

Republic of the Philippines

## **Pangasinan State University**

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## Center for Statistics and Computing Sciences (CS)<sup>2</sup>

## **Training Needs Survey Result**

Table 1
Demographic Information of the Non – teaching Staff With and Without Designation

Demogra	pine information of the rion	Without Designation		With Designation		
Profile	Category		153)		=39)	
Tionic	Category			Frequency	Percentage	
	21-30	52	34.0	3	7.7	
	31-40	32	20.9	9	23.1	
Age	41-50	33	21.6	9	23.1	
1150	51-60	30	19.6	11	28.2	
	61-65	6	3.9	7	17.9	
	Female	65	42.5	28	71.8	
Sex	Male	88	57.5	11	28.2	
	Elementary Graduate	1	.7	0	0.0	
	High School	17	11.1	0	0.0	
	Level/Graduate					
TT: -14	Vocational	14	9.2	3	7.7	
Highest	College Undergraduate	7	4.6	1	2.6	
Educational	College Graduate	99	64.7	19	48.7	
Attainment	Masters Undergraduate	4	2.6	4	10.3	
	Master Graduate	11	7.2	8	20.5	
	Doctorate Level	0	0.0	1	2.6	
	Doctorate Graduate	0	0.0	3	7.7	
	Below 1 Year	7	4.6	0	0.0	
	1-5	65	42.5	7	17.9	
Number of	5-10	33	21.6	9	23.1	
Years In The	11-15	13	8.5	3	7.7	
University	16-20	11	7.2	2	5.1	
Oniversity	21-25	6	3.9	4	10.3	
	26-30	5	3.3	3	7.7	
	31 & Above	13	8.5	11	28.2	
	Alaminos	6	3.9	2	5.1	
Campus	Asingan	5	3.3	2	5.1	
Campus	Bayambang	22	14.4	6	15.4	
	Binmaley	13	8.5	4	10.3	

Infanta	7	4.6	5	12.8
Lingayen	16	10.5	4	10.3
Main	25	16.3	4	10.3
San Carlos	12	7.8	3	7.7
Sta. Maria	23	15.0	4	10.3
Urdaneta	24	15.7	5	12.8

 $\label{eq:Table 2} \mbox{Demographic Information of the Teaching Staff With and Without Designation}$ 

	graphic information of the 1	Without D	With Designation				
Profile	Category		434)	(n=175)			
	<i>5</i> • • • • • • • • • • • • • • • • • • •	Frequency	Percentage	Frequency	Percentage		
	21-30	207	47.7	24	13.7		
	31-40	119	27.4	48	27.4		
Age	41-50	65	15.0	59	33.7		
C	51-60	34	7.8	34	19.4		
	61-65	9	2.1	10	5.7		
C	Female	232	53.5	105	60.0		
Sex	Male	202	46.5	70	40.0		
	College Graduate	138	31.8	8	4.6		
Highest	Masters Undergraduate	44	10.1	6	3.4		
Educational	Master Graduate	186	42.9	71	40.6		
Attainment	Doctorate Level	15	3.5	9	5.1		
	Doctorate Graduate	51	11.8	81	46.3		
	Below 1 Year	38	8.8	4	2.3		
	1-5	234	53.9	31	17.7		
Number of	5-10	75	17.3	38	21.7		
Years In The	11-15	33	7.6	33	18.9		
University	16-20	18	4.1	23	13.1		
University	21-25	14	3.2	19	10.9		
	26-30	4	.9	10	5.7		
	31 & Above	18	4.1	17	9.7		
	Alaminos	40	9.2	10	5.7		
	Asingan	19	4.4	12	6.9		
	Bayambang	84	19.4	34	19.4		
	Binmaley	23	5.3	12	6.9		
Compus	Infanta	10	2.3	5	2.9		
Campus	Lingayen	96	22.1	38	21.7		
	Main	1	.2	3	1.7		
	San Carlos	47	10.8	23	13.1		
	Sta. Maria	27	6.2	11	6.3		
	Urdaneta	87	20.0	27	15.4		

Table 3 Level of Training Needs as Perceived by the Non – Teaching Staff of PSU n=153

