



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

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

Table 2  
Demographic Information of the Teaching Staff With and Without Designation

Profile	Category	Without Designation (n=434)		With Designation (n=175)	
		Frequency	Percentage	Frequency	Percentage
Age	21-30	207	47.7	24	13.7
	31-40	119	27.4	48	27.4
	41-50	65	15.0	59	33.7
	51-60	34	7.8	34	19.4
	61-65	9	2.1	10	5.7
Sex	Female	232	53.5	105	60.0
	Male	202	46.5	70	40.0
Highest Educational Attainment	College Graduate	138	31.8	8	4.6
	Masters Undergraduate	44	10.1	6	3.4
	Master Graduate	186	42.9	71	40.6
	Doctorate Level	15	3.5	9	5.1
	Doctorate Graduate	51	11.8	81	46.3
Number of Years In The University	Below 1 Year	38	8.8	4	2.3
	1-5	234	53.9	31	17.7
	5-10	75	17.3	38	21.7
	11-15	33	7.6	33	18.9
	16-20	18	4.1	23	13.1
	21-25	14	3.2	19	10.9
	26-30	4	.9	10	5.7
	31 & Above	18	4.1	17	9.7
Campus	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
	Infanta	10	2.3	5	2.9
	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	Level of Need					WM	DE
	VHN	HN	MN	LN	VLN		
<b>COMMUNICATIONS SKILLS</b>							
1. Interpersonal communication	37	<b>61</b>	22	6	0	4.02	HN
2. Writing business letters, accomplishment reports, liquidation reports, etc.	41	<b>61</b>	43	7	1	3.88	HN
<b>Weighted Mean</b>		<b>3.92 - High Need</b>					
<b>OFFICE MANAGEMENT SKILLS</b>							
1. Time management and goal setting	42	<b>64</b>	39	6	2	3.90	HN
2. Managing / accepting organizational change	34	<b>67</b>	41	9	2	3.80	HN
3. Organizing files and records	42	<b>58</b>	34	15	4	3.78	HN
<b>Weighted Mean</b>		<b>3.83 - High Need</b>					
<b>COMPUTER AND TECHNICAL SKILLS</b>							
1. Keyboard skills	44	<b>46</b>	32	23	8	3.62	HN
2. Basic computer operations (Microsoft Word, Excel, Powerpoint, Adobe)	37	<b>53</b>	37	19	7	3.61	HN
3. Internet including use of search engines and e-mail	41	<b>50</b>	40	16	6	3.68	HN
<b>Weighted Mean</b>		<b>3.64 - High Need</b>					
<b>RESEARCH SKILLS</b>							
1.Quantitative and qualitative research approaches	28	41	<b>52</b>	26	6	3.39	MN
2.Research ethics	24	44	<b>54</b>	24	7	3.35	MN
3.Statistical analysis of research data	29	42	<b>47</b>	28	7	3.38	MN
4.Preparation of data gathering instrument (questionnaire, observation checklist)	29	44	<b>50</b>	23	7	3.42	MN
5.Writing research proposal	29	42	<b>48</b>	26	8	3.38	MN
6.Publication / presentation of researches in national / international journals / conferences	29	39	<b>49</b>	28	8	3.35	MN
7.Preparation of poster	26	42	<b>47</b>	31	7	3.32	MN
8.American Psychological Association (APA) style	25	<b>46</b>	<b>46</b>	28	8	3.34	MN
<b>Weighted Mean</b>		<b>3.37 - Moderate Need</b>					
<b>EXTENSION SKILLS</b>							
1.Preparation of extension project proposal	23	42	<b>56</b>	23	9	3.31	MN
2.Implementation, documentation, and evaluation of extension activities	22	46	<b>50</b>	26	9	3.30	MN
3.Designing benchmark survey instrument	19	48	<b>51</b>	25	10	3.27	MN
4.Instructional delivery plan for extension training	23	44	<b>52</b>	24	10	3.30	MN
5.Preparation of barangay development plan	18	46	<b>55</b>	26	8	3.26	MN
6.Budget preparation	25	45	<b>56</b>	20	7	3.40	MN
<b>Weighted Mean</b>		<b>3.31 - Moderate Need</b>					
<b>OTHER WORK-RELATED TOPICS</b>							
1.Achieving inner peace and enhanced spirituality	54	<b>58</b>	37	3	1	4.05	HN
2.Stress management	<b>61</b>	60	31	1	0	4.18	HN
3.CSC laws and rules on appointment, personnel action, etc.	57	<b>70</b>	24	2	0	4.19	HN
4.GSIS benefits	<b>56</b>	<b>56</b>	37	2	2	4.06	HN
5.Code of ethics for government employees	56	<b>58</b>	36	2	1	4.08	HN
6.Customer-focused service	56	<b>57</b>	36	3	1	4.07	HN
7.Gender and development (GAD) concerns	38	<b>59</b>	47	7	2	3.81	HN
<b>Weighted Mean</b>		<b>4.06 - High Need</b>					

Note: Highest frequencies are in boldface; DE=Descriptive Equivalent; WM= Weighted Mean

