



Republic of the Philippines
Department of Education
REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

22 September 2026

DIVISION MEMORANDUM
No. 635 s. 2026

**TRAINING NEEDS ASSESSMENT (TNA) SURVEY FOR ADMINISTRATIVE
OFFICER II, PROJECT DEVELOPMENT OFFICER I, AND SCHOOL
COUNSELOR ASSOCIATE I**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. In line with the continuing professional development and capacity-building of personnel, this Office announces the conduct of the **Training Needs Assessment (TNA) Survey for Administrative Officer II, Project Development Officer I, and School Counselor Associate I**.
2. The survey aims to determine the training needs, competency gaps, and priority areas for professional development of concerned personnel based on their respective duties and responsibilities. The results shall serve as one of the bases for the planning and implementation of appropriate learning and development (L&D) programs and other capacity-building interventions of the Schools Division Office.
3. All newly hired Administrative Officer II, Project Development Officer I, and School Counselor Associate I are hereby requested to accomplish the TNA Survey through the link provided below **on or before September 28, 2026, at 5:00 p.m.**

Administrative Officer II



<https://forms.gle/qUREwx9mJvFb8Und7>

School Counselor Associate



<https://forms.gle/bzdBRD2tcpFMXYJY6>

Project Development Officer I



<https://forms.gle/tYbfgcjborWPvtJ2A>

4. Immediate dissemination of and compliance with this Memorandum are desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: None

Reference: None

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

ADMINISTRATIVE OFFICER II
PROJECT DEVELOPMENT OFFICER I
SCHOOL COUNSELOR ASSOCIATE I
TRAINING NEEDS ASSESSMENT

SGOD- training needs assessment (tna) survey for administrative officer ii, project development officer i, and school counselor associate i
SGODIQ7D-005617/September 22, 2026