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| **TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY** | | | | | | | | | | | | |
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| **ASSESSMENT OF CURRENT COMPETENCIES** | | | | | | | | | | | | |
| **[Self-Rating]** | | | | | | | | | | | | |
| for the period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | |
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| **Name:** | | **Office:** | |  | | | | **Division:** | | |  | |
| **Position Title: Accountant III** | | | | **Designation:** | | | | |  | | | |
| **INSTRUCTIONS:** Below are the units of competencies required in the performance of your job. Using the scale below, rate the competency units according to its CRITICALITY to your job, your level of COMPETENCY, and FREQUENCY of utilization. Please answer carefully as this assessment will determine your Professional Development Plan. | | | | | | | | | | | | |  |
|  |  | **SCALE GUIDE** | | | | | | | | | | |  |
| **CRITICALITY TO JOB** | |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Slightly important | | | | | | | | | | |  |
|  | 2 | Moderately important | | | | | | | | | | |  |
|  | 3 | Highly important | | | | | | | | | | |  |
| **LEVEL OF COMPETENCE** | |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 0 | Not competent | | | | | | | | | | |  |
|  | 1 | Slightly competent | | | | | | | | | | |  |
|  | 2 | Moderately competent | | | | | | | | | | |  |
|  | 3 | Competent | | | | | | | | | | |  |
|  | 4 | Highly competent | | | | | | | | | | |  |
| **FREQUENCY OF UTILIZATION** | |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Rarely | | | | | | | | | | |  |
|  | 2 | Occasionally | | | | | | | | | | |  |
|  | 3 | Frequently | | | | | | | | | | |  |

| **Unit of Competency** | **Elements** | **Criticality to Job** | | | **Level of Competence** | | | | | **Frequency of Utilization** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **0** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| Work effectively in vocational education and training | Work within the vocational education and training policy framework |  |  |  |  |  |  |  |  |  |  |  |
| Work within the training organization's quality framework |  |  |  |  |  |  |  |  |  |  |  |
| Manage work and work relationships |  |  |  |  |  |  |  |  |  |  |  |
| Demonstrate a client-focused approach to work |  |  |  |  |  |  |  |  |  |  |  |
| Participate in workplace communication | Obtain and convey workplace information |  |  |  |  |  |  |  |  |  |  |  |
| Complete relevant work related documents |  |  |  |  |  |  |  |  |  |  |  |
| Participate in workplace meetings and discussions |  |  |  |  |  |  |  |  |  |  |  |
| Work in team Environment | Describe team role and scope |  |  |  |  |  |  |  |  |  |  |  |
| Identify own role and responsibility within team |  |  |  |  |  |  |  |  |  |  |  |
| Work as a team member |  |  |  |  |  |  |  |  |  |  |  |
| Interact with customers | Deliver services to customers |  |  |  |  |  |  |  |  |  |  |  |
| Respond to customer complaints |  |  |  |  |  |  |  |  |  |  |  |
| Document the services delivered to customers |  |  |  |  |  |  |  |  |  |  |  |
| Identify customers’ special requirements |  |  |  |  |  |  |  |  |  |  |  |
| Implement quality standards and procedures | Review standards and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Deploy standards and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Monitors the implementation of deployed standards and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Process disbursement documents | Check and review source documents |  |  |  |  |  |  |  |  |  |  |  |
| Prepare accounting forms |  |  |  |  |  |  |  |  |  |  |  |
| Maintain Books of Accounts | Gather reports |  |  |  |  |  |  |  |  |  |  |  |
| Prepare journal entry voucher |  |  |  |  |  |  |  |  |  |  |  |
| Maintain subsidiary and general ledger |  |  |  |  |  |  |  |  |  |  |  |

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|  |  |  | Signature over printed name | | | | | | | | |  |

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| **TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY** | | | | | | | | | | | | |
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| **ASSESSMENT OF CURRENT COMPETENCIES** | | | | | | | | | | | | |
| **[Self-Rating]** | | | | | | | | | | | | |
| for the period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | |
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| **Name:** | | **Office:** | |  | | | | **Division:** | | |  | |
| **Position Title:** Administrative Aide I | | | | **Designation:** | | | | |  | | | |
| **INSTRUCTIONS:** Below are the units of competencies required in the performance of your job. Using the scale below, rate the competency units according to its CRITICALITY to your job, your level of COMPETENCY, and FREQUENCY of utilization. Aside from the list, choose any of the elective competencies that you need in your work, if applicable. Please answer carefully as this assessment will determine your Professional Development Plan. | | | | | | | | | | | | |
|  |  | **SCALE GUIDE** | | | | | | | | | | |
| **CRITICALITY TO JOB** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Slightly important | | | | | | | | | | |
|  | 2 | Moderately important | | | | | | | | | | |
|  | 3 | Highly important | | | | | | | | | | |
| **LEVEL OF COMPETENCE** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 0 | Not competent | | | | | | | | | | |
|  | 1 | Slightly competent | | | | | | | | | | |
|  | 2 | Moderately competent | | | | | | | | | | |
|  | 3 | Competent | | | | | | | | | | |
|  | 4 | Highly competent | | | | | | | | | | |
| **FREQUENCY OF UTILIZATION** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Rarely | | | | | | | | | | |
|  | 2 | Occasionally | | | | | | | | | | |
|  | 3 | Frequently | | | | | | | | | | |

| **Unit of Competency** | **Elements** | **Criticality to Job** | | | **Level of Competence** | | | | | **Frequency of Utilization** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **0** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| Work effectively in vocational education and training | Work within the vocational education and training policy framework |  |  |  |  |  |  |  |  |  |  |  |
| Work within the training organization's quality framework |  |  |  |  |  |  |  |  |  |  |  |
| Manage work and work relationships |  |  |  |  |  |  |  |  |  |  |  |
| Demonstrate a client-focused approach to work |  |  |  |  |  |  |  |  |  |  |  |
| Receive and respond to workplace communication | Follow routine spoken instructions |  |  |  |  |  |  |  |  |  |  |  |
| Follow written instructions and notices |  |  |  |  |  |  |  |  |  |  |  |
| Prepare simple memo |  |  |  |  |  |  |  |  |  |  |  |
| Work with others | Develop effective workplace relationship |  |  |  |  |  |  |  |  |  |  |  |
| Contribute to work group activities |  |  |  |  |  |  |  |  |  |  |  |
| Demonstrate work values | Apply work values/ethics |  |  |  |  |  |  |  |  |  |  |  |
| Deal with ethical problems |  |  |  |  |  |  |  |  |  |  |  |
| Maintain integrity of conduct in the workplace |  |  |  |  |  |  |  |  |  |  |  |
| Practice basic housekeeping procedures | Sort and remove unnecessary items |  |  |  |  |  |  |  |  |  |  |  |
| Arrange items |  |  |  |  |  |  |  |  |  |  |  |
| Maintain work area, tools and equipment |  |  |  |  |  |  |  |  |  |  |  |
| Follow standardized work process and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Perform work spontaneously |  |  |  |  |  |  |  |  |  |  |  |

**ELECTIVE COMPETENCIES**

| **Unit of Competency** | **Elements** | **Criticality to Job** | | | **Level of Competence** | | | | | **Frequency of Utilization** | | |
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| **1** | **2** | **3** | **0** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| Perform computer operations | Plan and prepare for task to be undertaken |  |  |  |  |  |  |  |  |  |  |  |
| Input data into computer |  |  |  |  |  |  |  |  |  |  |  |
| Access information using computer |  |  |  |  |  |  |  |  |  |  |  |
| Produce output/data using computer system |  |  |  |  |  |  |  |  |  |  |  |
| Use basic functions of a www-browser to locate information |  |  |  |  |  |  |  |  |  |  |  |
| Maintain computer equipment and systems |  |  |  |  |  |  |  |  |  |  |  |
| Compile records | Collate records |  |  |  |  |  |  |  |  |  |  |  |
| Update information in the records system |  |  |  |  |  |  |  |  |  |  |  |
| Generate reports from the records system |  |  |  |  |  |  |  |  |  |  |  |
| Perform clerical procedures | Process office documents |  |  |  |  |  |  |  |  |  |  |  |
| Draft simple communication |  |  |  |  |  |  |  |  |  |  |  |
| Maintain document filing system |  |  |  |  |  |  |  |  |  |  |  |

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| **TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY** | | | | | | | | | | | | |
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| **ASSESSMENT OF CURRENT COMPETENCIES** | | | | | | | | | | | | |
| **[Self-Rating]** | | | | | | | | | | | | |
| for the period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Name:** | | **Office:** | |  | | | | **Division:** | | |  | |
| **Position Title:** Administrative Aide II | | | | **Designation:** | | | | |  | | | |
| **INSTRUCTIONS:** Below are the units of competencies required in the performance of your job. Using the scale below, rate the competency units according to its CRITICALITY to your job, your level of COMPETENCY, and FREQUENCY of utilization. Aside from the list, choose any of the elective competencies that you need in your work, if applicable. Please answer carefully as this assessment will determine your Professional Development Plan. | | | | | | | | | | | | |
|  |  | **SCALE GUIDE** | | | | | | | | | | |
| **CRITICALITY TO JOB** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Slightly important | | | | | | | | | | |
|  | 2 | Moderately important | | | | | | | | | | |
|  | 3 | Highly important | | | | | | | | | | |
| **LEVEL OF COMPETENCE** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 0 | Not competent | | | | | | | | | | |
|  | 1 | Slightly competent | | | | | | | | | | |
|  | 2 | Moderately competent | | | | | | | | | | |
|  | 3 | Competent | | | | | | | | | | |
|  | 4 | Highly competent | | | | | | | | | | |
| **FREQUENCY OF UTILIZATION** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Rarely | | | | | | | | | | |
|  | 2 | Occasionally | | | | | | | | | | |
|  | 3 | Frequently | | | | | | | | | | |

| **Unit of Competency** | **Elements** | **Criticality to Job** | | | **Level of Competence** | | | | | **Frequency of Utilization** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **0** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| Work effectively in vocational education and training | Work within the vocational education and training policy framework |  |  |  |  |  |  |  |  |  |  |  |
| Work within the training organization's quality framework |  |  |  |  |  |  |  |  |  |  |  |
| Manage work and work relationships |  |  |  |  |  |  |  |  |  |  |  |
| Demonstrate a client-focused approach to work |  |  |  |  |  |  |  |  |  |  |  |
| Receive and respond to workplace communication | Follow routine spoken instructions |  |  |  |  |  |  |  |  |  |  |  |
| Follow written instructions and notices |  |  |  |  |  |  |  |  |  |  |  |
| Prepare simple memo |  |  |  |  |  |  |  |  |  |  |  |
| Work with others | Develop effective workplace relationship |  |  |  |  |  |  |  |  |  |  |  |
| Contribute to work group activities |  |  |  |  |  |  |  |  |  |  |  |
| Demonstrate work values | Apply work values/ethics |  |  |  |  |  |  |  |  |  |  |  |
| Deal with ethical problems |  |  |  |  |  |  |  |  |  |  |  |
| Maintain integrity of conduct in the workplace |  |  |  |  |  |  |  |  |  |  |  |
| Practice basic housekeeping procedures | Sort and remove unnecessary items |  |  |  |  |  |  |  |  |  |  |  |
| Arrange items |  |  |  |  |  |  |  |  |  |  |  |
| Maintain work area, tools and equipment |  |  |  |  |  |  |  |  |  |  |  |
| Follow standardized work process and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Perform work spontaneously |  |  |  |  |  |  |  |  |  |  |  |

