



Republic of the Philippines  
Department of Agriculture  
**BUREAU OF AGRICULTURAL RESEARCH**  
RDMIC Bldg., Elliptical Rd. cor. Visayas Ave., Diliman, Quezon City 1104

Ref. No. 2022- 05- 57

May 17, 2022

## **MEMORANDUM FROM THE DIRECTOR**

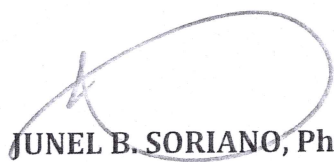
**TO : ALL BAR EMPLOYEES**

**SUBJECT : TRAINING NEEDS ASSESSMENT SURVEY QUESTIONNAIRE**

This refers to the preparation of a Training Plan for DA-BAR staff for FY 2022 of the Human Resource Management Unit. In this regard, all BAR personnel shall accomplish the attached Training Needs Assessment Survey Questionnaire and return the same to the Human Resource Management Unit on or before May 31, 2022.

Furthermore, all division/section/unit/office heads are required to validate the entries of their respective subordinates by affixing their signatures in the questionnaire after discussing the same or after the employee-respondent has successfully completed the entries.

For your information and strict compliance.

  
**JUNEL B. SORIANO, Ph. D**  
Director



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DABARofficial

*A food-secure and resilient Philippines*  
with empowered and prosperous farmers and fisherfolk





III. Present responsibilities and duties

Please enumerate at least five major responsibilities and functions of your present position/designation and at least one major task under each responsibility. Example No. 1 is done for you. You may enumerate more than five duties or responsibilities or tasks if necessary.

Position: Administrative Assistant (Example)

	Major Responsibility	Major Task
Ex	Assists in the management and tracking of all R & D records and documents within the unit/division.	Maintains a logbook and updates computer files of incoming and outgoing communications.
1		
2		
3		
4		
5		

IV. Training Topics

Based on the above list, please enumerate at least five topics / subjects 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 or subject if necessary.

Ex Records Management Tools for R&D—Uses and Importance

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_

V. Competencies

On the basis of competencies, what related interventions or suggestions do you think are relevant for inclusion in our training plan and other HRD programs?

CORE COMPETENCY (Ex. Honesty, Etiquette, Team Building)

Topic	Timeframe	Assessed Weakness	Desired Goal/Outcome
1.			
2.			
3.			
4.			
5.			

ORGANIZATIONAL COMPETENCY (Ex. Public Speaking, Data Privacy)

Topic	Timeframe	Assessed Weakness	Desired Goal/Outcome
1.			
2.			
3.			
4.			
5.			

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

**Noted by:**

\_\_\_\_\_  
Immediate Supervisor  
Signature over printed name

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