): _____

- Rate how urgently you need training in the following areas:

- 1 = Not Needed
- 2 = Slightly needed
- 3 = Moderately needed
- 4 = Highly needed
- 5 = Urgently needed

Training Areas	1	2	3	4	5
1. Office Procedures, Protocols, and Policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Computer Literacy / IT Skills (Word, Excel, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Records and Document Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Personal Development (communication skills, time management, leadership and initiative, emotional intelligence, goal-setting and self-motivation, confidence building)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Government Guidelines/Compliance (e.g., COA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Work Ethics and Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Customer Service and Public Assistance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Workplace Safety and Health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Conflict resolution and teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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FINAL INPUT Do you have any additional suggestions for the improvement of COS learning, support, and development? You may jot down your suggestions in the box provided.

CONDUCT OF LEARNING NEEDS ASSESSMENT FOR
CONTRACT OF SERVICE (COS) EMPLOYEES

This Office, through the Human Resource Development Division (HRDD), shall
conduct a Learning and Development Needs Assessment for Contract of Service

Date	Participants	No. of Participants	Time
July 12, 2025	HRDD	1	8:00 - 10:00 AM
July 13, 2025	CT	2	8:30 - 10:30 AM
July 14, 2025	HRDD	1	8:30 - 10:30 AM
July 15, 2025	HRDD	2	8:30 - 10:40 AM
July 17, 2025	HRDD	2	8:00 - 10:00 AM
July 21, 2025	HRDD	1	8:30 - 10:30 AM
July 21, 2025	HRDD	1	8:30 - 10:30 AM
July 21, 2025	HRDD	1	8:30 - 10:40 AM
July 22, 2025	HRDD	3	8:00 - 10:00 AM
July 23, 2025	HRDD	1	8:30 - 10:30 AM
July 24, 2025	HRDD	1	8:30 - 10:30 AM



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