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 4  
Level of Training Needs as Perceived by the Non – Teaching Staff with Designation  
n=39

TOPICS	Level of Need					WM	DE
	VHN	HN	MN	LN	VLN		
<b>LEADERSHIP SKILL</b>							
1. Developing flexible/appropriate leadership styles	15	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
<b>Weighted Mean</b>		<b>3.95 - High Need</b>					
<b>MOTIVATION SKILL</b>							
1. 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
3. Developing employee morale	14	15	9	0	1	4.05	HN
4. 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
<b>Weighted Mean</b>		<b>4.01 - High Need</b>					
<b>EMPLOYEE DEVELOPMENT SKILL</b>							
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
3. Effective listening skills	11	12	14	1	1	3.79	HN
4. 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	1	4.08	HN
<b>Weighted Mean</b>		<b>3.94 - High Need</b>					
<b>BUSINESS COMMUNICATION SKILL</b>							
1. 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 environment	10	17	10	1	1	3.87	HN
4. Media relations	8	17	11	1	2	3.72	HN
5. Developing and writing desk and office procedures	11	20	7	0	1	4.03	HN
6. Quarterly/Annual report writing	12	15	10	1	1	3.92	HN
<b>Weighted Mean</b>		<b>3.88 - High Need</b>					
<b>TAKING CORRECTIVE ACTION SKILL</b>							
1. Dealing with employee complaints and grievances	10	21	7	0	1	4.00	HN
2. Applying positive discipline techniques	13	17	8	0	1	4.05	HN
<b>Weighted Mean</b>		<b>4.03 - High Need</b>					
<b>EMPLOYEE SELECTION AND ORIENTATION SKILL</b>							
1. Job analysis	12	16	8	1	2	3.90	HN
2. Developing and conducting interviews	10	15	10	2	2	3.74	HN
3. CSC laws and rules on appointment, personnel action, etc.	18	12	7	1	1	4.15	HN
<b>Weighted Mean</b>		<b>3.93 - High Need</b>					
<b>PROBLEM SOLVING SKILL</b>							
1. Determining root causes of problems	12	18	8	0	1	4.03	HN
2. Using effective problem solving methods	12	16	10	0	1	3.97	HN
3. Employing group decision making techniques	8	21	9	0	1	3.90	HN
4. 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
<b>Weighted Mean</b>		<b>3.95 - High Need</b>					
<b>PERFORMANCE MANAGEMENT SKILL</b>							
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

3. Obtaining employee performance feedback	11	16	11	0	1	3.92	HN
4. Understanding and applying University policies and procedures	11	18	8	1	1	3.95	HN
5. Performance measurement	15	17	6	0	1	4.15	HN
Weighted Mean		3.98 - High Need					
TIME MANAGEMENT SKILL							
1. 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 - High Need					
COMPUTER AND TECHNICAL SKILL							
1. Keyboard skills	4	13	15	2	5	3.23	MN
2. Basic Computer Operations (Microsoft Word, Excel, PowerPoint, Adobe)	7	12	16	1	3	3.49	MN
3. Internet including use of search engines and e-mail	10	10	13	2	4	3.51	HN
Weighted Mean		3.41 - Moderate Need					
RESEARCH SKILL							
1. 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, observation checklist)	10	11	12	4	2	3.59	HN
5. Writing research proposal	9	11	13	4	2	3.54	HN
6. Publication/Presentation of researches in national/international journals/conferences	12	8	12	5	2	3.59	HN
7. Preparation of poster	10	8	14	5	2	3.49	HN
8. American Psychological Association (APA) Style	10	9	14	4	2	3.54	HN
Weighted Mean		3.58 - High Need					
EXTENSION SKILL							
1. Preparation of extension project proposal	9	14	10	4	2	3.62	HN
2. Implementation, documentation, and evaluation of extension activities	8	14	11	4	2	3.56	HN
3. 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 - High Need					

Note: Highest frequencies are in boldface; DE=Descriptive Equivalent; WM= Weighted Mean

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

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

Note: Highest frequencies are in boldface; DE=Descriptive Equivalent; WM= Weighted Mean

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 6  
Level of Training Needs as Perceived by the Teaching Staff with Designation  
n=175