TOPICS	11–133		Lovel	of Nos	. al			
1. Interpersonal communication	TOPICS -						- WM	DE
1. Interpersonal communication   2. Writing business letters, accomplishment reports,   41   61   43   7   1   3.88   HN   Inquidation reports, etc.     3.92 + High Need   HS   Inquidation reports, etc.	COMMUNICATIONS SIZE I	VHIN	ΗΝ	IVIIN	LIN	VLIN		
2. Writing business letters, accomplishment reports, etc.   Weighted Mean   Sugue High High High High High High High High		07	0.4	00	0	0	4.00	1.18.1
Preparation of data gathering instrument (questionnaire, observation of presearch proposal 5. Publication of preparation of poster 5. Preparation of extension project proposal 2. Stresp management 3. Preparation of bartangay development plan 6. Budget preparation (Meroson training 4. Preparation of bartangay development plan 6. Suger preparation of bartangay development plan 6. Suger preparation of paperations (Merosoft Word, Excel, poster) and propagation of poster of proposal 1. Achieving preparation of bartangay development plan 6. Suger preparation of bartangay development plan 6. Budget preparation of bartangay development plan 6. Suger preparation of bartangay development plan 6. S		_	-					
Neighted Mean   1988		41	61	43	/	1	3.88	HN
1. Time management and goal setting			_					
1. Time management and goal setting 2. Managing / accepting organizational change 3. Organizing files and records    Weighted Mean   Weighted			3	.92 - F	ligh N	leed		
2. Managing l'accepting organizational change 3. Organizing files and records  Weighted Mean    Veighted Mean		40	0.4		_	_		
3. Organizing files and records   Weighted Mean   Weighted Mean   Weighted Mean   S.83 - High Need   New York New Yor			_					
COMPUTER AND TECHNICAL SKILLS   1. Keyboard skills   2. Basic computer operations (Microsoft Word, Excel, Powerpoint, Adobe)   3. Internet including use of search engines and e-mail Weighted Mean   150								
Neyboard skills		42		_		-	3.78	HN
1. Keyboard skills   2. Basic computer operations (Microsoft Word, Excel, 37			3	.83 - F	ligh N	leed		
2. Basic computer operations (Microsoft Word, Excel, Powerpoint, Adobe) 3. Internet including use of search engines and e-mail Weighted Mean  RESEARCH SKILLS  RESEARCH SKILLS  1. Quantitative and qualitative research approaches 28						_		
Powerpoint, Adobe   3. Internet including use of search engines and e-mail   Weighted Mean			_					
RESEARCH SKILLS		37	53	37	19	7	3.61	HN
RESEARCH SKILLS           1. Quantitative and qualitative research approaches         28         41         52         26         6         3.39         MN           2. Research ethics         24         44         54         24         7         3.35         MN           3. Statistical analysis of research data         29         42         47         28         7         3.38         MN           4. Preparation of data gathering instrument (questionnaire, observation checklist)         29         42         48         26         8         3.38         MN           5. Writing research proposal         29         42         48         26         8         3.35         MN           6. Publication / presentation of researches in national / international journals / conferences         29         42         48         26         8         3.35         MN           7. Preparation of poster         26         42         47         31         7         3.32         MN           8. American Psychological Association (APA) style         25         46         46         28         8         3.34         MN           9. Implementation, documentation, and evaluation of extension project proposal         23         42         56								
RESEARCH SKILLS   1. Quantitative and qualitative research approaches   28		41				_	3.68	HN
1. Quantitative and qualitative research approaches   28			3	.64 - H	ligh N	leed		
2.Research ethics								
3.Statistical analysis of research data 4.Preparation of data gathering instrument (questionnaire, observation checklist) 5.Writing research proposal 6.Publication / presentation of researches in national / 29 39 49 28 8 3.38 MN 6.Publication / presentation of researches in national / 29 39 49 28 8 3.35 MN international journals / conferences 7.Preparation of poster 8.American Psychological Association (APA) style Weighted Mean  EXTENSION SKILLS 1.Preparation of extension project proposal 23 42 56 23 9 3.31 MN 2.Implementation, documentation, and evaluation of extension activities 3. Designing benchmark survey instrument 23 44 52 24 10 3.27 MN 4. Instructional delivery plan for extension training 23 44 55 22 4 10 3.30 MN 5. Preparation of barangay development plan 18 46 55 26 8 3.26 MN 6. Budget preparation    Weighted Mean 23 45 56 20 7 3.40 MN 5. Preparation of barangay development plan 18 46 55 26 8 3.26 MN 6. Budget preparation    Weighted Mean 3.31 - Moverate Nevel    OTHER WORK-RELATED TOPICS 1.Achieving inner peace and enhanced spirituality 54 58 37 3 1 4.05 HN 2. Stress management 61 60 31 1 0 4.18 HN 3.CSC laws and rules on appointment, personnel action, etc. 57 70 24 2 0 4.19 HN 4. GSIS benefits 56 57 36 37 2 2 4.06 HN 5. Code of ethics for government employees 56 58 36 2 1 4.08 HN 5. Code of ethics for government employees 56 57 36 3 1 4.07 HN 7. Gender and development (GAD) concerns 38 59 47 7 2 3.81 HN								
A.Preparation of data gathering instrument (questionnaire, observation checklist)   5.Writing research proposal   29   42   48   26   8   3.38   MN     6.Publication / presentation of researches in national / international journals / conferences   39   49   28   8   3.35   MN     6.Publication / presentation of researches in national / international journals / conferences   26   42   47   31   7   3.32   MN     8.American Psychological Association (APA) style   25   46   46   28   8   3.34   MN     8.American Psychological Association (APA) style   25   46   46   28   8   3.34   MN     8.American Psychological Association (APA) style   25   46   46   28   8   3.34   MN     8.American Psychological Association (APA) style   25   46   46   28   8   3.34   MN     8.American Psychological Association (APA) style   25   46   50   26   9   3.31   MN     9. Implementation, documentation, and evaluation of   22   46   50   26   9   3.30   MN     9. Implementation, documentation, and evaluation of   22   46   50   26   9   3.30   MN     9. Extension activities   3   44   52   24   10   3.30   MN     9. Implementation of barangay development plan   18   46   55   26   8   3.26   MN     9. Freparation of barangay development plan   18   46   55   26   8   3.26   MN     9. Budget preparation   Weighted Mean   3.31   Molectical Mol								
Substruction checklist    29   42   48   26   8   3.38   MN								MN
S.Writing research proposal		29	44	50	23	7	3.42	MN
6. Publication / presentation of researches in national / international journals / conferences 7. Preparation of poster 8. American Psychological Association (APA) style 8. American Psychological Association (APA) style Weighted Mean  EXTENSION SKILLS 1. Preparation of extension project proposal 2. Implementation, documentation, and evaluation of extension activities 3. Designing benchmark survey instrument 4. Instructional delivery plan for extension training 5. Preparation of barangay development plan 6. Budget preparation  Weighted Mean  Weighted Mean  Weighted Mean  Weighted Mean  DTHER WORK-RELATED TOPICS 1. Achieving inner peace and enhanced spirituality 2. Stress management 4. GSIS benefits 5. Code of ethics for government employees 6. Customer-focused service 7. Gender and development (GAD) concerns  Response in a significant in a signi								