**ELECTIVE COMPETENCIES**

| **Unit of Competency** | **Elements** | **Criticality to Job** | | | **Level of Competence** | | | | | **Frequency of Utilization** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **0** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| Perform computer operations | Plan and prepare for task to be undertaken |  |  |  |  |  |  |  |  |  |  |  |
| Input data into computer |  |  |  |  |  |  |  |  |  |  |  |
| Access information using computer |  |  |  |  |  |  |  |  |  |  |  |
| Produce output/data using computer system |  |  |  |  |  |  |  |  |  |  |  |
| Use basic functions of a www-browser to locate information |  |  |  |  |  |  |  |  |  |  |  |
| Maintain computer equipment and systems |  |  |  |  |  |  |  |  |  |  |  |
| Compile records | Collate records |  |  |  |  |  |  |  |  |  |  |  |
| Update information in the records system |  |  |  |  |  |  |  |  |  |  |  |
| Generate reports from the records system |  |  |  |  |  |  |  |  |  |  |  |
| Perform clerical procedures | Process office documents |  |  |  |  |  |  |  |  |  |  |  |
| Draft simple communication |  |  |  |  |  |  |  |  |  |  |  |
| Maintain document filing system |  |  |  |  |  |  |  |  |  |  |  |
| Install formworks components | Prepare materials, tools and equipment for installing formworks |  |  |  |  |  |  |  |  |  |  |  |
| Lay-out/assemble scaffolds and braces |  |  |  |  |  |  |  |  |  |  |  |
| Set/fix form panels of building components |  |  |  |  |  |  |  |  |  |  |  |
| Fabricate formworks | Prepare materials for fabricating formworks |  |  |  |  |  |  |  |  |  |  |  |
| Lay-out dimension of form sheating and stiffeners |  |  |  |  |  |  |  |  |  |  |  |
| Assemble form panels |  |  |  |  |  |  |  |  |  |  |  |
| Install framing works | Prepare materials for framing works |  |  |  |  |  |  |  |  |  |  |  |
| Lay-out/erect and assemble post, girts and supports |  |  |  |  |  |  |  |  |  |  |  |
| Lay-out/install floor joists |  |  |  |  |  |  |  |  |  |  |  |
| Lay-out/install wall studs |  |  |  |  |  |  |  |  |  |  |  |
| Lay-out/fabricate/install roof frames |  |  |  |  |  |  |  |  |  |  |  |
| Lay-out/install ceiling joists/frames |  |  |  |  |  |  |  |  |  |  |  |
| Prepare/Stake-out building lines | Prepare materials for stake-out building lines |  |  |  |  |  |  |  |  |  |  |  |
| Set batter boards |  |  |  |  |  |  |  |  |  |  |  |
| Fix stake-out building lines |  |  |  |  |  |  |  |  |  |  |  |
| Prepare masonry Materials | Select materials to be hauled |  |  |  |  |  |  |  |  |  |  |  |
| Haul materials |  |  |  |  |  |  |  |  |  |  |  |
| Mix mortar/concrete |  |  |  |  |  |  |  |  |  |  |  |
| Perform basic masonry works | Perform basic re-bar fabrication |  |  |  |  |  |  |  |  |  |  |  |
| Erect and dismantle scaffolding (limited height) |  |  |  |  |  |  |  |  |  |  |  |
| Fabricate and strip form works |  |  |  |  |  |  |  |  |  |  |  |
| Perform excavation and back filling/compaction |  |  |  |  |  |  |  |  |  |  |  |
| Perform concreting work |  |  |  |  |  |  |  |  |  |  |  |
| Plaster concrete/masonry surface | Prepare concrete/masonry surfaces for plastering |  |  |  |  |  |  |  |  |  |  |  |
| Perform plastering work |  |  |  |  |  |  |  |  |  |  |  |
| Complete plastering work/curing |  |  |  |  |  |  |  |  |  |  |  |
| Prepare plumbing layout | Prepare tools and materials |  |  |  |  |  |  |  |  |  |  |  |
| Perform stub-out/roughing-in |  |  |  |  |  |  |  |  |  |  |  |
| Clean up work area and maintain tools |  |  |  |  |  |  |  |  |  |  |  |
| Make piping joints and connections | Fit-up joints and fittings for PVC pipe |  |  |  |  |  |  |  |  |  |  |  |
| Perform pipe joints and connections |  |  |  |  |  |  |  |  |  |  |  |
| Caulk cast iron (CI) pipes and fittings |  |  |  |  |  |  |  |  |  |  |  |
| Perform minor construction work | Make piping layouts |  |  |  |  |  |  |  |  |  |  |  |
| Cut pipes through walls and floors |  |  |  |  |  |  |  |  |  |  |  |
| Install and assemble single plumbing unit | Prepare for plumbing works |  |  |  |  |  |  |  |  |  |  |  |
| Install pipes and fittings |  |  |  |  |  |  |  |  |  |  |  |
| Install hot-and-cold water supply |  |  |  |  |  |  |  |  |  |  |  |
| Install/assemble plumbing fixtures |  |  |  |  |  |  |  |  |  |  |  |
| Perform plumbing repair and maintenance work | Repair defective pipes, fittings and plumbing fixtures |  |  |  |  |  |  |  |  |  |  |  |
| Clear clogged pipes and drains |  |  |  |  |  |  |  |  |  |  |  |

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|  |  |  | Signature over printed name | | | | | | | | |  |

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| **TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY** | | | | | | | | | | | | |
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| **ASSESSMENT OF CURRENT COMPETENCIES** | | | | | | | | | | | | |
| **[Self-Rating]** | | | | | | | | | | | | |
| for the period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Name:** | | **Office:** | |  | | | | **Division:** | | |  | |
| **Position Title:** Administrative Aide III | | | | **Designation:** | | | | |  | | | |
| **INSTRUCTIONS:** Below are the units of competencies required in the performance of your job. Using the scale below, rate the competency units according to its CRITICALITY to your job, your level of COMPETENCY, and FREQUENCY of utilization. Aside from the list, choose any of the elective competencies that you need in your work, if applicable. Please answer carefully as this assessment will determine your Professional Development Plan. | | | | | | | | | | | | |
|  |  | **SCALE GUIDE** | | | | | | | | | | |
| **CRITICALITY TO JOB** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Slightly important | | | | | | | | | | |
|  | 2 | Moderately important | | | | | | | | | | |
|  | 3 | Highly important | | | | | | | | | | |
| **LEVEL OF COMPETENCE** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 0 | Not competent | | | | | | | | | | |
|  | 1 | Slightly competent | | | | | | | | | | |
|  | 2 | Moderately competent | | | | | | | | | | |
|  | 3 | Competent | | | | | | | | | | |
|  | 4 | Highly competent | | | | | | | | | | |
| **FREQUENCY OF UTILIZATION** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Rarely | | | | | | | | | | |
|  | 2 | Occasionally | | | | | | | | | | |
|  | 3 | Frequently | | | | | | | | | | |

| **Unit of Competency** | **Elements** | **Criticality to Job** | | | **Level of Competence** | | | | | **Frequency of Utilization** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **0** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| Work effectively in vocational education and training | Work within the vocational education and training policy framework |  |  |  |  |  |  |  |  |  |  |  |
| Work within the training organization's quality framework |  |  |  |  |  |  |  |  |  |  |  |
| Manage work and work relationships |  |  |  |  |  |  |  |  |  |  |  |
| Demonstrate a client-focused approach to work |  |  |  |  |  |  |  |  |  |  |  |
| Receive and respond to workplace communication | Follow routine spoken instructions |  |  |  |  |  |  |  |  |  |  |  |
| Follow written instructions and notices |  |  |  |  |  |  |  |  |  |  |  |
| Prepare simple memo |  |  |  |  |  |  |  |  |  |  |  |
| Work with others | Develop effective workplace relationship |  |  |  |  |  |  |  |  |  |  |  |
| Contribute to work group activities |  |  |  |  |  |  |  |  |  |  |  |
| Demonstrate work values | Apply work values/ethics |  |  |  |  |  |  |  |  |  |  |  |
| Deal with ethical problems |  |  |  |  |  |  |  |  |  |  |  |
| Maintain integrity of conduct in the workplace |  |  |  |  |  |  |  |  |  |  |  |
| Practice basic housekeeping procedures | Sort and remove unnecessary items |  |  |  |  |  |  |  |  |  |  |  |
| Arrange items |  |  |  |  |  |  |  |  |  |  |  |
| Maintain work area, tools and equipment |  |  |  |  |  |  |  |  |  |  |  |
| Follow standardized work process and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Perform work spontaneously |  |  |  |  |  |  |  |  |  |  |  |

**ELECTIVE COMPETENCIES**

| **Unit of Competency** | **Elements** | **Criticality to Job** | | | **Level of Competence** | | | | | **Frequency of Utilization** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **0** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| Perform computer operations | Plan and prepare for task to be undertaken |  |  |  |  |  |  |  |  |  |  |  |
| Input data into computer |  |  |  |  |  |  |  |  |  |  |  |
| Access information using computer |  |  |  |  |  |  |  |  |  |  |  |
| Produce output/data using computer system |  |  |  |  |  |  |  |  |  |  |  |
| Use basic functions of a www-browser to locate information |  |  |  |  |  |  |  |  |  |  |  |
| Maintain computer equipment and systems |  |  |  |  |  |  |  |  |  |  |  |
| Compile records | Collate records |  |  |  |  |  |  |  |  |  |  |  |
| Update information in the records system |  |  |  |  |  |  |  |  |  |  |  |
| Generate reports from the records system |  |  |  |  |  |  |  |  |  |  |  |
| Perform clerical procedures | Process office documents |  |  |  |  |  |  |  |  |  |  |  |
| Draft simple communication |  |  |  |  |  |  |  |  |  |  |  |
| Maintain document filing system |  |  |  |  |  |  |  |  |  |  |  |
| Clean and maintain kitchen premises | Clean, sanitize and store equipment |  |  |  |  |  |  |  |  |  |  |  |
| Clean and sanitize premises |  |  |  |  |  |  |  |  |  |  |  |
| Dispose of waste |  |  |  |  |  |  |  |  |  |  |  |
| Prepare poultry and game dishes | Perform *“mise en place”* |  |  |  |  |  |  |  |  |  |  |  |
| Cook poultry and game dishes |  |  |  |  |  |  |  |  |  |  |  |
| Plate/present poultry and game dishes |  |  |  |  |  |  |  |  |  |  |  |
| Store poultry and game |  |  |  |  |  |  |  |  |  |  |  |
| Package prepared food | Perform “*mi se en place*” |  |  |  |  |  |  |  |  |  |  |  |
| Prepare dishes and cook dishes |  |  |  |  |  |  |  |  |  |  |  |
| Present dishes |  |  |  |  |  |  |  |  |  |  |  |

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|  |  |  | Signature over printed name |  |

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|  |  |  |  |  |  |  | Rev. No. 00 - 03/01/17 | | | | | |
| **TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY** | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **ASSESSMENT OF CURRENT COMPETENCIES** | | | | | | | | | | | | |
| **[Self-Rating]** | | | | | | | | | | | | |
| for the period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Name:** | | **Office:** | |  | | | | **Division:** | | |  | |
| **Position Title:** Administrative Aide IV | | | | **Designation:** | | | | |  | | | |
| **INSTRUCTIONS:** Below are the units of competencies required in the performance of your job. Using the scale below, rate the competency units according to its CRITICALITY to your job, your level of COMPETENCY, and FREQUENCY of utilization. Aside from the list, choose any of the elective competencies that you need in your work, if applicable. Please answer carefully as this assessment will determine your Professional Development Plan. | | | | | | | | | | | | |
|  |  | **SCALE GUIDE** | | | | | | | | | | |
| **CRITICALITY TO JOB** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Slightly important | | | | | | | | | | |
|  | 2 | Moderately important | | | | | | | | | | |
|  | 3 | Highly important | | | | | | | | | | |
| **LEVEL OF COMPETENCE** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 0 | Not competent | | | | | | | | | | |
|  | 1 | Slightly competent | | | | | | | | | | |
|  | 2 | Moderately competent | | | | | | | | | | |
|  | 3 | Competent | | | | | | | | | | |
|  | 4 | Highly competent | | | | | | | | | | |
| **FREQUENCY OF UTILIZATION** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Rarely | | | | | | | | | | |
|  | 2 | Occasionally | | | | | | | | | | |
|  | 3 | Frequently | | | | | | | | | | |

| **Unit of Competency** | **Elements** | **Criticality to Job** | | | **Level of Competence** | | | | | **Frequency of Utilization** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **0** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| Work effectively in vocational education and training | Work within the vocational education and training policy framework |  |  |  |  |  |  |  |  |  |  |  |
| Work within the training organization's quality framework |  |  |  |  |  |  |  |  |  |  |  |
| Manage work and work relationships |  |  |  |  |  |  |  |  |  |  |  |
| Demonstrate a client-focused approach to work |  |  |  |  |  |  |  |  |  |  |  |
| Receive and respond to workplace communication | Follow routine spoken instructions |  |  |  |  |  |  |  |  |  |  |  |
| Follow written instructions and notices |  |  |  |  |  |  |  |  |  |  |  |
| Prepare simple memo |  |  |  |  |  |  |  |  |  |  |  |
| Work with others | Develop effective workplace relationship |  |  |  |  |  |  |  |  |  |  |  |
| Contribute to work group activities |  |  |  |  |  |  |  |  |  |  |  |
| Demonstrate work values | Apply work values/ethics |  |  |  |  |  |  |  |  |  |  |  |
| Deal with ethical problems |  |  |  |  |  |  |  |  |  |  |  |
| Maintain integrity of conduct in the workplace |  |  |  |  |  |  |  |  |  |  |  |
| Practice basic housekeeping procedures | Sort and remove unnecessary items |  |  |  |  |  |  |  |  |  |  |  |
| Arrange items |  |  |  |  |  |  |  |  |  |  |  |
| Maintain work area, tools and equipment |  |  |  |  |  |  |  |  |  |  |  |
| Follow standardized work process and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Perform work spontaneously |  |  |  |  |  |  |  |  |  |  |  |

