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MEMORANDUM

MAY 26 2022

FOR

The Undersecretary
Field Operations – Luzon, Visayas and Environment
Field Operations - Mindanao

The Deputy Administrator
National Mapping and Resource Information Authority

The Directors
Foreign Assisted and Special Project Service
Policy and Planning Service
Climate Change Service

The Assistant Directors
Biodiversity Management Bureau
Ecosystems Research Development Bureau
Environmental Management Bureau
Forest Management Bureau
Land Management Bureau
Mines and Geosciences Bureau

The Assistant General Manager
Laguna Lake Development Authority

The Deputy Executive Director
National Water Resources Board

The Executive Director
River Basin Control Office

FROM

The Director
Knowledge and Information Systems Service

SUBJECT

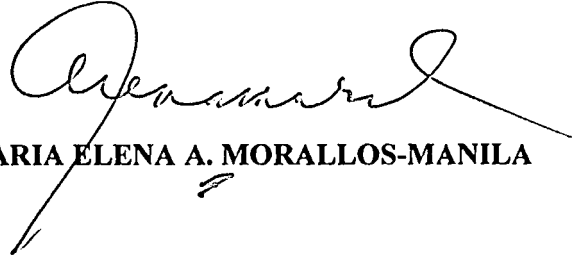
**TRAINING NEEDS ASSESSEMENT SURVEY QUESTIONNAIRE
FOR GIS FOCAL PERSONS**

In line with the implementation of DENR Control Map and to strengthen capacity of DENR personnel in the integration of spatial information on environment and natural resources data and statistics, the Knowledge and Information Systems Service (KISS) requested assistance from the Human Resource Development Service (HRDS) to conduct Training Needs Assessment (TNA) for the DENR personnel performing mapping functions, particularly those involved in the DENR Control Map, in the central office, regional offices, bureaus and attached agencies. The results of the TNA will be used as input in designing future capacity building activities for these personnel.

The HRDS designed a survey questionnaire that identifies the competencies that need training intervention. The behavioral indicators in the questionnaire are collated from 2022 DENR Competency-Based System Manual for the technical positions with functional competencies on information system management particularly GIS software.

In this regard, may we request for your comments/suggestions on the survey questionnaire to determine the appropriateness of language used in the tool and to ensure that we cover as much competency needed by DENR personnel performing mapping functions for the Department. Please send your comments and/or input using the template available thru <https://tinyurl.com/DENRGISTNA> to denrcontrolmap@denr.gov.ph on or before **3 June 2022**. Enclosed is the questionnaire, for ready reference. For further inquiries, you may contact DENR Control Map Secretariat at 89258278.

For information and appropriate action.



MARIA ELENA A. MORALLOS-MANILA

cc: Undersecretary for Finance, Climate Change and Information Systems
Assistant Secretary for Finance, Information Systems and Mining Concerns
The Director, Human Resource Development Service

**Competencies of DENR Personnel performing mapping functions
TRAINING NEEDS ANALYSIS**

A. Objectives

The Training Needs Analysis (TNA) will be conducted to identify the gaps in knowledge and skills of DENR personnel performing mapping functions. The TNA will be carried out in designing future capacity building activities related to mapping.

B. Target Respondents

- Participants who attended the previous training programs provided through NAMRIA and Geodata.
- Other DENR personnel performing mapping functions, particularly involved in the DENR Control Map, in the central office, regional offices, PENROs, CENROs, bureaus, and attached agencies.

C. Comments and/or Suggestions on Content of TNA

1. Respondents for the TNA questionnaire will be asked to describe their training needs. Please type your comment / suggestions on the following options to describe the respondents' training needs.

Option	Description	Comment / Suggestion
No Training Need	means that this competency is your strength.	
Low Need for Training	means that your competency for the indicator is GOOD and may need minimal developmental intervention.	
Moderate Need for Training	means that your competency for the indicator is FAIR and needs more focused/specific developmental intervention.	
High Need for Training	means that your competency for the indicator is low and developmental intervention is needed and urgent.	

2. The following criteria were prepared by Training and Development Division. The behavioral indicators in the questionnaire were collated from the 2022 DENR Competency-based System Manual for technical positions with functional competencies on information system management particularly GIS software. Please comment on the appropriateness of language used in the tool and relevance of each criteria to the mapping activity of your office and DENR as a whole. If there are missing competency criteria not included in the questionnaire, please feel free to list them at the end of the table below.

Criteria	Comment / Suggestion
1. Produce data layers, maps, tables, or reports, using spatial analysis procedures or Geographic Information Systems (GIS) technology, equipment, or systems.	
2. Design or prepare graphic representations of Geographic Information Systems (GIS) data, using GIS hardware or software applications.	
3. Maintain or modify existing Geographic Information Systems (GIS) databases.	
4. Provide technical expertise in Geographic Information Systems (GIS) technology to clients or stakeholders.	
5. Perform computer programming, data analysis, or software development for Geographic Information Systems (GIS) applications, including the maintenance of existing systems or research and development for future enhancements.	
6. Enter data into Geographic Information Systems (GIS) databases, using techniques such as coordinate geometry, keyboard entry of tabular data, manual digitizing of maps, scanning or automatic conversion to vectors, or conversion of other sources of digital data.	
7. Review existing or incoming data for accuracy, usefulness, quality, or completeness of documentation.	
8. Perform geospatial data building, modeling, or analysis, using advanced spatial analysis, data manipulation, or cartography software.	
9. Design or coordinate the development of integrated Geographic Information Systems (GIS) spatial or non-spatial databases.	
10. Perform integrated or computerized Geographic Information Systems	

(GIS) analyses to address ENR related problems.	
11. Select cartographic elements needed for effective presentation of information.	
12. Collect, compile, or integrate Geographic Information Systems (GIS) data, such as remote sensing or cartographic data for inclusion in map manuscripts.	
13. Interpret aerial or ortho photographs.	
14. Document, design, code, or test Geographic Information Systems (GIS) models, internet mapping solutions, or other applications.	
15. Make recommendations regarding upgrades, considering implications of new or revised Geographic Information Systems (GIS) software, equipment, or applications.	
16. Create visual representations of geospatial data, using complex procedures such as analytical modeling, three-dimensional renderings, or plot creation.	
17. Transfer or rescale information from original photographs onto maps or other photographs.	
18. Apply three-dimensional (3D) or four-dimensional (4D) technologies to geospatial data to allow for new or different analyses or applications.	
19. Conduct research, data analysis, systems design, or support for software such as Geographic Information Systems (GIS) or Global Positioning Systems (GPS) mapping software.	
20. Recommend procedures, equipment, or software upgrades to increase data accessibility or ease of use.	
21. Identifies and prioritizes integration of statistical and spatial data in line with the Department's priority thrusts	

aligned with the requirements of Sustainable Development Goals.	
22. Prepares project proposals on integration of ENR statistical and spatial data for local and foreign funding and implement project activities.	
23. Plans, organizes, monitors and leads spatial analysis, integration of statistical and spatial data, and production of knowledge products.	
Open-ended question: Please suggest training interventions that you think can help you perform your functions as GIS Focal Person.	