

MEMO 034 - TRAINING & BUSINESS DEV'T GROUP - 2026

FROM: Megaworld International - Training Group
TO: Territory Heads/Deputy Heads/Core Group Members
CC: MMA/Group Heads/MWI Employees
RE: Implementation of Training Needs Analysis (TNA)
DATE: January 29, 2026

The Training and Business Development Group is pleased to introduce a new initiative, the **Training Needs Analysis (TNA)**, which would serve as a tool to identify the gap between the actual and the desired knowledge, skills, and abilities (KSAs) of our sales agents. It is designed to identify the specific learning and development areas that should be prioritized and serve as the basis for the materials to be released and trainings to be organized by the Training Group.

This aims to:

1. Align the training with our business goals and targets
2. Determine the skills and performance gaps early on
3. Determine which training to prioritize with respect to time, budget, and resources
4. Create training plans that target the specific skills and knowledge

The Training Needs Analysis will be done during every strategic planning of the Training and Business Development Group, and the data for the analysis will be gathered from observations, questionnaires, and assessments.

We appreciate your full cooperation and support in this initiative to ensure that our sales agents will be equipped with the knowledge, skills, and abilities vital in achieving our organizational goals.

This memo will be implemented by the Training Group in February 2026.

Prepared by:



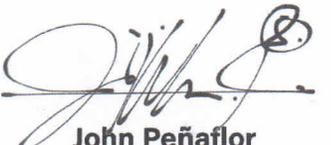
Kianna Cayetano
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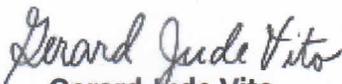
Noted by:



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