**ELECTIVE COMPETENCIES**

| **Unit of Competency** | **Elements** | **Criticality to Job** | | | **Level of Competence** | | | | | **Frequency of Utilization** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **0** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| Perform computer operations | Plan and prepare for task to be undertaken |  |  |  |  |  |  |  |  |  |  |  |
| Input data into computer |  |  |  |  |  |  |  |  |  |  |  |
| Access information using computer |  |  |  |  |  |  |  |  |  |  |  |
| Produce output/data using computer system |  |  |  |  |  |  |  |  |  |  |  |
| Use basic functions of a www-browser to locate information |  |  |  |  |  |  |  |  |  |  |  |
| Maintain computer equipment and systems |  |  |  |  |  |  |  |  |  |  |  |
| Compile records | Collate records |  |  |  |  |  |  |  |  |  |  |  |
| Update information in the records system |  |  |  |  |  |  |  |  |  |  |  |
| Generate reports from the records system |  |  |  |  |  |  |  |  |  |  |  |
| Perform clerical procedures | Process office documents |  |  |  |  |  |  |  |  |  |  |  |
| Draft simple communication |  |  |  |  |  |  |  |  |  |  |  |
| Maintain document filing system |  |  |  |  |  |  |  |  |  |  |  |
| Carry out minor vehicle maintenance and servicing | Clean vehicle unit |  |  |  |  |  |  |  |  |  |  |  |
| Maintain and service the vehicle system |  |  |  |  |  |  |  |  |  |  |  |
| Diagnose vehicle faults and undertake minor repairs |  |  |  |  |  |  |  |  |  |  |  |
| Drive light vehicle | Perform light vehicle pre-starting and warm-up |  |  |  |  |  |  |  |  |  |  |  |
| Drive light vehicle |  |  |  |  |  |  |  |  |  |  |  |
| Comply traffic rules and regulations |  |  |  |  |  |  |  |  |  |  |  |
| Monitor and maintain vehicle performance |  |  |  |  |  |  |  |  |  |  |  |
| Implement and coordinate accident-emergency procedures | Respond to emergencies |  |  |  |  |  |  |  |  |  |  |  |
| Arrange follow-up support and assistance |  |  |  |  |  |  |  |  |  |  |  |

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| **TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY** | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **ASSESSMENT OF CURRENT COMPETENCIES** | | | | | | | | | | | | |
| **[Self-Rating]** | | | | | | | | | | | | |
| for the period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Name:** | | **Office:** | |  | | | | **Division:** | | |  | |
| **Position Title:** Administrative Aide V | | | | **Designation:** | | | | |  | | | |
| **INSTRUCTIONS:** Below are the units of competencies required in the performance of your job. Using the scale below, rate the competency units according to its CRITICALITY to your job, your level of COMPETENCY, and FREQUENCY of utilization. Aside from the list, choose any of the elective competencies that you need in your work, if applicable. Please answer carefully as this assessment will determine your Professional Development Plan. | | | | | | | | | | | | |
|  |  | **SCALE GUIDE** | | | | | | | | | | |
| **CRITICALITY TO JOB** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Slightly important | | | | | | | | | | |
|  | 2 | Moderately important | | | | | | | | | | |
|  | 3 | Highly important | | | | | | | | | | |
| **LEVEL OF COMPETENCE** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 0 | Not competent | | | | | | | | | | |
|  | 1 | Slightly competent | | | | | | | | | | |
|  | 2 | Moderately competent | | | | | | | | | | |
|  | 3 | Competent | | | | | | | | | | |
|  | 4 | Highly competent | | | | | | | | | | |
| **FREQUENCY OF UTILIZATION** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Rarely | | | | | | | | | | |
|  | 2 | Occasionally | | | | | | | | | | |
|  | 3 | Frequently | | | | | | | | | | |

| **Unit of Competency** | **Elements** | **Criticality to Job** | | | **Level of Competence** | | | | | **Frequency of Utilization** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **0** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| Work effectively in vocational education and training | Work within the vocational education and training policy framework |  |  |  |  |  |  |  |  |  |  |  |
| Work within the training organization's quality framework |  |  |  |  |  |  |  |  |  |  |  |
| Manage work and work relationships |  |  |  |  |  |  |  |  |  |  |  |
| Demonstrate a client-focused approach to work |  |  |  |  |  |  |  |  |  |  |  |
| Receive and respond to workplace communication | Follow routine spoken instructions |  |  |  |  |  |  |  |  |  |  |  |
| Follow written instructions and notices |  |  |  |  |  |  |  |  |  |  |  |
| Prepare simple memo |  |  |  |  |  |  |  |  |  |  |  |
| Work with others | Develop effective workplace relationship |  |  |  |  |  |  |  |  |  |  |  |
| Contribute to work group activities |  |  |  |  |  |  |  |  |  |  |  |
| Demonstrate work values | Apply work values/ethics |  |  |  |  |  |  |  |  |  |  |  |
| Deal with ethical problems |  |  |  |  |  |  |  |  |  |  |  |
| Maintain integrity of conduct in the workplace |  |  |  |  |  |  |  |  |  |  |  |
| Practice basic housekeeping procedures | Sort and remove unnecessary items |  |  |  |  |  |  |  |  |  |  |  |
| Arrange items |  |  |  |  |  |  |  |  |  |  |  |
| Maintain work area, tools and equipment |  |  |  |  |  |  |  |  |  |  |  |
| Follow standardized work process and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Perform work spontaneously |  |  |  |  |  |  |  |  |  |  |  |

**ELECTIVE COMPETENCIES**

| **Unit of Competency** | **Elements** | **Criticality to Job** | | | **Level of Competence** | | | | | **Frequency of Utilization** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **0** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| Perform computer operations | Plan and prepare for task to be undertaken |  |  |  |  |  |  |  |  |  |  |  |
| Input data into computer |  |  |  |  |  |  |  |  |  |  |  |
| Access information using computer |  |  |  |  |  |  |  |  |  |  |  |
| Produce output/data using computer system |  |  |  |  |  |  |  |  |  |  |  |
| Use basic functions of a www-browser to locate information |  |  |  |  |  |  |  |  |  |  |  |
| Maintain computer equipment and systems |  |  |  |  |  |  |  |  |  |  |  |
| Compile records | Collate records |  |  |  |  |  |  |  |  |  |  |  |
| Update information in the records system |  |  |  |  |  |  |  |  |  |  |  |
| Generate reports from the records system |  |  |  |  |  |  |  |  |  |  |  |
| Perform clerical procedures | Process office documents |  |  |  |  |  |  |  |  |  |  |  |
| Draft simple communication |  |  |  |  |  |  |  |  |  |  |  |
| Maintain document filing system |  |  |  |  |  |  |  |  |  |  |  |
| Carry out minor vehicle maintenance and servicing | Clean vehicle unit |  |  |  |  |  |  |  |  |  |  |  |
| Maintain and service the vehicle system |  |  |  |  |  |  |  |  |  |  |  |
| Diagnose vehicle faults and undertake minor repairs |  |  |  |  |  |  |  |  |  |  |  |
| Drive light vehicle | Perform light vehicle pre-starting and warm-up |  |  |  |  |  |  |  |  |  |  |  |
| Drive light vehicle |  |  |  |  |  |  |  |  |  |  |  |
| Comply traffic rules and regulations |  |  |  |  |  |  |  |  |  |  |  |
| Monitor and maintain vehicle performance |  |  |  |  |  |  |  |  |  |  |  |
| Implement and coordinate accident-emergency procedures | Respond to emergencies |  |  |  |  |  |  |  |  |  |  |  |
| Arrange follow-up support and assistance |  |  |  |  |  |  |  |  |  |  |  |
| Clean and maintain kitchen premises | Clean, sanitize and store equipment |  |  |  |  |  |  |  |  |  |  |  |
| Clean and sanitize premises |  |  |  |  |  |  |  |  |  |  |  |
| Dispose of waste |  |  |  |  |  |  |  |  |  |  |  |
| Prepare poultry and game dishes | Perform *“mise en place”* |  |  |  |  |  |  |  |  |  |  |  |
| Cook poultry and game dishes |  |  |  |  |  |  |  |  |  |  |  |
| Plate/present poultry and game dishes |  |  |  |  |  |  |  |  |  |  |  |
| Store poultry and game |  |  |  |  |  |  |  |  |  |  |  |
| Package prepared food | Perform “*mi se en place*” |  |  |  |  |  |  |  |  |  |  |  |
| Prepare dishes and cook dishes |  |  |  |  |  |  |  |  |  |  |  |
| Present dishes |  |  |  |  |  |  |  |  |  |  |  |
| Coordinate office programs and activities | Define the program/activity |  |  |  |  |  |  |  |  |  |  |  |
| Arrange program detail requirements |  |  |  |  |  |  |  |  |  |  |  |
| Monitor the arrangement provided |  |  |  |  |  |  |  |  |  |  |  |

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|  |  |  | Signature over printed name |  |

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|  |  |  |  |  |  |  | Rev. No. 00 - 03/01/17 | | | | | |
| **TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY** | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **ASSESSMENT OF CURRENT COMPETENCIES** | | | | | | | | | | | | |
| **[Self-Rating]** | | | | | | | | | | | | |
| for the period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Name:** | | **Office:** | |  | | | | **Division:** | | |  | |
| **Position Title:** Administrative Aide VI | | | | **Designation:** | | | | |  | | | |
| **INSTRUCTIONS:** Below are the units of competencies required in the performance of your job. Using the scale below, rate the competency units according to its CRITICALITY to your job, your level of COMPETENCY, and FREQUENCY of utilization. Aside from the list, choose any of the elective competencies that you need in your work, if applicable. Please answer carefully as this assessment will determine your Professional Development Plan. | | | | | | | | | | | | |
|  |  | **SCALE GUIDE** | | | | | | | | | | |
| **CRITICALITY TO JOB** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Slightly important | | | | | | | | | | |
|  | 2 | Moderately important | | | | | | | | | | |
|  | 3 | Highly important | | | | | | | | | | |
| **LEVEL OF COMPETENCE** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 0 | Not competent | | | | | | | | | | |
|  | 1 | Slightly competent | | | | | | | | | | |
|  | 2 | Moderately competent | | | | | | | | | | |
|  | 3 | Competent | | | | | | | | | | |
|  | 4 | Highly competent | | | | | | | | | | |
| **FREQUENCY OF UTILIZATION** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Rarely | | | | | | | | | | |
|  | 2 | Occasionally | | | | | | | | | | |
|  | 3 | Frequently | | | | | | | | | | |

| **Unit of Competency** | **Elements** | **Criticality to Job** | | | **Level of Competence** | | | | | **Frequency of Utilization** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **0** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| Work effectively in vocational education and training | Work within the vocational education and training policy framework |  |  |  |  |  |  |  |  |  |  |  |
| Work within the training organization's quality framework |  |  |  |  |  |  |  |  |  |  |  |
| Manage work and work relationships |  |  |  |  |  |  |  |  |  |  |  |
| Demonstrate a client-focused approach to work |  |  |  |  |  |  |  |  |  |  |  |
| Receive and respond to workplace communication | Follow routine spoken instructions |  |  |  |  |  |  |  |  |  |  |  |
| Follow written instructions and notices |  |  |  |  |  |  |  |  |  |  |  |
| Prepare simple memo |  |  |  |  |  |  |  |  |  |  |  |
| Work with others | Develop effective workplace relationship |  |  |  |  |  |  |  |  |  |  |  |
| Contribute to work group activities |  |  |  |  |  |  |  |  |  |  |  |
| Demonstrate work values | Apply work values/ethics |  |  |  |  |  |  |  |  |  |  |  |
| Deal with ethical problems |  |  |  |  |  |  |  |  |  |  |  |
| Maintain integrity of conduct in the workplace |  |  |  |  |  |  |  |  |  |  |  |
| Practice basic housekeeping procedures | Sort and remove unnecessary items |  |  |  |  |  |  |  |  |  |  |  |
| Arrange items |  |  |  |  |  |  |  |  |  |  |  |
| Maintain work area, tools and equipment |  |  |  |  |  |  |  |  |  |  |  |
| Follow standardized work process and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Perform work spontaneously |  |  |  |  |  |  |  |  |  |  |  |

