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## MEMORANDUM

FOR : **The Director**  
Knowledge and Information Systems Service  
  
**All Regional Executive Directors**  
**All Bureau Directors**

FROM : **The OIC-Director**  
Human Resource Development Service

SUBJECT : **CONDUCT OF CAPACITY ASSESSMENT (CA) AND  
TRAINING NEEDS ASSESSMENT (TNA)**

DATE : MAY 02 2023

This pertains to the attached letter of the Philippine Statistical Research and Training Institute (PSRTI) on the conduct of capacity assessment and training needs assessment for the different government agencies.

The PSRTI is the research and training arm of the Philippine Statistical System (PSS) that has the mandate to conduct high quality, objective, and responsive statistical research and training for the improvement of statistical information generated by the different government agencies.

To provide complementary statistical capacity development programs for the bureaucracy to streamline the process and improve the accessibility of PSRTI's services, a Capacity Assessment (CA) and a Training Needs Assessment (TNA) will be conducted.

The target respondents are Director, Division Chief, Human Resource Manager, Administrative and technical staff handling data and statistics. Here are the following links: for Capacity Assessment Questionnaire (<https://forms.gle/pFsgjF3AvgoYNfb6>) and for Training Needs Assessment (<https://forms.gle/wD2RhFSDyV5KpMWH6>)

The PSRTI encourages any number of respondents for the TNA. Responses to the survey are due **on or before 6 May 2023**. Should you have any clarification, please free to contact Mr. Christopher "Jikko" E. Mojica at telephone number (02) 8288-4150 or [christopher.mojica@psrti.gov.ph](mailto:christopher.mojica@psrti.gov.ph).

For your information and consideration.

*M. M. Marcello*  
**MIRIAM M. MARCELO**



REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICAL RESEARCH AND TRAINING INSTITUTE**

Professional | Service-Oriented | Responsive | Team-Based | Integrity

**TNGA-04042023-065**

18 April 2023

**Maria Antonia Yulo-Loyzaga**

Secretary

DENR Central Office

5 Visayas Ave., Diliman, Quezon City 1128

Dear Secretary Yulo-Loyzaga:

Warmest greetings from the Philippine Statistical Research and Training Institute (PSRTI).

The PSRTI is the research and training arm of the Philippine Statistical System (PSS) that has the mandate to conduct high quality, objective, and responsive statistical research and training for the improvement of statistical information generated by the different government agencies. Being so, we aim to offer complementary statistical capacity development programs for the bureaucracy with the goal of streamlining the process and improving accessibility of our services.

In order to achieve this, we are conducting a **capacity assessment (CA)** and a **training needs assessment (TNA)** of our stakeholders in the PSS, to which your office is included. Hence, we are providing you with the link

to our online questionnaires for us to determine the training needs of your agency. The online questionnaires can be accessed through the following links:

1) Capacity Assessment Questionnaire (<https://forms.gle/pFsgIF3AvgoYNftb6>).

Target respondent: Agency Director or Senior Manager equivalent or Human Resource Manager.

2) Training Needs Assessment Questionnaire (<https://forms.gle/wD2RhFSDyV5KpMWH6>).

Target respondents:

(a) Administrative and technical staff handling data and statistics;

(b) Division Chief, or Middle Manager equivalent, of staff handling data and statistics;

(c) Director or Senior Manager equivalent.

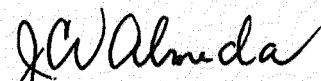
The PSRTI encourages any number of respondents for the TNA. Respondents are encouraged to answer each question with a mindset that their responses will be vital in further enhancing the statistical performance in the PSS. An improved PSS will mean a more effective and efficient delivery of government products and services.

We are hoping to get the responses to the survey **on or before April 26, 2023**. Agencies that are able to answer both questionnaires will be prioritized in the training program design. Be assured that the PSRTI is fully compliant to RA 10173 (Data Privacy Act of 2012), and that all responses will be treated with strict confidentiality. Access to the survey will only be limited to our data analysts and report writers.

Should you have any clarification or inquiry, please feel free to contact **Mr. Christopher "Jikko" E. Mojica** or **Ms. Jomel Jhele T. Sadsad** through **(02) 8288-4150** and **(02) 8929-7543**. You may also send them an email through [christopher.mojica@psrti.gov.ph](mailto:christopher.mojica@psrti.gov.ph) and [jhele.sadsad@psrti.gov.ph](mailto:jhele.sadsad@psrti.gov.ph).

Thank you for your support in this undertaking.

With warm regards,

  
**JOSEFINA V. ALMEDA, PhD**  
Executive Director III