International journals / conferences   26				-				
7.Preparation of poster 8.American Psychological Association (APA) style Weighted Mean		29	39	49	28	8	3.35	MN
Section   Recommendation   Recommendat								
STENSION SKILLS   1. Preparation of extension project proposal   23   42   56   23   9   3.31   MN	7.Preparation of poster	26	42	47	_	7	3.32	MN
1. Preparation of extension project proposal   23   42   56   23   9   3.31   MN     2. Implementation, documentation, and evaluation of   22   46   50   26   9   3.30   MN     extension activities   3. Designing benchmark survey instrument   19   48   51   25   10   3.27   MN     4. Instructional delivery plan for extension training   23   44   52   24   10   3.30   MN     5. Preparation of barangay development plan   18   46   55   26   8   3.26   MN     6. Budget preparation   25   45   56   20   7   3.40   MN     6. Budget preparation   25   45   56   20   7   3.40   MN     7. Stress management   61   60   31   1   0   4.18   HN     8. CSC laws and rules on appointment, personnel action, etc.   57   70   24   2   0   4.19   HN     4. GSIS benefits   56   56   37   2   2   4.06   HN     5. Code of ethics for government employees   56   58   36   2   1   4.08   HN     6. Customer-focused service   56   57   36   3   1   4.07   HN     7. Gender and development (GAD) concerns   38   59   47   7   2   3.81   HN     7. Sender and development (GAD) concerns   38   59   47   7   2   3.81   HN     7. Sender and development (GAD) concerns   38   59   47   7   2   3.81   HN     7. Sender and development (GAD) concerns   38   59   47   7   2   3.81   HN     7. Sender and development (GAD) concerns   38   59   47   7   2   3.81   HN     7. Sender and development (GAD) concerns   38   59   47   7   2   3.81   HN     7. Sender and development (GAD) concerns   38   59   47   7   2   3.81   HN     7. Sender and development (GAD) concerns   38   59   47   7   2   3.81   HN     7. Sender and development (GAD) concerns   38   59   47   7   2   3.81   HN     7. Sender and development (GAD) concerns   38   59   47   7   2   3.81   HN     7. Sender and development (GAD) concerns   38   59   47   7   2   3.81   HN     7. Sender and development (GAD) concerns   38   59   47   7   2   3.81   HN     7. Sender and development (GAD) concerns   38   59   47   7   2   3.81   HN     7. Sender and concerns   42   42   42   42   43   43	8. American Psychological Association (APA) style	25	46	46	28	8	3.34	MN
1. Preparation of extension project proposal       23       42       56       23       9       3.31       MN         2. Implementation, documentation, and evaluation of extension activities       22       46       50       26       9       3.30       MN         3. Designing benchmark survey instrument       19       48       51       25       10       3.27       MN         4. Instructional delivery plan for extension training       23       44       52       24       10       3.30       MN         5. Preparation of barangay development plan       18       46       55       26       8       3.26       MN         6. Budget preparation       25       45       56       20       7       3.40       MN         OTHER WORK-RELATED TOPICS         1. Achieving inner peace and enhanced spirituality       54       58       37       3       1       4.05       HN         2. Stress management       61       60       31       1       0       4.18       HN         3. CSC laws and rules on appointment, personnel action, etc.       57       70       24       2       0       4.19       HN         5. Code of ethics for government employees       56       56			3.37	7 - Mo	derate	Need		
2. Implementation, documentation, and evaluation of extension activities       22       46       50       26       9       3.30       MN extension activities         3. Designing benchmark survey instrument       19       48       51       25       10       3.27       MN extension description         4. Instructional delivery plan for extension training       23       44       52       24       10       3.30       MN extension description         5. Preparation of barangay development plan       18       46       55       26       8       3.26       MN extension description         6. Budget preparation       25       45       56       20       7       3.40       MN         Weighted Mean       3.31 - Moderate Need         OTHER WORK-RELATED TOPICS         1. Achieving inner peace and enhanced spirituality       54       58       37       3       1       4.05       HN         2. Stress management       61       60       31       1       0       4.18       HN         3. CSC laws and rules on appointment, personnel action, etc.       57       70       24       2       0       4.19       HN         5. Code of ethics for government employees       56       58       36								
Sextension activities   Sextension activities   Sextension activities   Sextension activities   Sextension activities   Sextension delivery plan for extension training   Sextension of barangay development plan   Sextension delivery plan for extension training   Sextension of barangay development plan   Sextension delivery plan for extension training   Sextension delivery plan for extension delivery plan for extension training   Sextension delivery plan for extension delivery plan for extension training   Sextension delivery plan for extension delivery plan for extension training   Sextension delivery plan for extension delivery pl	Preparation of extension project proposal	23	42	56		9		MN
3. Designing benchmark survey instrument       19       48       51       25       10       3.27       MN         4. Instructional delivery plan for extension training       23       44       52       24       10       3.30       MN         5. Preparation of barangay development plan       18       46       55       26       8       3.26       MN         6. Budget preparation       Weighted Mean       3.31 - Moderate Need       Notes and N         OTHER WORK-RELATED TOPICS         1. Achieving inner peace and enhanced spirituality       54       58       37       3       1       4.05       HN         2. Stress management       61       60       31       1       0       4.18       HN         3. CSC laws and rules on appointment, personnel action, etc.       57       70       24       2       0       4.19       HN         4. GSIS benefits       56       56       37       2       2       4.06       HN         5. Code of ethics for government employees       56       58       36       2       1       4.08       HN         6. Customer-focused service       56       57       36       3       1       4.07		22	46	50	26	9	3.30	MN