TOPICS	Level of Need					WM	DE
	VHN	HN	MN	LN	VLN		
As Educator							
<b>INSTRUCTION</b>							
1. Development of instructional materials (book, module and laboratory manual)	112	51	9	2	1	4.55	VHN
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 and development of learners	75	62	30	6	2	4.15	HN
5. Preparation of course syllabi	63	65	35	9	3	4.01	HN
6. Designing learning experiences: aligning goals, methods and assessments	78	66	26	4	1	4.23	HN
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 - High Need						
<b>B. RESEARCH SKILLS</b>							
1. 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, observation checklist)	84	62	23	5	1	4.27	HN
5. Writing research proposal	78	55	32	9	1	4.14	HN
6. Publication / presentation of researches in national / international journals / conferences	112	48	8	6	1	4.51	VHN
7. Preparation of poster	82	61	27	4	1	4.25	HN
8. American Psychological Association (APA) style	89	52	25	8	1	4.26	HN
Weighted Mean	4.31 - High Need						
<b>EXTENSION SKILL</b>							
1. Preparation of extension project proposal	82	73	13	5	2	4.30	HN
2. Implementation, documentation, and evaluation of extension activities	87	68	16	3	1	4.35	HN
3. Designing benchmark survey instrument	88	67	14	5	1	4.35	HN
4. Instructional delivery plan for extension training	87	71	13	3	1	4.37	HN
5. 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	4.33 - High Need						
<b>B. AS MANAGER</b>							
<b>LEADERSHIP SKILL</b>							
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 change	89	59	25	2	0	4.34	HN
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	4.33 - High Need						
<b>MOTIVATION SKILL</b>							
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							
	<b>Weighted Mean</b>	<b>4.32- High Need</b>					
<b>EMPLOYEE DEVELOPMENT SKILL</b>							
1. Effective delegation	<b>82</b>	68	22	3	0	4.31	HN
2. Coaching, mentoring, and counselling employees	<b>95</b>	60	17	3	0	4.41	HN
3. Effective listening skills	<b>76</b>	66	31	2	0	4.23	HN
4. Giving and receiving constructive criticism	<b>77</b>	72	23	3	0	4.27	HN
5. Dealing with difficult personalities	<b>91</b>	59	19	6	0	4.34	HN
6. Conflict management techniques	<b>101</b>	51	20	3	0	4.43	HN
	<b>Weighted Mean</b>	<b>4.33 - High Need</b>					
<b>BUSINESS COMMUNICATION SKILL</b>							
1. Conducting productive meeting	<b>82</b>	64	25	4	0	4.28	HN
2. Oral presentation skills	<b>82</b>	58	30	5	0	4.24	HN
3. Working effectively with boards and committees in a political environment	<b>74</b>	72	25	4	0	4.23	HN
4. Media relations	<b>72</b>	65	36	2	0	4.18	HN
5. Developing and writing desk and office procedures	<b>75</b>	68	28	4	0	4.22	HN
6. Quarterly/Annual report writing	<b>75</b>	65	30	5	0	4.20	HN
	<b>Weighted Mean</b>	<b>4.23 - High Need</b>					
<b>TAKING CORRECTIVE ACTION SKILL</b>							
1. Dealing with employee complaints and grievances	<b>93</b>	56	23	3	0	4.37	HN
2. Applying positive discipline techniques	<b>88</b>	63	22	2	0	4.35	HN
	<b>Weighted Mean</b>	<b>4.36 - High Need</b>					
<b>EMPLOYEE SELECTION AND ORIENTATION SKILL</b>							
1. Job analysis	<b>87</b>	57	26	5	0	4.29	HN
2. Developing and conducting interviews	<b>76</b>	67	28	4	0	4.23	HN
3. CSC laws and rules on appointment, personnel action, etc.	<b>96</b>	54	23	2	0	4.39	HN
	<b>Weighted Mean</b>	<b>4.30 - High Need</b>					
<b>PROBLEM SOLVING SKILL</b>							
1. Determining root causes of problems	<b>87</b>	62	24	2	0	4.34	HN
2. Using effective problem solving methods	<b>91</b>	60	21	3	0	4.37	HN
3. Employing group decision making techniques	<b>85</b>	65	22	3	0	4.33	HN
4. Developing, administering, and analyzing customer service surveys	<b>83</b>	66	24	2	0	4.31	HN
5. Implementing improved customer service techniques	<b>80</b>	69	22	4	0	4.29	HN
	<b>Weighted Mean</b>	<b>4.29 - High Need</b>					
<b>PERFORMANCE MANAGEMENT SKILL</b>							
1. Setting goals and standards	<b>84</b>	59	28	4	0	4.27	HN
2. Conducting employee performance evaluation discussions	<b>84</b>	63	24	4	0	4.30	HN
3. Obtaining employee performance feedback	<b>76</b>	66	29	3	1	4.22	HN
4. Understanding and applying University policies and procedures	<b>73</b>	71	28	3	0	4.22	HN
5. Performance measurement	<b>83</b>	63	26	3	0	4.29	HN
	<b>Weighted Mean</b>	<b>4.26 - High Need</b>					
<b>TIME MANAGEMENT SKILL</b>							
1. Personal time management	<b>81</b>	59	30	3	2	4.22	HN
2. Project Management	<b>85</b>	67	19	3	1	4.33	HN
3. Long-term goal setting	<b>89</b>	58	25	2	1	4.33	HN
	<b>Weighted Mean</b>	<b>4.29 - High Need</b>					
<b>COMPUTER AND TECHNICAL SKILL</b>							
1. Keyboard skills	<b>48</b>	43	48	20	16	3.50	MN
2. Basic Computer Operations (Microsoft Word, Excel, PowerPoint, Adobe)	<b>50</b>	50	43	21	11	3.61	HN
3. Internet including use of search engines and e-mail	<b>61</b>	48	38	16	12	3.74	HN
	<b>Weighted Mean</b>	<b>3.62 - High Need</b>					

Note: Highest frequencies are in boldface; DE=Descriptive Equivalent; WM= Weighted Mean



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**)

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