**ELECTIVE COMPETENCIES**

| **Unit of Competency** | **Elements** | **Criticality to Job** | | | **Level of Competence** | | | | | **Frequency of Utilization** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **0** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| Perform computer operations | Plan and prepare for task to be undertaken |  |  |  |  |  |  |  |  |  |  |  |
| Input data into computer |  |  |  |  |  |  |  |  |  |  |  |
| Access information using computer |  |  |  |  |  |  |  |  |  |  |  |
| Produce output/data using computer system |  |  |  |  |  |  |  |  |  |  |  |
| Use basic functions of a www-browser to locate information |  |  |  |  |  |  |  |  |  |  |  |
| Maintain computer equipment and systems |  |  |  |  |  |  |  |  |  |  |  |
| Compile records | Collate records |  |  |  |  |  |  |  |  |  |  |  |
| Update information in the records system |  |  |  |  |  |  |  |  |  |  |  |
| Generate reports from the records system |  |  |  |  |  |  |  |  |  |  |  |
| Perform clerical procedures | Process office documents |  |  |  |  |  |  |  |  |  |  |  |
| Draft simple communication |  |  |  |  |  |  |  |  |  |  |  |
| Maintain document filing system |  |  |  |  |  |  |  |  |  |  |  |
| Supervise motorpool Services | Conduct inventory of vehicles |  |  |  |  |  |  |  |  |  |  |  |
| Determine vehicle requirements of TESDA |  |  |  |  |  |  |  |  |  |  |  |
| Provide transportation services |  |  |  |  |  |  |  |  |  |  |  |

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| **TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY** | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **ASSESSMENT OF CURRENT COMPETENCIES** | | | | | | | | | | | | |
| **[Self-Rating]** | | | | | | | | | | | | |
| for the period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Name:** | | **Office:** | |  | | | | **Division:** | | |  | |
| **Position Title:** Administrative Assistant II | | | | **Designation:** | | | | |  | | | |
| **INSTRUCTIONS:** Below are the units of competencies required in the performance of your job. Using the scale below, rate the competency units according to its CRITICALITY to your job, your level of COMPETENCY, and FREQUENCY of utilization. Aside from the list, choose any of the elective competencies that you need in your work, if applicable. Please answer carefully as this assessment will determine your Professional Development Plan. | | | | | | | | | | | | |
|  |  | **SCALE GUIDE** | | | | | | | | | | |
| **CRITICALITY TO JOB** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Slightly important | | | | | | | | | | |
|  | 2 | Moderately important | | | | | | | | | | |
|  | 3 | Highly important | | | | | | | | | | |
| **LEVEL OF COMPETENCE** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 0 | Not competent | | | | | | | | | | |
|  | 1 | Slightly competent | | | | | | | | | | |
|  | 2 | Moderately competent | | | | | | | | | | |
|  | 3 | Competent | | | | | | | | | | |
|  | 4 | Highly competent | | | | | | | | | | |
| **FREQUENCY OF UTILIZATION** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Rarely | | | | | | | | | | |
|  | 2 | Occasionally | | | | | | | | | | |
|  | 3 | Frequently | | | | | | | | | | |

| **Unit of Competency** | **Elements** | **Criticality to Job** | | | **Level of Competence** | | | | | **Frequency of Utilization** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **0** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| Work effectively in vocational education and training | Work within the vocational education and training policy framework |  |  |  |  |  |  |  |  |  |  |  |
| Work within the training organization's quality framework |  |  |  |  |  |  |  |  |  |  |  |
| Manage work and work relationships |  |  |  |  |  |  |  |  |  |  |  |
| Demonstrate a client-focused approach to work |  |  |  |  |  |  |  |  |  |  |  |
| Participate in workplace communication | Obtain and convey workplace information |  |  |  |  |  |  |  |  |  |  |  |
| Complete relevant work related documents |  |  |  |  |  |  |  |  |  |  |  |
| Participate in workplace meetings and discussions |  |  |  |  |  |  |  |  |  |  |  |
| Work in team environment | Describe team role and scope |  |  |  |  |  |  |  |  |  |  |  |
| Identify own role and responsibility within team |  |  |  |  |  |  |  |  |  |  |  |
| Work as a team member |  |  |  |  |  |  |  |  |  |  |  |
| Interact with customers | Deliver services to customers |  |  |  |  |  |  |  |  |  |  |  |
| Respond to customer complaints |  |  |  |  |  |  |  |  |  |  |  |
| Document the services delivered to customers |  |  |  |  |  |  |  |  |  |  |  |
| Identify customers' special requirements |  |  |  |  |  |  |  |  |  |  |  |
| Promote programs and services | Segment the market |  |  |  |  |  |  |  |  |  |  |  |
| Determine products and services' value proposition |  |  |  |  |  |  |  |  |  |  |  |
| Develop marketing plan |  |  |  |  |  |  |  |  |  |  |  |
| Implement marketing plan |  |  |  |  |  |  |  |  |  |  |  |
| Use relevant technologies | Study/select appropriate technology |  |  |  |  |  |  |  |  |  |  |  |
| Apply relevant technology |  |  |  |  |  |  |  |  |  |  |  |
| Maintain/enhance relevant technology |  |  |  |  |  |  |  |  |  |  |  |

**ELECTIVE COMPETENCIES**

| **Unit of Competency** | **Elements** | **Criticality to Job** | | | **Level of Competence** | | | | | **Frequency of Utilization** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **0** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| Perform computer operations | Plan and prepare for task to be undertaken |  |  |  |  |  |  |  |  |  |  |  |
| Input data into computer |  |  |  |  |  |  |  |  |  |  |  |
| Access information using computer |  |  |  |  |  |  |  |  |  |  |  |
| Produce output/data using computer system |  |  |  |  |  |  |  |  |  |  |  |
| Use basic functions of a www-browser to locate information |  |  |  |  |  |  |  |  |  |  |  |
| Maintain computer equipment and systems |  |  |  |  |  |  |  |  |  |  |  |
| Compile records | Collate records |  |  |  |  |  |  |  |  |  |  |  |
| Update information in the records system |  |  |  |  |  |  |  |  |  |  |  |
| Generate reports from the records system |  |  |  |  |  |  |  |  |  |  |  |
| Perform clerical procedures | Process office documents |  |  |  |  |  |  |  |  |  |  |  |
| Draft simple communication |  |  |  |  |  |  |  |  |  |  |  |
| Maintain document filing system |  |  |  |  |  |  |  |  |  |  |  |
| Coordinate office programs and activities | Define the program/activity |  |  |  |  |  |  |  |  |  |  |  |
| Arrange program detail requirements |  |  |  |  |  |  |  |  |  |  |  |
| Monitor the arrangement provided |  |  |  |  |  |  |  |  |  |  |  |
| Process disbursement documents | Check and review source documents |  |  |  |  |  |  |  |  |  |  |  |
| Prepare accounting forms |  |  |  |  |  |  |  |  |  |  |  |
| Maintain air-conditioning system and mechanical facilities | Perform routine inspection |  |  |  |  |  |  |  |  |  |  |  |
| Evaluate functionality of air-con system and mechanical facilities |  |  |  |  |  |  |  |  |  |  |  |
| Perform repair air-conditioning units and mechanical equipment |  |  |  |  |  |  |  |  |  |  |  |
| Gather customer feedback |  |  |  |  |  |  |  |  |  |  |  |

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| **TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY** | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **ASSESSMENT OF CURRENT COMPETENCIES** | | | | | | | | | | | | |
| **[Self-Rating]** | | | | | | | | | | | | |
| for the period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Name:** | | **Office:** | |  | | | | **Division:** | | |  | |
| **Position Title:** Administrative Assistant III | | | | **Designation:** | | | | |  | | | |
| **INSTRUCTIONS:** Below are the units of competencies required in the performance of your job. Using the scale below, rate the competency units according to its CRITICALITY to your job, your level of COMPETENCY, and FREQUENCY of utilization. Aside from the list, choose any of the elective competencies that you need in your work, if applicable. Please answer carefully as this assessment will determine your Professional Development Plan. | | | | | | | | | | | | |
|  |  | **SCALE GUIDE** | | | | | | | | | | |
| **CRITICALITY TO JOB** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Slightly important | | | | | | | | | | |
|  | 2 | Moderately important | | | | | | | | | | |
|  | 3 | Highly important | | | | | | | | | | |
| **LEVEL OF COMPETENCE** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 0 | Not competent | | | | | | | | | | |
|  | 1 | Slightly competent | | | | | | | | | | |
|  | 2 | Moderately competent | | | | | | | | | | |
|  | 3 | Competent | | | | | | | | | | |
|  | 4 | Highly competent | | | | | | | | | | |
| **FREQUENCY OF UTILIZATION** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Rarely | | | | | | | | | | |
|  | 2 | Occasionally | | | | | | | | | | |
|  | 3 | Frequently | | | | | | | | | | |

| **Unit of Competency** | **Elements** | **Criticality to Job** | | | **Level of Competence** | | | | | **Frequency of Utilization** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **0** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| Work effectively in vocational education and training | Work within the vocational education and training policy framework |  |  |  |  |  |  |  |  |  |  |  |
| Work within the training organization's quality framework |  |  |  |  |  |  |  |  |  |  |  |
| Manage work and work relationships |  |  |  |  |  |  |  |  |  |  |  |
| Demonstrate a client-focused approach to work |  |  |  |  |  |  |  |  |  |  |  |
| Participate in workplace communication | Obtain and convey workplace information |  |  |  |  |  |  |  |  |  |  |  |
| Complete relevant work related documents |  |  |  |  |  |  |  |  |  |  |  |
| Participate in workplace meetings and discussions |  |  |  |  |  |  |  |  |  |  |  |
| Work in team environment | Describe team role and scope |  |  |  |  |  |  |  |  |  |  |  |
| Identify own role and responsibility within team |  |  |  |  |  |  |  |  |  |  |  |
| Work as a team member |  |  |  |  |  |  |  |  |  |  |  |
| Interact with customers | Deliver services to customers |  |  |  |  |  |  |  |  |  |  |  |
| Respond to customer complaints |  |  |  |  |  |  |  |  |  |  |  |
| Document the services delivered to customers |  |  |  |  |  |  |  |  |  |  |  |
| Identify customers' special requirements |  |  |  |  |  |  |  |  |  |  |  |
| Promote programs and services | Segment the market |  |  |  |  |  |  |  |  |  |  |  |
| Determine products and services' value proposition |  |  |  |  |  |  |  |  |  |  |  |
| Develop marketing plan |  |  |  |  |  |  |  |  |  |  |  |
| Implement marketing plan |  |  |  |  |  |  |  |  |  |  |  |
| Use relevant technologies | Study/select appropriate technology |  |  |  |  |  |  |  |  |  |  |  |
| Apply relevant technology |  |  |  |  |  |  |  |  |  |  |  |
| Maintain/enhance relevant technology |  |  |  |  |  |  |  |  |  |  |  |

**ELECTIVE COMPETENCIES**

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| **Unit of Competency** | **Elements** | **Criticality to Job** | | | **Level of Competence** | | | | | **Frequency of Utilization** | | |
| **1** | **2** | **3** | **0** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| Perform computer operations | Plan and prepare for task to be undertaken |  |  |  |  |  |  |  |  |  |  |  |
| Input data into computer |  |  |  |  |  |  |  |  |  |  |  |
| Access information using computer |  |  |  |  |  |  |  |  |  |  |  |
| Produce output/data using computer system |  |  |  |  |  |  |  |  |  |  |  |
| Produce output/ data using computer system |  |  |  |  |  |  |  |  |  |  |  |
| Use basic functions of a www-browser to locate information |  |  |  |  |  |  |  |  |  |  |  |
| Maintain computer equipment and systems |  |  |  |  |  |  |  |  |  |  |  |
| Compile records | Collate records |  |  |  |  |  |  |  |  |  |  |  |
| Update information in the records system |  |  |  |  |  |  |  |  |  |  |  |
| Generate reports from the records system |  |  |  |  |  |  |  |  |  |  |  |
| Perform clerical procedures | Process office documents |  |  |  |  |  |  |  |  |  |  |  |
| Draft simple communication |  |  |  |  |  |  |  |  |  |  |  |
| Maintain document filing system |  |  |  |  |  |  |  |  |  |  |  |
| Coordinate office programs and activities | Define the program/activity |  |  |  |  |  |  |  |  |  |  |  |
| Arrange program detail requirements |  |  |  |  |  |  |  |  |  |  |  |
| Monitor the arrangement provided |  |  |  |  |  |  |  |  |  |  |  |
| Process disbursement documents | Check and review source documents |  |  |  |  |  |  |  |  |  |  |  |
| Prepare accounting forms |  |  |  |  |  |  |  |  |  |  |  |