4. Instructional delivery plan for extension training       23       44       52       24       10       3.30       MN         5. Preparation of barangay development plan       18       46       55       26       8       3.26       MN         6. Budget preparation       Weighted Mean       3.31 - Moderate Need         OTHER WORK-RELATED TOPICS         1. Achieving inner peace and enhanced spirituality       54       58       37       3       1       4.05       HN         2. Stress management       61       60       31       1       0       4.18       HN         3. CSC laws and rules on appointment, personnel action, etc.       57       70       24       2       0       4.19       HN         4. GSIS benefits       56       56       37       2       2       4.06       HN         5. Code of ethics for government employees       56       58       36       2       1       4.08       HN         6. Customer-focused service       56       57       36       3       1       4.07       HN         7. Gender and development (GAD) concerns       38       59       47       7       2       3.81       HN	extension activities							
5. Preparation of barangay development plan       18       46       55       26       8       3.26       MN         6. Budget preparation       Weighted Mean       3.31 - Moderate Need         OTHER WORK-RELATED TOPICS         1. Achieving inner peace and enhanced spirituality       54       58       37       3       1       4.05       HN         2. Stress management       61       60       31       1       0       4.18       HN         3. CSC laws and rules on appointment, personnel action, etc.       57       70       24       2       0       4.19       HN         4. GSIS benefits       56       56       37       2       2       4.06       HN         5. Code of ethics for government employees       56       58       36       2       1       4.08       HN         6. Customer-focused service       56       57       36       3       1       4.07       HN         7. Gender and development (GAD) concerns       38       59       47       7       2       3.81       HN		19	48	51	25	10	3.27	MN
6. Budget preparation Weighted Mean 25 45 56 20 7 3.40 MN 3.31 - Moverate Need Need Need Need Need Need Need Ne	4. Instructional delivery plan for extension training	23	44	52	24	10	3.30	MN
Weighted Mean       3.31 - Moderate Need         OTHER WORK-RELATED TOPICS         1. Achieving inner peace and enhanced spirituality       54       58       37       3       1       4.05       HN         2. Stress management       61       60       31       1       0       4.18       HN         3. CSC laws and rules on appointment, personnel action, etc.       57       70       24       2       0       4.19       HN         4. GSIS benefits       56       56       37       2       2       4.06       HN         5. Code of ethics for government employees       56       58       36       2       1       4.08       HN         6. Customer-focused service       56       57       36       3       1       4.07       HN         7. Gender and development (GAD) concerns       38       59       47       7       2       3.81       HN	5. Preparation of barangay development plan	18	46	55	26	8	3.26	MN
OTHER WORK-RELATED TOPICS         1. Achieving inner peace and enhanced spirituality       54       58       37       3       1       4.05       HN         2. Stress management       61       60       31       1       0       4.18       HN         3. CSC laws and rules on appointment, personnel action, etc.       57       70       24       2       0       4.19       HN         4. GSIS benefits       56       56       37       2       2       4.06       HN         5. Code of ethics for government employees       56       58       36       2       1       4.08       HN         6. Customer-focused service       56       57       36       3       1       4.07       HN         7. Gender and development (GAD) concerns       38       59       47       7       2       3.81       HN	6. Budget preparation	25				-		MN
1.Achieving inner peace and enhanced spirituality       54       58       37       3       1       4.05       HN         2.Stress management       61       60       31       1       0       4.18       HN         3.CSC laws and rules on appointment, personnel action, etc.       57       70       24       2       0       4.19       HN         4.GSIS benefits       56       56       37       2       2       4.06       HN         5.Code of ethics for government employees       56       58       36       2       1       4.08       HN         6.Customer-focused service       56       57       36       3       1       4.07       HN         7.Gender and development (GAD) concerns       38       59       47       7       2       3.81       HN	Weighted Mean		3.31	1 - Mo	derate	Need		
2. Stress management       61       60       31       1       0       4.18       HN         3. CSC laws and rules on appointment, personnel action, etc.       57       70       24       2       0       4.19       HN         4. GSIS benefits       56       56       37       2       2       4.06       HN         5. Code of ethics for government employees       56       58       36       2       1       4.08       HN         6. Customer-focused service       56       57       36       3       1       4.07       HN         7. Gender and development (GAD) concerns       38       59       47       7       2       3.81       HN	OTHER WORK-RELATED TOPICS							
3.CSC laws and rules on appointment, personnel action, etc.       57       70       24       2       0       4.19       HN         4.GSIS benefits       56       56       37       2       2       4.06       HN         5.Code of ethics for government employees       56       58       36       2       1       4.08       HN         6.Customer-focused service       56       57       36       3       1       4.07       HN         7.Gender and development (GAD) concerns       38       59       47       7       2       3.81       HN	1.Achieving inner peace and enhanced spirituality	54	58	37	3	1	4.05	HN
3.CSC laws and rules on appointment, personnel action, etc.       57       70       24       2       0       4.19       HN         4.GSIS benefits       56       56       37       2       2       4.06       HN         5.Code of ethics for government employees       56       58       36       2       1       4.08       HN         6.Customer-focused service       56       57       36       3       1       4.07       HN         7.Gender and development (GAD) concerns       38       59       47       7       2       3.81       HN		61	60			0		
4.GSIS benefits       56       56       37       2       2       4.06       HN         5.Code of ethics for government employees       56       58       36       2       1       4.08       HN         6.Customer-focused service       56       57       36       3       1       4.07       HN         7.Gender and development (GAD) concerns       38       59       47       7       2       3.81       HN		57	70	24	2	0	4.19	HN
5. Code of ethics for government employees       56       58       36       2       1       4.08       HN         6. Customer-focused service       56       57       36       3       1       4.07       HN         7. Gender and development (GAD) concerns       38       59       47       7       2       3.81       HN	4.GSIS benefits	56	56	37		2	4.06	HN
6. Customer-focused service 56 57 36 3 1 4.07 HN 7. Gender and development (GAD) concerns 38 59 47 7 2 3.81 HN		56	58	36		1	4.08	
7. Gender and development (GAD) concerns 38 59 47 7 2 3.81 HN			57			1		
	7. Gender and development (GAD) concerns					2		
			4	.06 - H	ligh N	leed		

