



Process Title Training Needs Analysis (TNA)

Document Number DOJ-PM-ADS02-007

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Objective To serve as guide in the determination of the training needs of DOJ employees To clarify responsibilities of the various steps in the process

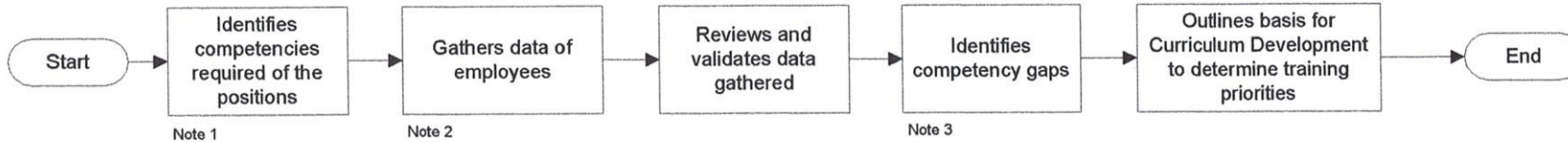
Revision 0

Effective Date 01 August 2018

Training Section

Forms

- 1. DOJ-PM-ADS02-007.F01 - Learning and Development Needs Assessment Survey



WORK INSTRUCTIONS

- Note 1  
1. Creation of TWG to evaluate the Knowledge, Skills, Attitude included in the position qualification standards vis-à-vis job description Learning and Development Needs Assessment Survey (DOJ-PM-ADS02-007.F01).
- Note 2  
Source of data from survey questionnaires, personnel interviews and observations.
- Note 3  
Compare competencies currently held by individuals with those competencies required for the job/position.

References

- 1. Organizational Chart
- 2. Standard Competency Profile
- 3. Objectives/Criteria for Measuring success of the training
- 4. Training Design

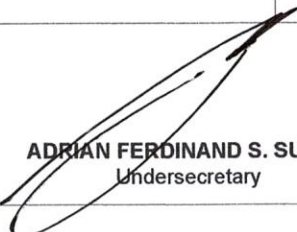
Prepared by:

  
**MELISSA JOY OHAO**  
 Head, Training Section

Verified by/Reviewed by:

  
**LIZA B. DE LEON**  
 Director, Administrative Service

Approved by:

  
**ADRIAN FERDINAND S. SUGAY**  
 Undersecretary