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DEPARTMENT OF ADMINISTRATION CIRCULAR NO.: 2024-030

To: All Line Agencies and Department Heads

From: Director of Administration

Subject: **Training Needs Assessment Survey**

Buenas yan Hafa Adai! On November 7, 2023, the Department of Administration (DOA) initiated the distribution of a Training Needs Assessment Survey to various departments and agencies, with an initial submission deadline of November 30, 2023. However, due to a variety of circumstances, numerous departments and agencies were unable to complete the survey within the originally specified timeframe.

In light of these challenges, DOA has decided to extend the submission deadline to February 23, 2024. This extension will afford departments and agencies ample time to provide comprehensive responses to the survey questions, ensuring that their specific training needs are accurately identified. Your input about the training your department or agency deems essential is very important as it will help us create training programs that match the needs of each department and agency.

We have attached the survey for your convenience.

Should you require additional information, please do not hesitate to reach out to Patrick Artero at (671) 475-1294 or via email at raymondpatrick.artero@doa.guam.gov, and Pacita Uncangco at pacita.uncangco@doa.guam.gov.

We sincerely appreciate your cooperation and support and look forward to your valuable input. ***Si Yu'os Ma'ase!***

EDWARD M. BIRN

Attachments: Training Needs Assessment Survey