Legend: 1.00-1.50 (VLN- Very Low Need); 1.51-2.50 (LN- Low Need); 2.51-3.50 (MN- Moderate Need); 3.51-4.50 (HN- High Need); 4.51-5.00 (VHN- Very High Need)

 $\begin{array}{c} \text{Table 4} \\ \text{Level of Training Needs as Perceived by the Non-Teaching Staff with Designation} \\ n{=}39 \end{array}$ 

11-37		احبيما	- f NI	ــا			
TOPICS -	\ /I IN I		of Nee		\ /I   N I	WM	DE
I EADEDCHID CIVILI	VHN	HN	MN	LN	VLN		
LEADERSHIP SKILL	45	4.4	0	4	4	4.05	LINI
Developing flexible/appropriate leadership styles	15 16	14	8	1	1	4.05	HN
2. Developing framework among employees	16	12	10	0	1	4.08	HN
3. Effective budgeting	13	15	8	1	2	3.92	HN
4. Implementing/accepting / managing organizational change	14	14	10	0	1	4.03	HN
5. Influencing without authority	11	13	12	1	2	3.77	HN
6. Diversity as a workplace issue	9	18	10	1	1	3.85	HN
Weighted Mean		3	.95 - H	igh Ne	ed		
MOTIVATION SKILL							
Discovering and working with employee work styles	13	15	10	0	1	4.00	HN
2. Ways to improve work climate	11	18	9	0	1	3.97	HN
Developing employee morale	14	15	9	0	1	4.05	HN
Discovering alternate reward systems for employees	13	17	8	0	1	4.05	HN
5. Preventing employee burnout, absenteeism, and tardiness	9	20	9	1	0	3.95	HN
Weighted Mean		4	.01 - H	igh Ne	ed		
EMPLOYEE DEVELOPMENT SKILL				_	_		
1. Effective delegation	13	15	10	0	1	4.00	HN
2. Coaching, mentoring, and counselling employees	11	17	10	0	1	3.95	HN
Effective listening skills	11	12	14	1	1	3.79	HN
Giving and receiving constructive criticism	8	19	10	1	1	3.82	HN
5. Dealing with difficult personalities	13	15	9	1	1	3.97	HN
6. Conflict management techniques	16	13	8		1	4.08	HN
Weighted Mean		3	.94 - H	igh Ne	eed		
BUSINESS COMMUNICATION SKILL	•	40	_	_			
Conducting productive meeting	8	19	9	2	1	3.79	HN
2. Oral presentation skills	11	18	8	1	1	3.95	HN
3. Working effectively with boards and committees in a political	10	17	10	1	1	3.87	HN
environment 4. Media relations	0	17	44	4	2	2.72	LINI
	8 11	20	11 7	1 0	1	3.72 4.03	HN HN
<ul><li>5. Developing and writing desk and office procedures</li><li>6. Quarterly/Annual report writing</li></ul>	12	15	, 10	1	1	3.92	
Weighted Mean	12	_	.88 - H	-	-	3.92	HN
TAKING CORRECTIVE ACTION SKILL			.00 - п	igii ive	<del>seu</del>		
Dealing with employee complaints and grievances	10	21	7	0	1	4.00	HN
Applying positive discipline techniques	13	17	8	0	1	4.05	HN
Weighted Mean	13		.03 - H	-	-	4.03	IIIN
EMPLOYEE SELECTION AND ORIENTATION SKILL			.05 - 11	igii itt	Jeu		
1. Job analysis	12	16	8	1	2	3.90	HN
Developing and conducting interviews	10	15	10	2	2	3.74	HN
CSC laws and rules on appointment, personnel action, etc.	18	12	7	1	1	4.15	HN
Weighted Mean	10		.93 <sup>-</sup> H	•	•	4.15	1111
PROBLEM SOLVING SKILL			.00	. <del></del>	<del>, , , , , , , , , , , , , , , , , , , </del>		
Determining root causes of problems	12	18	8	0	1	4.03	HN
Using effective problem solving methods	12	16	10	0	1	3.97	HN
Employing group decision making techniques	8	21	9	0	i	3.90	HN
Developing, administering, and analyzing customer service					•		
Surveys	10	18	8	2	1	3.87	HN
5. Implementing improved customer service techniques	12	17	9	0	1	4.00	HN
Weighted Mean	_		.95 - H				•
PERFORMANCE MANAGEMENT SKILL							
1. Setting goals and standards	13	13	12	0	1	3.95	HN
2. Conducting employee performance evaluation discussions	12	15	11	0	1	3.95	HN