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|  |  |  | Signature over printed name |  |

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| **TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY** | | | | | | | | | | | | |
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| **ASSESSMENT OF CURRENT COMPETENCIES** | | | | | | | | | | | | |
| **[Self-Rating]** | | | | | | | | | | | | |
| for the period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Name:** | | **Office:** | |  | | | | **Division:** | | |  | |
| **Position Title:** Administrative Officer II | | | | **Designation:** | | | | |  | | | |
| **INSTRUCTIONS:** Below are the units of competencies required in the performance of your job. Using the scale below, rate the competency units according to its CRITICALITY to your job, your level of COMPETENCY, and FREQUENCY of utilization. Aside from the list, choose any of the elective competencies that you need in your work, if applicable. Please answer carefully as this assessment will determine your Professional Development Plan. | | | | | | | | | | | | |
|  |  | **SCALE GUIDE** | | | | | | | | | | |
| **CRITICALITY TO JOB** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Slightly important | | | | | | | | | | |
|  | 2 | Moderately important | | | | | | | | | | |
|  | 3 | Highly important | | | | | | | | | | |
| **LEVEL OF COMPETENCE** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 0 | Not competent | | | | | | | | | | |
|  | 1 | Slightly competent | | | | | | | | | | |
|  | 2 | Moderately competent | | | | | | | | | | |
|  | 3 | Competent | | | | | | | | | | |
|  | 4 | Highly competent | | | | | | | | | | |
| **FREQUENCY OF UTILIZATION** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Rarely | | | | | | | | | | |
|  | 2 | Occasionally | | | | | | | | | | |
|  | 3 | Frequently | | | | | | | | | | |

| **Unit of Competency** | **Elements** | **Criticality to Job** | | | **Level of Competence** | | | | | **Frequency of Utilization** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **0** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| Work effectively in vocational education and training | Work within the vocational education and training policy framework |  |  |  |  |  |  |  |  |  |  |  |
| Work within the training organization's quality framework |  |  |  |  |  |  |  |  |  |  |  |
| Manage work and work relationships |  |  |  |  |  |  |  |  |  |  |  |
| Demonstrate a client-focused approach to work |  |  |  |  |  |  |  |  |  |  |  |
| Participate in workplace communication | Obtain and convey workplace information |  |  |  |  |  |  |  |  |  |  |  |
| Complete relevant work related documents |  |  |  |  |  |  |  |  |  |  |  |
| Participate in workplace meetings and discussions |  |  |  |  |  |  |  |  |  |  |  |
| Work in team environment | Describe team role and scope |  |  |  |  |  |  |  |  |  |  |  |
| Identify own role and responsibility within team |  |  |  |  |  |  |  |  |  |  |  |
| Work as a team member |  |  |  |  |  |  |  |  |  |  |  |
| Interact with customers | Identify customers’ special requirements |  |  |  |  |  |  |  |  |  |  |  |
| Deliver services to customers |  |  |  |  |  |  |  |  |  |  |  |
| Document the services delivered to customers |  |  |  |  |  |  |  |  |  |  |  |
| Respond to customer complaints |  |  |  |  |  |  |  |  |  |  |  |
| Demonstrate awareness on standards and procedures | Review standards and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Deploy standards and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Monitors the implementation of deployed standards and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Promote programs and services | Determine type of customers |  |  |  |  |  |  |  |  |  |  |  |
| Discuss programs and services |  |  |  |  |  |  |  |  |  |  |  |
| Prepare feedback report |  |  |  |  |  |  |  |  |  |  |  |
| Use relevant technologies | Study/select appropriate technology |  |  |  |  |  |  |  |  |  |  |  |
| Apply relevant technology |  |  |  |  |  |  |  |  |  |  |  |
| Maintain/enhance relevant technology |  |  |  |  |  |  |  |  |  |  |  |

**ELECTIVE COMPETENCIES**

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| **Unit of Competency** | **Elements** | **Criticality to Job** | | | **Level of Competence** | | | | | **Frequency of Utilization** | | |
| **1** | **2** | **3** | **0** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| Prepare report | Gather data |  |  |  |  |  |  |  |  |  |  |  |
| Draft report |  |  |  |  |  |  |  |  |  |  |  |
| Finalize report |  |  |  |  |  |  |  |  |  |  |  |
| Perform Clerical Procedures | Process office documents |  |  |  |  |  |  |  |  |  |  |  |
| Draft simple communication |  |  |  |  |  |  |  |  |  |  |  |
| Maintain document filing system |  |  |  |  |  |  |  |  |  |  |  |
| Coordinate Office Programs and Activities | Define the program/activity |  |  |  |  |  |  |  |  |  |  |  |
| Arrange program detail requirements |  |  |  |  |  |  |  |  |  |  |  |
| Monitor the arrangement provided |  |  |  |  |  |  |  |  |  |  |  |

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| **TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY** | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **ASSESSMENT OF CURRENT COMPETENCIES** | | | | | | | | | | | | |
| **[Self-Rating]** | | | | | | | | | | | | |
| for the period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | |
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| **Name:** | | **Office:** | |  | | | | **Division:** | | |  | |
| **Position Title:** Administrative Officer III | | | | **Designation:** | | | | |  | | | |
| **INSTRUCTIONS:** Below are the units of competencies required in the performance of your job. Using the scale below, rate the competency units according to its CRITICALITY to your job, your level of COMPETENCY, and FREQUENCY of utilization. Aside from the list, choose any of the elective competencies that you need in your work, if applicable. Please answer carefully as this assessment will determine your Professional Development Plan. | | | | | | | | | | | | |
|  |  | **SCALE GUIDE** | | | | | | | | | | |
| **CRITICALITY TO JOB** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Slightly important | | | | | | | | | | |
|  | 2 | Moderately important | | | | | | | | | | |
|  | 3 | Highly important | | | | | | | | | | |
| **LEVEL OF COMPETENCE** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 0 | Not competent | | | | | | | | | | |
|  | 1 | Slightly competent | | | | | | | | | | |
|  | 2 | Moderately competent | | | | | | | | | | |
|  | 3 | Competent | | | | | | | | | | |
|  | 4 | Highly competent | | | | | | | | | | |
| **FREQUENCY OF UTILIZATION** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Rarely | | | | | | | | | | |
|  | 2 | Occasionally | | | | | | | | | | |
|  | 3 | Frequently | | | | | | | | | | |

| **Unit of Competency** | **Elements** | **Criticality to Job** | | | **Level of Competence** | | | | | **Frequency of Utilization** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **0** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| Work effectively in vocational education and training | Work within the vocational education and training policy framework |  |  |  |  |  |  |  |  |  |  |  |
| Work within the training organization's quality framework |  |  |  |  |  |  |  |  |  |  |  |
| Manage work and work relationships |  |  |  |  |  |  |  |  |  |  |  |
| Demonstrate a client-focused approach to work |  |  |  |  |  |  |  |  |  |  |  |
| Participate in workplace communication | Obtain and convey workplace information |  |  |  |  |  |  |  |  |  |  |  |
| Complete relevant work related documents |  |  |  |  |  |  |  |  |  |  |  |
| Participate in workplace meetings and discussions |  |  |  |  |  |  |  |  |  |  |  |
| Work in team environment | Describe team role and scope |  |  |  |  |  |  |  |  |  |  |  |
| Identify own role and responsibility within team |  |  |  |  |  |  |  |  |  |  |  |
| Work as a team member |  |  |  |  |  |  |  |  |  |  |  |
| Interact with customers | Identify customers’ special requirements |  |  |  |  |  |  |  |  |  |  |  |
| Deliver services to customers |  |  |  |  |  |  |  |  |  |  |  |
| Document the services delivered to customers |  |  |  |  |  |  |  |  |  |  |  |
| Respond to customer complaints |  |  |  |  |  |  |  |  |  |  |  |
| Implement quality standards and procedures | Review standards and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Deploy standards and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Monitors the implementation of deployed standards and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Promote programs and services | Identify programs and services according to priorities |  |  |  |  |  |  |  |  |  |  |  |
| Develop promotion and advocacy plan |  |  |  |  |  |  |  |  |  |  |  |
| Implement promotion and advocacy plan |  |  |  |  |  |  |  |  |  |  |  |
| Utilize IT applications | Set-up work environment |  |  |  |  |  |  |  |  |  |  |  |
| Utilize word processing application |  |  |  |  |  |  |  |  |  |  |  |
| Utilize presenter application |  |  |  |  |  |  |  |  |  |  |  |
| Utilize spread sheet application |  |  |  |  |  |  |  |  |  |  |  |
| Utilize internet to communicate and collect information |  |  |  |  |  |  |  |  |  |  |  |

**ELECTIVE COMPETENCIES**

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| **Unit of Competency** | **Elements** | **Criticality to Job** | | | **Level of Competence** | | | | | **Frequency of Utilization** | | |
| **1** | **2** | **3** | **0** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| Prepare report | Gather data |  |  |  |  |  |  |  |  |  |  |  |
| Draft report |  |  |  |  |  |  |  |  |  |  |  |
| Finalize report |  |  |  |  |  |  |  |  |  |  |  |
| Manage records | Collate records |  |  |  |  |  |  |  |  |  |  |  |
| Update records system |  |  |  |  |  |  |  |  |  |  |  |
| Maintain records |  |  |  |  |  |  |  |  |  |  |  |
| Coordinate office programs and activities | Define the program/ activity |  |  |  |  |  |  |  |  |  |  |  |
| Arrange program detail requirements |  |  |  |  |  |  |  |  |  |  |  |
| Monitor the arrangement provided |  |  |  |  |  |  |  |  |  |  |  |
| Process personnel record | Review documents for personnel records |  |  |  |  |  |  |  |  |  |  |  |
| Maintain database |  |  |  |  |  |  |  |  |  |  |  |
| Maintain 201 files |  |  |  |  |  |  |  |  |  |  |  |
| Prepare personnel document |  |  |  |  |  |  |  |  |  |  |  |
| Process leaves | Gather monthly Daily Time Record (DTR) |  |  |  |  |  |  |  |  |  |  |  |
| Update leave balance |  |  |  |  |  |  |  |  |  |  |  |
| Prepare report |  |  |  |  |  |  |  |  |  |  |  |

