



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MEMORANDUM

COMPLETION OF THE CSC ONLINE TRAINING NEEDS ANALYSIS (OTNA)

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads
Administrative Officer V
All Others Concerned

1. Attached is a letter from Civil Service Commission (CSC) National Capital Region (NCR), encouraging all officials and employees of government agencies to accomplish the Online Training Needs Analysis (OTNA), the contents of which are self-explanatory, for the information and guidance of all concerned.
2. Attention is invited to paragraphs 3 and 4 of the attached letter regarding the survey link and the deadline for submission of responses.
3. Immediate and wide dissemination of this memorandum is desired.


VIOLETA M. GONZALES CESO VI
Schools Division Superintendent

Enclosure: As stated.

References: As stated.

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

TRAINING DEVELOPMENT

AMF/DM- COMPLETION OF THE CSC ONLINE TRAINING NEEDS ANALYSIS (OTNA)
435/October 14, 2026



CSC NATIONAL CAPITAL REGION

TO ALL AGENCIES IN THE NATIONAL CAPITAL REGION:

Warmest greetings from the Civil Service Commission National Capital Region (CSC NCR)!

The CSC NCR is conducting an Online Training Needs Analysis (OTNA) among government employees in the National Capital Region. This initiative seeks to identify competency gaps, assess the implementation of learning and development (L&D) programs, and determine future training priorities. The results will serve as the basis for designing evidence-based interventions, competency enhancement programs, and regional capacity-building initiatives responsive to the needs of the public sector workforce.

In line with this, we respectfully request your support by encouraging all officials and employees of your agency to accomplish the OTNA survey through the following link:

**Online Training Needs Analysis (OTNA)
for All Agencies in the National Capital Region**
<https://tinyurl.com/VariousAgenciesOTNA>

We kindly ask that the survey be completed on or before **23 October 2026**.

Your cooperation in this undertaking will greatly contribute to strengthening the competencies and professionalism of government employees in the region.

Thank you very much for your continued support.

Digitally signed by
Bragais Daisy Punzalan

Atty. DAISY PUNZALAN BRAGAIS
Director IV

