



19 October 2018

**MEMORANDUM CIRCULAR NO. 79**  
Series of 2018

**T O: All Unit Heads/Department Heads/Immediate Supervisors of Offices**  
**R E: TNA on Preliminary and Formal Investigations**

You have been identified as members of the pool of investigators to help address and act on administrative cases/complaints. Anent to this, you are requested to fill out the attached Training Needs Assessment (TNA) Survey Instrument.

Kindly return the filled form to the Office of the Director for Administration and Human Resource Development (ODAHRD) on or before October 30, 2018. Moreover, please submit in a separate sheet your suggestion/s to improve this TNA Survey instrument.

For compliance.

  
**EDGARDO E. TULIN**  
President

Training Needs Survey

We are currently conducting this Training Needs Analysis in order to know the necessary trainings/seminar needed by the Pool of Investigators in VSU. Thank you for your time in completing this survey.

NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_

OFFICE/DEPARTMENT \_\_\_\_\_ SEX: \_\_\_ FEMALE \_\_\_ MALE

Please rate your knowledge using the following by encircle the number of your corresponding answer.

- 5- Very Knowledgeable
- 4 – Knowledgeable
- 3 – Somewhat Knowledgeable
- 2 – Not Very Knowledgeable
- 1 – Not Applicable

1. I know how to conduct preliminary investigation?	5	4	3	2	1
2. I am aware of the basic protocol on preliminary investigation?	5	4	3	2	1
3. I know how to conduct a formal investigation?	5	4	3	2	1
4. I am aware of the basic protocol on formal investigation?	5	4	3	2	1
5. I know about Investigation Report	5	4	3	2	1
6. I know how to prepare Investigation Report	5	4	3	2	1

Kindly put a check (/) on the space provided.

7. In your opinion, do you think the university should have a pool of investigators in order to help address and an act/resolve administrative cases?

\_\_\_ Very Important      \_\_\_ Important      \_\_\_ Unimportant

8. In your opinion, do you think a pool of investigators should undergo a formal training on how to conduct Preliminary and Formal Investigations?

\_\_\_ Very Important      \_\_\_ Important      \_\_\_ Unimportant

9. Do you think the training will help improve the knowledge and skills as one of the investigators?

\_\_\_ Very Important      \_\_\_ Important      \_\_\_ Unimportant

10. What training/workshop can you suggest in order to improve your skills as member of the pool of investigators of this university?