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| **TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY** | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **ASSESSMENT OF CURRENT COMPETENCIES** | | | | | | | | | | | | |
| **[Self-Rating]** | | | | | | | | | | | | |
| for the period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | |
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| **Name:** | | **Office:** | |  | | | | **Division:** | | |  | |
| **Position Title:** Administrative Officer IV | | | | **Designation:** | | | | |  | | | |
| **INSTRUCTIONS:** Below are the units of competencies required in the performance of your job. Using the scale below, rate the competency units according to its CRITICALITY to your job, your level of COMPETENCY, and FREQUENCY of utilization. Aside from the list, choose any of the elective competencies that you need in your work, if applicable. Please answer carefully as this assessment will determine your Professional Development Plan. | | | | | | | | | | | | |
|  |  | **SCALE GUIDE** | | | | | | | | | | |
| **CRITICALITY TO JOB** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Slightly important | | | | | | | | | | |
|  | 2 | Moderately important | | | | | | | | | | |
|  | 3 | Highly important | | | | | | | | | | |
| **LEVEL OF COMPETENCE** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 0 | Not competent | | | | | | | | | | |
|  | 1 | Slightly competent | | | | | | | | | | |
|  | 2 | Moderately competent | | | | | | | | | | |
|  | 3 | Competent | | | | | | | | | | |
|  | 4 | Highly competent | | | | | | | | | | |
| **FREQUENCY OF UTILIZATION** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Rarely | | | | | | | | | | |
|  | 2 | Occasionally | | | | | | | | | | |
|  | 3 | Frequently | | | | | | | | | | |

| **Unit of Competency** | **Elements** | **Criticality to Job** | | | **Level of Competence** | | | | | **Frequency of Utilization** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **0** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| Work effectively in vocational education and training | Work within the vocational education and training policy framework |  |  |  |  |  |  |  |  |  |  |  |
| Work within the training organization's quality framework |  |  |  |  |  |  |  |  |  |  |  |
| Manage work and work relationships |  |  |  |  |  |  |  |  |  |  |  |
| Demonstrate a client-focused approach to work |  |  |  |  |  |  |  |  |  |  |  |
| Participate in workplace communication | Obtain and convey workplace information |  |  |  |  |  |  |  |  |  |  |  |
| Complete relevant work related documents |  |  |  |  |  |  |  |  |  |  |  |
| Participate in workplace meetings and discussions |  |  |  |  |  |  |  |  |  |  |  |
| Work in a team environment | Describe team role and scope |  |  |  |  |  |  |  |  |  |  |  |
| Identify own role and responsibility within team |  |  |  |  |  |  |  |  |  |  |  |
| Work as a team member |  |  |  |  |  |  |  |  |  |  |  |
| Interact with customers | Identify customers’ special requirements |  |  |  |  |  |  |  |  |  |  |  |
| Deliver services to customers |  |  |  |  |  |  |  |  |  |  |  |
| Document the services delivered to customers |  |  |  |  |  |  |  |  |  |  |  |
| Respond to customer complaints |  |  |  |  |  |  |  |  |  |  |  |
| Implement quality standards and procedures | Review standards and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Deploy standards and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Monitors the implementation of deployed standards and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Promote programs and services | Identify programs and services according to priorities |  |  |  |  |  |  |  |  |  |  |  |
| Develop promotion and advocacy plan |  |  |  |  |  |  |  |  |  |  |  |
| Implement promotion and advocacy plan |  |  |  |  |  |  |  |  |  |  |  |
| Utilize IT applications | Set-up work environment |  |  |  |  |  |  |  |  |  |  |  |
| Utilize word processing application |  |  |  |  |  |  |  |  |  |  |  |
| Utilize presenter application |  |  |  |  |  |  |  |  |  |  |  |
| Utilize spread sheet application |  |  |  |  |  |  |  |  |  |  |  |
| Utilize internet to communicate and collect information |  |  |  |  |  |  |  |  |  |  |  |
| Prepare report | Gather data |  |  |  |  |  |  |  |  |  |  |  |
| Draft report |  |  |  |  |  |  |  |  |  |  |  |
| Finalize report |  |  |  |  |  |  |  |  |  |  |  |

**ELECTIVE COMPETENCIES**

| **Unit of Competency** | **Elements** | **Criticality to Job** | | | **Level of Competence** | | | | | **Frequency of Utilization** | | |
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| **1** | **2** | **3** | **0** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| Manage records | Collate records |  |  |  |  |  |  |  |  |  |  |  |
| Update records system |  |  |  |  |  |  |  |  |  |  |  |
| Maintain records |  |  |  |  |  |  |  |  |  |  |  |
| Coordinate office programs and activities | Define the program/ activity |  |  |  |  |  |  |  |  |  |  |  |
| Arrange program detail requirements |  |  |  |  |  |  |  |  |  |  |  |
| Monitor the arrangement provided |  |  |  |  |  |  |  |  |  |  |  |
| Prepare budget proposal | Prepare budget estimate |  |  |  |  |  |  |  |  |  |  |  |
| Present proposed budget |  |  |  |  |  |  |  |  |  |  |  |
| Finalize proposed budget |  |  |  |  |  |  |  |  |  |  |  |
| Update registries of allotment and obligation | Register allotment |  |  |  |  |  |  |  |  |  |  |  |
| Process obligation request |  |  |  |  |  |  |  |  |  |  |  |
| Maintain Registries of Allotment and Obligations and Financial Database |  |  |  |  |  |  |  |  |  |  |  |
| Maintain registries of allotment | Process obligation report |  |  |  |  |  |  |  |  |  |  |  |
| Maintain financial database |  |  |  |  |  |  |  |  |  |  |  |
| Prepare reports |  |  |  |  |  |  |  |  |  |  |  |
| Facilitate the screening of applicants | Facilitate advertisement of job vacancies |  |  |  |  |  |  |  |  |  |  |  |
| Evaluate application documents |  |  |  |  |  |  |  |  |  |  |  |
| Perform secretariat services to the Personnel Selection Board (PSB |  |  |  |  |  |  |  |  |  |  |  |
| Accomplish Comparative Assessment Result |  |  |  |  |  |  |  |  |  |  |  |
| Process personnel record | Review documents for personnel records |  |  |  |  |  |  |  |  |  |  |  |
| Maintain database |  |  |  |  |  |  |  |  |  |  |  |
| Maintain 201 files |  |  |  |  |  |  |  |  |  |  |  |
| Prepare personnel document |  |  |  |  |  |  |  |  |  |  |  |
| Conduct Training Effectiveness Analysis | Administer TE questionnaire |  |  |  |  |  |  |  |  |  |  |  |
| Analyze results |  |  |  |  |  |  |  |  |  |  |  |
| Prepare report |  |  |  |  |  |  |  |  |  |  |  |
| Process leaves | Gather monthly Daily Time Record (DTR) |  |  |  |  |  |  |  |  |  |  |  |
| Update leave balance |  |  |  |  |  |  |  |  |  |  |  |
| Prepare report |  |  |  |  |  |  |  |  |  |  |  |
| Perform records controller functions | Prepare records inventory and appraisal |  |  |  |  |  |  |  |  |  |  |  |
| Maintain QMS records |  |  |  |  |  |  |  |  |  |  |  |
| Dispose of QMS records |  |  |  |  |  |  |  |  |  |  |  |
| Procure materials, equipment and services | Identify requirements |  |  |  |  |  |  |  |  |  |  |  |
| Review documents |  |  |  |  |  |  |  |  |  |  |  |
| Purchase materials, equipment and services |  |  |  |  |  |  |  |  |  |  |  |
| Purchase materials, equipment and services |  |  |  |  |  |  |  |  |  |  |  |
| Facilitate the conduct of inventory and disposal of unserviceable properties | Prepare documents for the inventory of properties/disposal of unserviceable properties |  |  |  |  |  |  |  |  |  |  |  |
| Facilitate conduct of physical inventory |  |  |  |  |  |  |  |  |  |  |  |
| Prepare physical inventory report |  |  |  |  |  |  |  |  |  |  |  |
| Facilitate disposal of unserviceable properties |  |  |  |  |  |  |  |  |  |  |  |
| Control issuance of stock inventory or common supplies |  |  |  |  |  |  |  |  |  |  |  |
| Prepare financial statement and reports | Prepare monthly and year-end tax  return |  |  |  |  |  |  |  |  |  |  |  |
| Prepare Journal Entry Vouchers |  |  |  |  |  |  |  |  |  |  |  |
| Monitor cash balances |  |  |  |  |  |  |  |  |  |  |  |
| Prepare financial accountability report |  |  |  |  |  |  |  |  |  |  |  |
| Prepare bank reconciliation statement |  |  |  |  |  |  |  |  |  |  |  |
| Maintain Subsidiary and General Ledger Balances |  |  |  |  |  |  |  |  |  |  |  |
| Perform Initial audit of financial transaction | Facilitate initial Audit of payments/ Disbursement Vouchers |  |  |  |  |  |  |  |  |  |  |  |
| Maintain financial database | Store data and update database |  |  |  |  |  |  |  |  |  |  |  |
| Access data and information |  |  |  |  |  |  |  |  |  |  |  |
| Generate data or information |  |  |  |  |  |  |  |  |  |  |  |
| Make backup copies of database |  |  |  |  |  |  |  |  |  |  |  |

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| **TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY** | | | | | | | | | | | | |
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| **ASSESSMENT OF CURRENT COMPETENCIES** | | | | | | | | | | | | |
| **[Self-Rating]** | | | | | | | | | | | | |
| for the period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Name:** | | **Office:** | |  | | | | **Division:** | | |  | |
| **Position Title:** Administrative Officer V | | | | **Designation:** | | | | |  | | | |
| INSTRUCTIONS: Below are the units of competencies required in the performance of your job. Using the scale below, rate the competency units according to its CRITICALITY to your job, your level of COMPETENCY, and FREQUENCY of utilization. Aside from the list, choose any of the elective competencies that you need in your work, if applicable. Please answer carefully as this assessment will determine your Professional Development Plan. | | | | | | | | | | | | |
|  |  | **SCALE GUIDE** | | | | | | | | | | |
| **CRITICALITY TO JOB** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Slightly important | | | | | | | | | | |
|  | 2 | Moderately important | | | | | | | | | | |
|  | 3 | Highly important | | | | | | | | | | |
| **LEVEL OF COMPETENCE** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 0 | Not competent | | | | | | | | | | |
|  | 1 | Slightly competent | | | | | | | | | | |
|  | 2 | Moderately competent | | | | | | | | | | |
|  | 3 | Competent | | | | | | | | | | |
|  | 4 | Highly competent | | | | | | | | | | |
| **FREQUENCY OF UTILIZATION** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Rarely | | | | | | | | | | |
|  | 2 | Occasionally | | | | | | | | | | |
|  | 3 | Frequently | | | | | | | | | | |

| **Unit of Competency** | **Elements** | **Criticality to Job** | | | **Level of Competence** | | | | | **Frequency of Utilization** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **0** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| Work effectively in vocational education and training | Work within the vocational education and training policy framework |  |  |  |  |  |  |  |  |  |  |  |
| Work within the training organization's quality framework |  |  |  |  |  |  |  |  |  |  |  |
| Manage work and work relationships |  |  |  |  |  |  |  |  |  |  |  |
| Demonstrate a client-focused approach to work |  |  |  |  |  |  |  |  |  |  |  |
| Participate in workplace communication | Obtain and convey workplace information |  |  |  |  |  |  |  |  |  |  |  |
| Complete relevant work related documents |  |  |  |  |  |  |  |  |  |  |  |
| Participate in workplace meetings and discussions |  |  |  |  |  |  |  |  |  |  |  |
| Work in a team environment | Describe team role and scope |  |  |  |  |  |  |  |  |  |  |  |
| Identify own role and responsibility within team |  |  |  |  |  |  |  |  |  |  |  |
| Work as a team member |  |  |  |  |  |  |  |  |  |  |  |
| Interact with customers | Identify customers’ special requirements |  |  |  |  |  |  |  |  |  |  |  |
| Deliver services to customers |  |  |  |  |  |  |  |  |  |  |  |
| Document the services delivered to customers |  |  |  |  |  |  |  |  |  |  |  |
| Respond to customer complaints |  |  |  |  |  |  |  |  |  |  |  |
| Implement quality standards and procedures | Review standards and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Deploy standards and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Monitors the implementation of deployed standards and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Promote programs and services | Identify programs and services according to priorities |  |  |  |  |  |  |  |  |  |  |  |
| Develop promotion and advocacy plan |  |  |  |  |  |  |  |  |  |  |  |
| Implement promotion and advocacy plan |  |  |  |  |  |  |  |  |  |  |  |
| Coordinate implementation of programs and projects | Review programs and projects |  |  |  |  |  |  |  |  |  |  |  |
| Organize resources |  |  |  |  |  |  |  |  |  |  |  |
| Disseminate information on programs and projects |  |  |  |  |  |  |  |  |  |  |  |
| Generate commitments |  |  |  |  |  |  |  |  |  |  |  |
| Utilize IT applications | Set-up work environment |  |  |  |  |  |  |  |  |  |  |  |
| Utilize word processing application |  |  |  |  |  |  |  |  |  |  |  |
| Utilize presenter application |  |  |  |  |  |  |  |  |  |  |  |
| Utilize spread sheet application |  |  |  |  |  |  |  |  |  |  |  |
| Utilize internet to communicate and collect information |  |  |  |  |  |  |  |  |  |  |  |
| Prepare report | Gather data |  |  |  |  |  |  |  |  |  |  |  |
| Draft report |  |  |  |  |  |  |  |  |  |  |  |
| Finalize report |  |  |  |  |  |  |  |  |  |  |  |
| Conduct research | Gather data |  |  |  |  |  |  |  |  |  |  |  |
| Organize data |  |  |  |  |  |  |  |  |  |  |  |
| Analyze data |  |  |  |  |  |  |  |  |  |  |  |
| Prepare report |  |  |  |  |  |  |  |  |  |  |  |
| Maintain information system and database | Monitor the agency’s system and databases |  |  |  |  |  |  |  |  |  |  |  |
| Store/Update database |  |  |  |  |  |  |  |  |  |  |  |
| Access data and information |  |  |  |  |  |  |  |  |  |  |  |
| Generate data or information |  |  |  |  |  |  |  |  |  |  |  |
| Make backup copies of database |  |  |  |  |  |  |  |  |  |  |  |