Obtaining employee performance feedback	11	16	11	0	1	3.92	HN
4. Understanding and applying University policies and	11	18	8	1	1	3.95	HN
procedures			-	-	-		
5. Performance measurement	15	17	6	0	.1	4.15	HN
Weighted Mean		3.	.98 - Hi	gh Ne	ed		
TIME MANAGEMENT SKILL							
Personal time management	10	15	12	1	1	3.82	HN
2. Project Management	10	17	10	1	1	3.87	HN
3. Long-term goal setting	13	17	7	1	1	4.03	HN
Weighted Mean		3.	.91 - Hi	gh Ne	ed		
COMPUTER AND TECHNICAL SKILL							
1. Keyboard skills	4	13	15	2	5	3.23	MN
Basic Computer Operations (Microsoft Word, Excel,	7	12	16	1	3	3.49	MN
PowerPoint, Adobe)	,	12	10	ı	3	3.49	IVIIN
3. Internet including use of search engines and e-mail	10	10	13	2	4	3.51	HN
Weighted Mean		3.41	- Mod	erate	Need		
RESEARCH SKILL							
Quantitative and qualitative research approaches	13	8	12	4	2	3.67	HN
2. Research ethics	11	8	14	4	2	3.56	HN
3. Statistical analysis of research data	12	9	12	4	2	3.64	HN
4. Preparation of data gathering instrument (questionnaires,	40	11	40	4	0	2.50	LINI
observation checklist)	10	11	12	4	2	3.59	HN
5. Writing research proposal	9	11	13	4	2	3.54	HN
Publication/Presentation of researches in	12	8	12	5	2	3.59	HN
national/international journals/conferences	12	O	12	3	2	3.59	ПІМ
7. Preparation of poster	10	8	14	5	2	3.49	HN
American Psychological Association (APA) Style	10	9	14	4	2	3.54	HN
Weighted Mean		3.	.58 - Hi	gh Ne	ed		
EXTENSION SKILL							
Preparation of extension project proposal	9	14	10	4	2	3.62	HN
2. Implementation, documentation, and evaluation of extension	0	4.4	4.4		0	0.50	
activities	8	14	11	4	2	3.56	HN
Designing benchmark survey instrument	8	15	10	4	2	3.59	HN
4. Instructional delivery plan for extension training	7	14	11	5	2	3.49	HN
5. Preparation of barangay development plan	9	12	11	5	2	3.54	HN
6. Budget preparation	11	11	11	4	2	3.64	HN
Weighted Mean		3.	.57 - Hi	gh Ne	ed		
N. H. I. C. C. C. L. L. L. DE D. C. C. E. C. L.		XX7 ' 1 .	117				

Legend: 1.00-1.50 (VLN- Very Low Need); 1.51-2.50 (LN- Low Need); 2.51-3.50 (MN- Moderate Need); 3.51-4.50 (HN- High Need); 4.51-5.00 (VHN- Very High Need)

