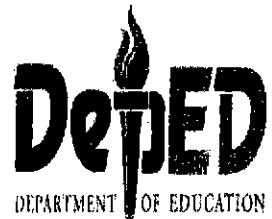




REPUBLICA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
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DepED MEMORANDUM
No. 359 , s. 2004

AUG 23 2004

**TRAINING AND DEVELOPMENT NEEDS ASSESSMENT (TDNA) SURVEY FOR PUBLIC
SCHOOLS DIVISION SUPERINTENDENTS, ASSISTANT SCHOOLS DIVISION
SUPERINTENDENTS, SCHOOLS DISTRICT SUPERVISORS
AND EDUCATION SUPERVISORS**

To: Regional Directors
Schools Division/City Superintendents

1. The National Educators Academy of the Philippines (NEAP) is in the process of developing a training master plan for both the Public Schools Division Superintendents (SDS), Assistant Schools Division Superintendents (ASDS), Schools District Supervisors and Education Supervisors which will serve as the blueprint for the trainings to be provided to these sectors in support of the full implementation of R.A. No. 9155.
2. As part of the overall strategy to develop and establish the said training master plan, all regions in close coordination with the Division Offices are encouraged to administer the Training and Development Needs Assessment (TDNA) Survey Questionnaire to all SDS and ASDS, Public Schools District Supervisors and Division Education Supervisors.
3. Enough copies of the enclosed TDNA Questionnaire should be reproduced by the respective Division Offices to be distributed to all target respondents. Accomplished TDNA Questionnaires should be transmitted via the fastest courier (LBC) or fax to the NEAP, Teachers Camp, Baguio City. Deadline for submission is August 31, 2004 c/o the Executive Director, NEAP.
4. For inquiries, please contact the NEAP Headquarters, (074) 444-9524 or (074) 442-6887 c/o Ms. Narcisa C. Magno.
6. Immediate dissemination of this Memorandum is desired.

K. C. Bacani
RAMON C. BACANI
Undersecretary
Officer-in-Charge

Encl.: As stated

Reference: None

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index under the following subjects:

OFFICIALS

SURVEY

TRAINING PROGRAMS

Madel:c:TDNA
8-16-04

**TDNA QUESTIONNAIRE :
PUBLIC SCHOOLS DISTRICT SUPERVISORS AND
EDUCATION SUPERVISORS**

A. General Instructions :

1. This TDNA questionnaire is composed of Parts I and II. Part I pertains to the profile of the Respondents while Part II is the survey questionnaire .
2. It will be highly appreciated if your fill – up this survey honestly and completely.
3. Please submit the accomplishment questionnaire to the Division Offices care of the Planning Officer who will then forward the same to the Academy.
4. Deadline of submission to the Academy is on August 31,2004.

B. Profile : Information Details

Name : _____ Profile Title : _____

School : _____ Region : _____

District : _____ Number of Schools : _____

Age : _____ Number of years (current positions) _____

Highest Educational Attainment : _____ Year graduated : _____

Number of years in teaching : _____ Previous teaching position : _____

C. TDNA Survey

1. Given in the matrix below is an indicative listing of basic competencies to help you perform your new roles and functions particular to instructional and curricular supervision as pursued in R.A 9155.
2. Based on your best judgement , please check on the appropriate column , the necessity of the competency in carrying out your task in instructional and curricular supervision.

Area of Competency	Level of Necessity		
	Not Needed	Needed	Highly Needed
1. Curriculum modification to address needs			
2. Models and Approaches to Instructional Supervision			
3. New Trends in Teaching Strategies			
4. Models and Approaches in Handling Multi – Grade Classes			
5. Application Learning Assessment Techniques			
6. Innovative Learning Assessment Techniques			
7. Instructional Consultanship			
8. Techniques and Approaches in Effective Coaching and Feedback Mechanism			

Area of Competency	Level of Necessity		
	Not Needed	Needed	Highly Needed
9. Academic Reforms and Innovations Related to the Alternative Learning Approach			
10. Personal Philosophy of Instructional Supervision			
11. Enhancing Teaching Learning Environment			
12. Instructional Materials Development			
13. Teams / Groups Processing Techniques			
14. Creativity / Innovativeness in Managing the School			
15. Art of Questioning			
16. Developing Higher Order Thinking Skills			
17. Concept Mapping			
18. Developing Multiple Intelligences			

Thank you for your cooperation. The Academy is proud to be of service to you.

**TDNA QUESTIONNAIRE :
SCHOOLS DIVISION SUPERINTENDENTS AND
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS**

A. Profile :

Name : _____ Position : _____

Region : _____ Division : _____

Number of years as SDS / ASDS : _____

Total Number of Schools : Elementary : _____

Secondary : _____

B. TDNS Survey :

1. Given in the matrix are the indicative competencies to help educational leaders and executives to better respond to the requirements of R.A 9155 toward a more meaningful implementation of the same.
2. Based on your best judgement , please check on the appropriate column how necessary the competency is to you to further functions and roles called for in R.A 9155.

Area of Competency	Level of Necessity		
	Not Needed	Needed	Highly Needed
1. Good Governance <ul style="list-style-type: none"> - Transparency - Accountability - Compliance - Governability - Conflict Resolution - Risk Management - Interdependence - Dispute Management - Negotiation - Dispute Management - Rule Making 			
2. Alliances / Linkages Management			
3. Fiscal and Material Management			
4. Monitoring and Evaluation			
5. Academic and Instructional Leadership			
6. Educational Development Plans			
7. Information Technology			
8. Personnel Action			

Area of Competency	Level of Necessity		
	Not Needed	Needed	Highly Needed
9. Administrative Discipline			
10. Human Resources Management and Development			
11. Strategic Leadership <ul style="list-style-type: none"> - Visioning and Goal Setting - Strategic Management - Participatory Management - Managing Change - School / Organizational Culture Building - Accounting for efficiency and effectiveness of the school - Developing teams / group processing skills 			
12. Others : Please list down other competencies you consider as highly needed. <ol style="list-style-type: none"> 1. 2. 3. 4. 5. 			

Thank you for your cooperation. The Academy is proud to be of service to you.