**ELECTIVE COMPETENCIES**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Unit of Competency** | **Elements** | **Criticality to Job** | | | **Level of Competence** | | | | | **Frequency of Utilization** | | |
| **1** | **2** | **3** | **0** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| Use mathematical concepts and techniques | Identify mathematical tools and techniques to solve problem |  |  |  |  |  |  |  |  |  |  |  |
| Apply mathematical procedure/solution |  |  |  |  |  |  |  |  |  |  |  |
| Analyze results |  |  |  |  |  |  |  |  |  |  |  |
| Conduct Training Needs Analysis | Determine competency requirements |  |  |  |  |  |  |  |  |  |  |  |
| Prepare TNA Instrument |  |  |  |  |  |  |  |  |  |  |  |
| Administer TNA questionnaire |  |  |  |  |  |  |  |  |  |  |  |
| Analyze results |  |  |  |  |  |  |  |  |  |  |  |
| Manage recruitment and selection system | Post job vacancy |  |  |  |  |  |  |  |  |  |  |  |
| Conduct assessment of qualifications of applicants |  |  |  |  |  |  |  |  |  |  |  |
| Facilitate appointment of personnel |  |  |  |  |  |  |  |  |  |  |  |

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| **TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY** | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **ASSESSMENT OF CURRENT COMPETENCIES** | | | | | | | | | | | | |
| **[Self-Rating]** | | | | | | | | | | | | |
| for the period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | |
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| **Name:** | | **Office:** | |  | | | | **Division:** | | |  | |
| **Position Title:** Chief AO/Chief TESDS/ITO III | | | | **Designation:** | | | | |  | | | |
| **INSTRUCTIONS:** Below are the units of competencies required in the performance of your job. Using the scale below, rate the competency units according to its CRITICALITY to your job, your level of COMPETENCY, and FREQUENCY of utilization. Please answer carefully as this assessment will determine your Professional Development Plan. | | | | | | | | | | | | |  |
|  |  | **SCALE GUIDE** | | | | | | | | | | |  |
| **CRITICALITY TO JOB** | |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Slightly important | | | | | | | | | | |  |
|  | 2 | Moderately important | | | | | | | | | | |  |
|  | 3 | Highly important | | | | | | | | | | |  |
| **LEVEL OF COMPETENCE** | |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 0 | Not competent | | | | | | | | | | |  |
|  | 1 | Slightly competent | | | | | | | | | | |  |
|  | 2 | Moderately competent | | | | | | | | | | |  |
|  | 3 | Competent | | | | | | | | | | |  |
|  | 4 | Highly competent | | | | | | | | | | |  |
| **FREQUENCY OF UTILIZATION** | |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Rarely | | | | | | | | | | |  |
|  | 2 | Occasionally | | | | | | | | | | |  |
|  | 3 | Frequently | | | | | | | | | | |  |

| **Unit of Competency** | **Elements** | **Criticality to Job** | | | **Level of Competence** | | | | | **Frequency of Utilization** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **0** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| Work effectively in vocational education and training | Work within the vocational education and training policy framework |  |  |  |  |  |  |  |  |  |  |  |
| Work within the training organization's quality framework |  |  |  |  |  |  |  |  |  |  |  |
| Manage work and work relationships |  |  |  |  |  |  |  |  |  |  |  |
| Demonstrate a client-focused approach to work |  |  |  |  |  |  |  |  |  |  |  |
| Lead workplace Communication | Communicate information about workplace processes |  |  |  |  |  |  |  |  |  |  |  |
| Facilitate group discussion |  |  |  |  |  |  |  |  |  |  |  |
| Conduct interview |  |  |  |  |  |  |  |  |  |  |  |
| Develop Small Teams and Individuals | Provide team leadership |  |  |  |  |  |  |  |  |  |  |  |
| Assign responsibilities |  |  |  |  |  |  |  |  |  |  |  |
| Set performance expectations for team members |  |  |  |  |  |  |  |  |  |  |  |
| Supervise team performance |  |  |  |  |  |  |  |  |  |  |  |
| Manage Provision of Quality Customer Service | Develop approaches to enhance quality customer service |  |  |  |  |  |  |  |  |  |  |  |
| Manage delivery of quality service |  |  |  |  |  |  |  |  |  |  |  |
| Monitor customer service |  |  |  |  |  |  |  |  |  |  |  |
| Manage Compliance to Quality Standards and Procedures | Check compliance to documentation requirement of standards and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Monitor compliance to standards and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Evaluate QMS activities |  |  |  |  |  |  |  |  |  |  |  |
| Evaluate Implementation of Programs, Projects and Systems | Prepare evaluation framework and plan |  |  |  |  |  |  |  |  |  |  |  |
| Organize data |  |  |  |  |  |  |  |  |  |  |  |
| Analyze data |  |  |  |  |  |  |  |  |  |  |  |
| Prepare evaluation reports |  |  |  |  |  |  |  |  |  |  |  |
| Manage the Promotion of Programs and Services | Analyze market segment |  |  |  |  |  |  |  |  |  |  |  |
| Check the provision of products and services |  |  |  |  |  |  |  |  |  |  |  |
| Evaluate marketing plan |  |  |  |  |  |  |  |  |  |  |  |
| Check implementation plan |  |  |  |  |  |  |  |  |  |  |  |
| Manage the Implementation of Programs and Projects | Review planned programs and projects |  |  |  |  |  |  |  |  |  |  |  |
| Check resource requirement |  |  |  |  |  |  |  |  |  |  |  |
| Analyze office performance |  |  |  |  |  |  |  |  |  |  |  |
| Utilize IT Applications | Set-up work environment |  |  |  |  |  |  |  |  |  |  |  |
| Utilize word processing application |  |  |  |  |  |  |  |  |  |  |  |
| Utilize presenter application |  |  |  |  |  |  |  |  |  |  |  |
| Utilize spread sheet application |  |  |  |  |  |  |  |  |  |  |  |
| Utilize internet to communicate and collect information |  |  |  |  |  |  |  |  |  |  |  |
| Mentor/Coach Personnel | Prepare for mentoring/ coaching activities |  |  |  |  |  |  |  |  |  |  |  |
| Conduct mentoring/ coaching |  |  |  |  |  |  |  |  |  |  |  |
| Evaluate mentoring/ coaching outcomes |  |  |  |  |  |  |  |  |  |  |  |
| Evaluate employee performance | Set performance targets |  |  |  |  |  |  |  |  |  |  |  |
| Monitor employee performance |  |  |  |  |  |  |  |  |  |  |  |
| Assess employee performance |  |  |  |  |  |  |  |  |  |  |  |

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| **TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY** | | | | | | | | | | | | |
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| **ASSESSMENT OF CURRENT COMPETENCIES** | | | | | | | | | | | | |
| **[Self-Rating]** | | | | | | | | | | | | |
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| **Name:** | | **Office:** | |  | | | | **Division:** | | |  | |
| **Position Title:** Director IV / Director III / Executive Director | | | | **Designation:** | | | | |  | | | |
| INSTRUCTIONS: Below are the units of competencies required in the performance of your job. Using the scale below, rate the competency units according to its CRITICALITY to your job, your level of COMPETENCY, and FREQUENCY of utilization. Please answer carefully as this assessment will determine your Professional Development Plan. | | | | | | | | | | | | |
|  |  | **SCALE GUIDE** | | | | | | | | | | |
| **CRITICALITY TO JOB** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Slightly important | | | | | | | | | | |
|  | 2 | Moderately important | | | | | | | | | | |
|  | 3 | Highly important | | | | | | | | | | |
| **LEVEL OF COMPETENCE** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 0 | Not competent | | | | | | | | | | |
|  | 1 | Slightly competent | | | | | | | | | | |
|  | 2 | Moderately competent | | | | | | | | | | |
|  | 3 | Competent | | | | | | | | | | |
|  | 4 | Highly competent | | | | | | | | | | |
| **FREQUENCY OF UTILIZATION** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Rarely | | | | | | | | | | |
|  | 2 | Occasionally | | | | | | | | | | |
|  | 3 | Frequently | | | | | | | | | | |

| **Unit of Competency** | **Elements** | **Criticality to Job** | | | **Level of Competence** | | | | | **Frequency of Utilization** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **0** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| Practice Strategic and Critical Thinking | Communicate the vision of the Agency |  |  |  |  |  |  |  |  |  |  |  |
| Formulate objectives and priorities |  |  |  |  |  |  |  |  |  |  |  |
| Collect and analyze environmental information |  |  |  |  |  |  |  |  |  |  |  |
| Lead in a Continuously Changing Environment | Maintain an open mind to changing circumstances and new information |  |  |  |  |  |  |  |  |  |  |  |
| Implement new and better way of accomplishing result |  |  |  |  |  |  |  |  |  |  |  |
| Manage change process |  |  |  |  |  |  |  |  |  |  |  |
| Develop and Empower Others to Establish Collective Accountability for Results | Develop others to perform and contribute to the Agency |  |  |  |  |  |  |  |  |  |  |  |
| Deal with others |  |  |  |  |  |  |  |  |  |  |  |
| Delegate work instructions |  |  |  |  |  |  |  |  |  |  |  |
| Organize Linkages and Network for Productive Partnership | Build alliances and network |  |  |  |  |  |  |  |  |  |  |  |
| Manage internal and external politics |  |  |  |  |  |  |  |  |  |  |  |
| Maintain partnership arrangement |  |  |  |  |  |  |  |  |  |  |  |
| Plan and Organize for Greater Impact | Set performance standards |  |  |  |  |  |  |  |  |  |  |  |
| Create system and workflow |  |  |  |  |  |  |  |  |  |  |  |
| Manage workflow |  |  |  |  |  |  |  |  |  |  |  |
| Drive Performance for Integrity and Service | Set clear goals for personnel |  |  |  |  |  |  |  |  |  |  |  |
| Establish criteria or work procedure |  |  |  |  |  |  |  |  |  |  |  |
| Monitor employee performance |  |  |  |  |  |  |  |  |  |  |  |

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| **ASSESSMENT OF CURRENT COMPETENCIES** | | | | | | | | | | | | |
| **[Self-Rating]** | | | | | | | | | | | | |
| for the period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | |
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| **Name:** | | **Office:** | |  | | | | **Division:** | | |  | |
| **Position Title:** Senior TESD Specialist | | | | **Designation:** | | | | |  | | | |
| **INSTRUCTIONS:** Below are the units of competencies required in the performance of your job. Using the scale below, rate the competency units according to its CRITICALITY to your job, your level of COMPETENCY, and FREQUENCY of utilization. Please answer carefully as this assessment will determine your Professional Development Plan. | | | | | | | | | | | | |  |
|  |  | SCALE GUIDE | | | | | | | | | | |  |
| **CRITICALITY TO JOB** | |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Slightly important | | | | | | | | | | |  |
|  | 2 | Moderately important | | | | | | | | | | |  |
|  | 3 | Highly important | | | | | | | | | | |  |
| **LEVEL OF COMPETENCE** | |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 0 | Not competent | | | | | | | | | | |  |
|  | 1 | Slightly competent | | | | | | | | | | |  |
|  | 2 | Moderately competent | | | | | | | | | | |  |
|  | 3 | Competent | | | | | | | | | | |  |
|  | 4 | Highly competent | | | | | | | | | | |  |
| **FREQUENCY OF UTILIZATION** | |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Rarely | | | | | | | | | | |  |
|  | 2 | Occasionally | | | | | | | | | | |  |
|  | 3 | Frequently | | | | | | | | | | |  |