Table 5
Level of Training Needs as Perceived by the Teaching Staff of PSU n=434

n=434							
TOPICS			of Nee		\ // A !	WM	DE
	VHN	HN	MN	LN	VLN		
A. INSTRUCTION							
1. Development of instructional materials (book, module,	284	112	34	3	1	4.56	VHN
and laboratory manual)			4.4		•		
2. Integration of technology in the classroom	252	132	41	7	2	4.44	HN
3. Use of proper teaching methods/strategies	222	138	57	12	5	4.29	HN
4. Understanding individual needs or differences in growth	213	148	55	12	6	4.27	HN
and development of learners		400	70	40	_		
5. Preparation of course syllabi	193	139	79	18	5	4.15	HN
6. Designing learning experiences: aligning goals, methods,	221	149	48	13	3	4.32	HN
and assessments							
7. Student discipline and behavior problems	193	142	69	21	9	4.13	HN
8. Development of performance assessments	205	155	57	11	6	4.25	HN
9. Construction of test and table of specifications (TOS)	187	132	81	. 26	. 8.	4.07	HN
Weighted Mean		4	.27 - F	ligh i	leed		
B. RESEARCH SKILLS						4 = 0	
Quantitative and qualitative research approaches	275	114	41	4	0	4.52	VHN
2. Research ethics	234	139	53	7	1	4.38	HN
Statistical analysis of research data	278	106	41	9	0	4.50	HN
4. Preparation of data gathering instrument (questionnaire,	251	123	55	5	0	4.43	HN
observation checklist)					-		
5. Writing research proposal	249	127	49	8	1	4.42	HN
6. Publication / presentation of researches in national /	280	112	38	4	0	4.54	VHN
international journals / conferences				-		_	
7. Preparation of poster	215	156	54	7	2	4.32	HN
8. American Psychological Association (APA) style	227	122	72	. 11	. 2	4.29	HN
Weighted Mean		4	.43 - F	ligh N	leed		
EXTENSION SKILL				_			
Preparation of extension project proposal	243	135	49	6	1	4.41	HN
2. Implementation, documentation, and evaluation of	223	152	53	5	1	4.36	HN
extension activities							
Designing benchmark survey instrument	241	136	50	6	1	4.41	HN
4. Instructional delivery plan for extension training	237	140	49	8	0	4.40	HN
5. Preparation of barangay development plan	224	149	55	5	1	4.36	HN
6. Budget preparation	221	149	55	. 8	. 1	4.34	HN
Weighted Mean 4.38 - High Need							
D. OTHER RELEVANT PROFESSIONAL DEVELOPMENT							
TOPICS					_		
Achieving inner peace and enhance spirituality	214	141	60	13	6	4.25	HN
2. Stress management	239	128	53	8	6	4.35	HN
3. Time management and goal setting	224	133	67	7	3	4.31	HN
4. Writing business letters	154	160	97	18	5	4.01	HN
5. CSC laws and rules on appointment, personnel action,	222	129	73	7	3	4.29	HN
etc.							
6. GSIS benefits	205	127	82	16	4	4.18	HN
7. Code of ethics for government employees	217	132	65	. 15	. 5	4.25	HN
Weighted Mean 4.24 - High Need							

Legend: 1.00-1.50 (VLN- Very Low Need); 1.51-2.50 (LN- Low Need); 2.51-3.50 (MN- Moderate Need); 3.51-4.50 (HN- High Need); 4.51-5.00 (VHN- Very High Need)

 $\begin{array}{c} \text{Table 6} \\ \text{Level of Training Needs as Perceived by the Teaching Staff with Designation} \\ \text{n=}175 \end{array}$ 

11-173		ا منیما	of Nac	۷			
TOPICS	VHN	HN	of Need MN	LN	VLN	WM	DE
As Educator	VITIN	ITIN	IVIIN	LIN	V LIN		
INSTRUCTION							
Development of instructional materials (book, module	112	51	9	2	1	4.55	VHN
and laboratory manual)		0.	Ü	_	•		*****
2. Integration of technology in the classroom	98	58	16	1	2	4.42	HN
3. Use of proper teaching methods / strategies	83	61	27	4	0	4.27	HN
4. Understanding individual needs or differences in growth	75	62	30	6	2	4.15	HN
and development of learners							
5. Preparation of course syllabi	63	65	35	9	3	4.01	HN
6. Designing learning experiences: aligning goals, methods	78	66	26	4	1	4.23	HN
and assessments							
7. Student discipline and behavior problems	57	61	47	8	2	3.93	HN
8. Development of performance assessments	76	58	34	6	1	4.15	HN
9. Construction of test and table of specifications (TOS)	72	60	32	10	1	4.10	HN
Weighted Mean		4	.20 - H	ligh N	leed		
B. RESEARCH SKILLS			_		_		
Quantitative and qualitative research approaches	99	58	12	5	1	4.42	HN
2. Research ethics	80	61	25	8	1	4.21	HN
3. Statistical analysis of research data	96	63	12	4	0	4.43	HN
4. Preparation of data gathering instrument (questionnaire,	84	62	23	5	1	4.27	HN
observation checklist)				_	_		
5. Writing research proposal	78	55	32	9	1	4.14	HN
6. Publication / presentation of researches in national /	112	48	8	6	1	4.51	VHN
international journals / conferences	00	04	07		4	4.05	1.181
7. Preparation of poster	82	61	27	4	1	4.25	HN
8. American Psychological Association (APA) style	89	52	25	8 Iiab N	1	4.26	HN
Weighted Mean EXTENSION SKILL		4	.31 - H	ign iv	ieeu		
Preparation of extension project proposal	82	73	13	5	2	4.30	HN
Implementation, documentation, and evaluation of	87	68	16	5 3	1	4.35	HN
extension activities	01	00	10	3		4.55	1111
Designing benchmark survey instrument	88	67	14	5	1	4.35	HN
Instructional delivery plan for extension training	87	71	13	3	i	4.37	HN
Preparation of barangay development plan	82	72	16	4	1	4.31	HN
6. Budget preparation	78	73	19	3	2	4.27	HN
Weighted Mean	. •		.33 - H			1.27	
B. AS MANAGER		-		<u> </u>			
LEADERSHIP SKILL							
1. Developing flexible/appropriate leadership styles	99	49	25	2	0	4.40	HN
2. Developing framework among employees	98	46	27	4	0	4.36	HN
3. Effective budgeting	85	66	21	3	0	4.33	HN
4. Implementing/accepting / managing organizational	89	59	25	2	0	4.34	HN
change	-		-		-	-	
5. Influencing without authority	86	58	28	3	0	4.30	HN
6. Diversity as a workplace issue	83	58	32	2	0	4.27	HN
Weighted Mean							
MOTIVATION SKILL							
1. Discovering and working with employee work styles	85	63	24	3	0	4.31	HN
2. Ways to improve work climate	81	65	27	2	0	4.29	HN
3. Developing employee morale	86	59	28	2	0	4.31	HN
4. Discovering alternate reward systems for employees	88	64	21	2	0	4.36	HN
5. Preventing employee burnout, absenteeism, and	91	57	23	4	0	4.34	HN

