



**SAN JOSE DEL MONTE CITY WATER DISTRICT**  
**San Jose Del Monte Bulacan**

**TRAINING NEEDS ANALYSIS**  
**(Needs Assessment Survey)**

We are currently identifying the training needs of personnel in this office. The result of this survey will be very helpful in identifying learning and development interventions that are responsive to your performance needs and the goal of this agency.

Your responses are significant to the success of this endeavor and will be treated with utmost confidentiality and exclusively for reference purposes only.

**1. Personal Information**

Name : \_\_\_\_\_ Department: \_\_\_\_\_

Position: \_\_\_\_\_ Salary Grade: \_\_\_\_\_

Educational Attainment:    \_\_\_ Post-Graduate Degree    \_\_\_ Bachelors Degree  
   \_\_\_ College Level    \_\_\_ High School Graduate  
   \_\_\_ High School Level

No. of Years in Present Position    \_\_\_\_\_

No. of Years in service    \_\_\_\_\_

**2. Knowledge And Skills**

What would you say about your knowledge and skills in your current job in terms of the following?

	Very Good	Good	Average	Fair	Poor
1. Writing Effectively	_____	_____	_____	_____	_____
2. Speaking Effectively	_____	_____	_____	_____	_____
3. Managing Information	_____	_____	_____	_____	_____
4. Customer Service	_____	_____	_____	_____	_____
5. Records Management	_____	_____	_____	_____	_____
6. Plumbing Skills	_____	_____	_____	_____	_____
7. Other technical skills	_____	_____	_____	_____	_____
8. What new knowledge and/or skills would you need to improve your current performance?	_____	_____	_____	_____	_____

1. What training programs are important to you which you feel this agency should provide?

2. Other Recommendations for your improvement:

Thank You