



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

DIVISION MEMORANDUM

JAN 22 2025

No. 033 s. 2025

TRAINING NEEDS ASSESSMENT SURVEY FOR FY 2025

To: Assistant Schools Division Superintendent
Chief Education Supervisor
Education Program Supervisors
Public Schools District Supervisors
Public and Private Elementary, Junior, and Senior High School Principals
All Others Concerned

1. The Schools Division Office of Bataan (SDO-Bataan) is committed to continuously improving its operations and services to better serve its stakeholders. In line with this commitment, a Technical Needs Assessment Survey will be conducted to gather valuable insights on areas requiring technical assistance and resource support.

The purpose of this survey is to:

- a. **Identify Gaps and Challenges** - Determine specific technical challenges encountered in various functions and operations within SDO-Bataan.
 - b. **Enhance Service Delivery** - Tailor interventions to address the identified needs, ensuring efficient and effective service delivery.
 - c. **Optimize Resource Allocation** - Strategically allocate resources based on the results of the survey to achieve maximum impact.
 - d. **Strengthen Capacity Building** - Design and implement relevant training programs and technical support activities to empower personnel.
2. Participation in this survey is vital as it ensures that decisions and actions taken by SDO-Bataan are data-driven and responsive to the actual needs of the organization. The link to the survey is provided for your convenience: <https://bit.ly/TNASurvey2025> . Rest assured that the information provided will be treated with utmost confidentiality and used solely for the purpose of improving technical assistance and support.



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3. All concerned personnel are therefore directed to complete the survey on or before January 31, 2025. For any questions or clarifications, you may contact:

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4. Immediate and wide dissemination of this Memorandum is desired.


CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent

To be included in the Perpetual Index
Under the following headings:

TNA 2025
HRD
Training/Seminar

SO10/rjvm