tardiness								
	Weighted Mean		4.32- High Need					
EMPLOYEE DEVELOPMENT SKILL					_	_		
1. Effective delegation	,	82	68	22	3	0	4.31	HN
2. Coaching, mentoring, and counselling	employees	95 70	60	17	3	0	4.41	HN
3. Effective listening skills		76 77	66	31	2	0	4.23	HN
4. Giving and receiving constructive critic	cism	77	72	23	3	0	4.27	HN
5. Dealing with difficult personalities		91	59	19	6	0	4.34	HN
6. Conflict management techniques	Weighted Mean	101	51	20 <b>I.33 - H</b>	3 liab N	0	4.43	HN
BUSINESS COMMUNICATION SKILL	weighted weam		4	i.33 - I	iigii iv	eeu		
1. Conducting productive meeting		82	64	25	4	0	4.28	HN
2. Oral presentation skills		82	58	30	5	Ö	4.24	HN
3. Working effectively with boards and co	mmittees in a	74	72	25	4	0	4.23	HN
political environment	minitious in a	, ,	12	20	7	U	7.20	1111
4. Media relations		72	65	36	2	0	4.18	HN
5. Developing and writing desk and office	nrocedures	75	68	28	4	Ö	4.22	HN
6. Quarterly/Annual report writing	procedured	75	65	30	5	0	4.20	HN
o. Quarterly/Annual report writing	Weighted Mean	10		I. <b>23</b> - H	_	_	7.20	1111
TAKING CORRECTIVE ACTION SKILL					<u></u>	<del></del>		
1. Dealing with employee complaints and		93	56	23	3	0	4.37	HN
2. Applying positive discipline techniques		88	63	22	2	0	4.35	HN
44.)9	Weighted Mean			I.36 - H		-		
<b>EMPLOYEE SELECTION AND ORIENT</b>								
1. Job analysis		87	57	26	5	0	4.29	HN
2. Developing and conducting interviews		76	67	28	4	0	4.23	HN
3. CSC laws and rules on appointment, p		96	54	23	2	0	4.39	HN
etc.								
	Weighted Mean		4	I.30 - H	igh N	eed		
PROBLEM SOLVING SKILL								
1. Determining root causes of problems		87	62	24	2	0	4.34	HN
2. Using effective problem solving method		91	60	21	3	0	4.37	HN
3. Employing group decision making tech		85	65	22	3	0	4.33	HN
4. Developing, administering, and analyz	ing customer	83	66	24	2	0	4.31	HN
service surveys		00	00	00		•	4.00	
5. Implementing improved customer serv		80	69	22	4	0	4.29	HN
PERFORMANCE MANAGEMENT SKIL	Weighted Mean		4	l.29 - H	ign N	eea		
1. Setting goals and standards	. <b>L</b>	84	59	28	4	0	4.27	HN
Conducting employee performance ev	aluation	84	63	24	4	0	4.30	HN
discussions	aluation	04	03	24	7	U	4.50	1111
Obtaining employee performance feed	lhack	76	66	29	3	1	4.22	HN
4. Understanding and applying University		73	71	28	3	Ö	4.22	HN
procedures	, policios aria	. •		20	Ū	Ū	1.22	
5. Performance measurement		83	63	26	3	0	4.29	HN
on onemanos mododroment	Weighted Mean			I.26 - H		-	1.20	
TIME MANAGEMENT SKILL			<u> </u>		·· <b>·</b>			
Personal time management		81	59	30	3	2	4.22	HN
2. Project Management		85	67	19	3	1	4.33	HN
3. Long-term goal setting		89	58	25	2	1	4.33	HN
	Weighted Mean		4	l.29 - H	igh N	eed		
COMPUTER AND TECHNICAL SKILL								
Keyboard skills		48	43	48	20	16	3.50	MN
2. Basic Computer Operations (Microsoft	: Word, Excel,	50	50	43	21	11	3.61	HN
PowerPoint, Adobe)								
3. Internet including use of search engine		61	48	38	16	12	3.74	HN
	Weighted Mean		2	3.62 - H	liah N	haa		

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