| **Unit of Competency** | **Elements** | **Criticality to Job** | | | **Level of Competence** | | | | | **Frequency of Utilization** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **0** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| Work effectively in vocational education and training | Work within the vocational education and training policy framework |  |  |  |  |  |  |  |  |  |  |  |
| Work within the training organization's quality framework |  |  |  |  |  |  |  |  |  |  |  |
| Manage work and work relationships |  |  |  |  |  |  |  |  |  |  |  |
| Demonstrate a client-focused approach to work |  |  |  |  |  |  |  |  |  |  |  |
| Participate in workplace communication | Obtain and convey workplace information |  |  |  |  |  |  |  |  |  |  |  |
| Complete relevant work related documents |  |  |  |  |  |  |  |  |  |  |  |
| Participate in workplace meetings and discussions |  |  |  |  |  |  |  |  |  |  |  |
| Work in team environment | Describe team role and scope |  |  |  |  |  |  |  |  |  |  |  |
| Identify own role and responsibility within team |  |  |  |  |  |  |  |  |  |  |  |
| Work as a team member |  |  |  |  |  |  |  |  |  |  |  |
| Interact with customers | Deliver services to customers |  |  |  |  |  |  |  |  |  |  |  |
| Respond to customer complaints |  |  |  |  |  |  |  |  |  |  |  |
| Document the services delivered to customers |  |  |  |  |  |  |  |  |  |  |  |
| Identify customers’ special requirements |  |  |  |  |  |  |  |  |  |  |  |
| Implement quality standards and procedures | Review standards and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Deploy standards and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Monitors the implementation of deployed standards and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Promote programs and services | Segment the market |  |  |  |  |  |  |  |  |  |  |  |
| Determine products and services’ value proposition |  |  |  |  |  |  |  |  |  |  |  |
| Develop marketing plan |  |  |  |  |  |  |  |  |  |  |  |
| Implement marketing plan |  |  |  |  |  |  |  |  |  |  |  |
| Implement programs and projects | Review PPS to be implemented |  |  |  |  |  |  |  |  |  |  |  |
| Organize resources |  |  |  |  |  |  |  |  |  |  |  |
| Administer programs, projects and services |  |  |  |  |  |  |  |  |  |  |  |
| Conduct research | Gather data |  |  |  |  |  |  |  |  |  |  |  |
| Organize data |  |  |  |  |  |  |  |  |  |  |  |
| Analyze data |  |  |  |  |  |  |  |  |  |  |  |
| Prepare report |  |  |  |  |  |  |  |  |  |  |  |
| Maintain information system and database | Monitor the agency’s system and databases |  |  |  |  |  |  |  |  |  |  |  |
| Store/Update database |  |  |  |  |  |  |  |  |  |  |  |
| Access data and information |  |  |  |  |  |  |  |  |  |  |  |
| Generate data or information |  |  |  |  |  |  |  |  |  |  |  |
| Make backup copies of database |  |  |  |  |  |  |  |  |  |  |  |
| Prepare report | Gather data |  |  |  |  |  |  |  |  |  |  |  |
| Draft report |  |  |  |  |  |  |  |  |  |  |  |
| Finalize report |  |  |  |  |  |  |  |  |  |  |  |
| Conduct TNA | Determine competency requirements |  |  |  |  |  |  |  |  |  |  |  |
| Prepare TNA Instrument |  |  |  |  |  |  |  |  |  |  |  |
| Administer TNA questionnaire |  |  |  |  |  |  |  |  |  |  |  |
| Analyze results |  |  |  |  |  |  |  |  |  |  |  |
| Draft summary of TNA result in submitted to immediate supervisor within set time frame |  |  |  |  |  |  |  |  |  |  |  |
| Utilize IT Applications | Set-up work environment |  |  |  |  |  |  |  |  |  |  |  |
| Utilize word processing application |  |  |  |  |  |  |  |  |  |  |  |
| Utilize presenter application |  |  |  |  |  |  |  |  |  |  |  |
| Utilize spread sheet application |  |  |  |  |  |  |  |  |  |  |  |
| Utilize internet to communicate and collect information |  |  |  |  |  |  |  |  |  |  |  |

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| **TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY** | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **ASSESSMENT OF CURRENT COMPETENCIES** | | | | | | | | | | | | |
| **[Self-Rating]** | | | | | | | | | | | | |
| for the period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | |
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| **Name:** | | **Office:** | |  | | | | **Division:** | | |  | |
| **Position Title:** Supervising AO/Supervising TESDS | | | | **Designation:** | | | | |  | | | |
| **INSTRUCTIONS:** Below are the units of competencies required in the performance of your job. Using the scale below, rate the competency units according to its CRITICALITY to your job, your level of COMPETENCY, and FREQUENCY of utilization. Please answer carefully as this assessment will determine your Professional Development Plan. | | | | | | | | | | | | |  |
|  | | **SCALE GUIDE** | | | | | | | | | | |  |
| **CRITICALITY TO JOB** | |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Slightly important | | | | | | | | | | |  |
|  | 2 | Moderately important | | | | | | | | | | |  |
|  | 3 | Highly important | | | | | | | | | | |  |
| **LEVEL OF COMPETENCE** | |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 0 | Not competent | | | | | | | | | | |  |
|  | 1 | Slightly competent | | | | | | | | | | |  |
|  | 2 | Moderately competent | | | | | | | | | | |  |
|  | 3 | Competent | | | | | | | | | | |  |
|  | 4 | Highly competent | | | | | | | | | | |  |
| **FREQUENCY OF UTILIZATION** | |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Rarely | | | | | | | | | | |  |
|  | 2 | Occasionally | | | | | | | | | | |  |
|  | 3 | Frequently | | | | | | | | | | |  |

| **Unit of Competency** | **Elements** | **Criticality to Job** | | | **Level of Competence** | | | | | **Frequency of Utilization** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **0** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| Work effectively in vocational education and training | Work within the vocational education and training policy framework |  |  |  |  |  |  |  |  |  |  |  |
| Work within the training organization's quality framework |  |  |  |  |  |  |  |  |  |  |  |
| Manage work and work relationships |  |  |  |  |  |  |  |  |  |  |  |
| Demonstrate a client-focused approach to work |  |  |  |  |  |  |  |  |  |  |  |
| Lead Workplace Communication | Communicate information about workplace processes |  |  |  |  |  |  |  |  |  |  |  |
| Facilitate group discussion |  |  |  |  |  |  |  |  |  |  |  |
| Conduct interview |  |  |  |  |  |  |  |  |  |  |  |
| Develop Small Teams and Individuals | Provide team leadership |  |  |  |  |  |  |  |  |  |  |  |
| Assign responsibilities |  |  |  |  |  |  |  |  |  |  |  |
| Set performance expectations for team members |  |  |  |  |  |  |  |  |  |  |  |
| Supervise team performance |  |  |  |  |  |  |  |  |  |  |  |
| Supervise Provision of Quality Customer Service | Check approaches to enhance customer service quality |  |  |  |  |  |  |  |  |  |  |  |
| Review approaches in the delivery of quality service |  |  |  |  |  |  |  |  |  |  |  |
| Monitor and evaluate customer service |  |  |  |  |  |  |  |  |  |  |  |
| Supervise Implementation of Quality Standards and Procedures | Review standards and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Deployment of standards and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Evaluate standards and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Supervise the Implementation of Programs, Projects and Systems | Define office targets |  |  |  |  |  |  |  |  |  |  |  |
| Provide direction in all aspects of work assignment |  |  |  |  |  |  |  |  |  |  |  |
| Monitor and evaluate implementation of programs and projects |  |  |  |  |  |  |  |  |  |  |  |
| Make informed decisions |  |  |  |  |  |  |  |  |  |  |  |
| Supervise Workplace Health, Safety, Security Practices and Environmental Requirements | Check compliance to workplace health, safety, security and environmental practices |  |  |  |  |  |  |  |  |  |  |  |
| Check procedure in dealing with emergency situations |  |  |  |  |  |  |  |  |  |  |  |
| Prepare security and safety report |  |  |  |  |  |  |  |  |  |  |  |
| Supervise the Promotion of Programs and Services | Check products and services’ value provided |  |  |  |  |  |  |  |  |  |  |  |
| Evaluate developed marketing plan |  |  |  |  |  |  |  |  |  |  |  |
| Monitor implementation of marketing plan |  |  |  |  |  |  |  |  |  |  |  |
| Utilize IT Applications | Set-up work environment |  |  |  |  |  |  |  |  |  |  |  |
| Utilize word processing application |  |  |  |  |  |  |  |  |  |  |  |
| Utilize presenter application |  |  |  |  |  |  |  |  |  |  |  |
| Utilize spreadsheet application |  |  |  |  |  |  |  |  |  |  |  |
| Utilize internet to communicate and collect information |  |  |  |  |  |  |  |  |  |  |  |
| Mentor/Coach Personnel | Prepare for mentoring/ coaching activities |  |  |  |  |  |  |  |  |  |  |  |
| Conduct mentoring/ coaching |  |  |  |  |  |  |  |  |  |  |  |
| Evaluate mentoring/ coaching outcomes |  |  |  |  |  |  |  |  |  |  |  |

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| **TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY** | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **ASSESSMENT OF CURRENT COMPETENCIES** | | | | | | | | | | | | |
| **[Self-Rating]** | | | | | | | | | | | | |
| for the period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | |
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| **Name:** | | **Office:** | |  | | | | **Division:** | | |  | |
| **Position Title:** TESD Specialist I | | | | **Designation:** | | | | |  | | | |
| **INSTRUCTIONS:** Below are the units of competencies required in the performance of your job. Using the scale below, rate the competency units according to its CRITICALITY to your job, your level of COMPETENCY, and FREQUENCY of utilization. Please answer carefully as this assessment will determine your Professional Development Plan. | | | | | | | | | | | | |
|  |  | **SCALE GUIDE** | | | | | | | | | | |
| **CRITICALITY TO JOB** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Slightly important | | | | | | | | | | |
|  | 2 | Moderately important | | | | | | | | | | |
|  | 3 | Highly important | | | | | | | | | | |
| **LEVEL OF COMPETENCE** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 0 | Not competent | | | | | | | | | | |
|  | 1 | Slightly competent | | | | | | | | | | |
|  | 2 | Moderately competent | | | | | | | | | | |
|  | 3 | Competent | | | | | | | | | | |
|  | 4 | Highly competent | | | | | | | | | | |
| **FREQUENCY OF UTILIZATION** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Rarely | | | | | | | | | | |
|  | 2 | Occasionally | | | | | | | | | | |
|  | 3 | Frequently | | | | | | | | | | |

| **Unit of Competency** | **Elements** | **Criticality to Job** | | | **Level of Competence** | | | | | **Frequency of Utilization** | | |
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| **1** | **2** | **3** | **0** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| Work effectively in vocational education and training | Work within the vocational education and training policy framework |  |  |  |  |  |  |  |  |  |  |  |
| Work within the training organization's quality framework |  |  |  |  |  |  |  |  |  |  |  |
| Manage work and work relationships |  |  |  |  |  |  |  |  |  |  |  |
| Demonstrate a client-focused approach to work |  |  |  |  |  |  |  |  |  |  |  |
| Participate in workplace communication | Obtain and convey workplace information |  |  |  |  |  |  |  |  |  |  |  |
| Complete relevant work related documents |  |  |  |  |  |  |  |  |  |  |  |
| Participate in workplace meetings and discussions |  |  |  |  |  |  |  |  |  |  |  |
| Work in team environment | Describe team role and scope |  |  |  |  |  |  |  |  |  |  |  |
| Identify own role and responsibility within team |  |  |  |  |  |  |  |  |  |  |  |
| Work as a team member |  |  |  |  |  |  |  |  |  |  |  |
| Interact with customers | Deliver services to customers |  |  |  |  |  |  |  |  |  |  |  |
| Respond to customer complaints |  |  |  |  |  |  |  |  |  |  |  |
| Document the services delivered to customers |  |  |  |  |  |  |  |  |  |  |  |
| Identify customers’ special requirements |  |  |  |  |  |  |  |  |  |  |  |
| Implement quality standards and procedures | Review standards and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Deploy standards and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Monitors the implementation of deployed standards and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Promote programs and services | Segment the market |  |  |  |  |  |  |  |  |  |  |  |
| Determine products and services’ value proposition |  |  |  |  |  |  |  |  |  |  |  |
| Develop marketing plan |  |  |  |  |  |  |  |  |  |  |  |
| Implement marketing plan |  |  |  |  |  |  |  |  |  |  |  |
| Utilize IT Applications | Set-up work environment |  |  |  |  |  |  |  |  |  |  |  |
| Utilize word processing application |  |  |  |  |  |  |  |  |  |  |  |
| Utilize presenter application |  |  |  |  |  |  |  |  |  |  |  |
| Utilize spread sheet application |  |  |  |  |  |  |  |  |  |  |  |
| Utilize internet to communicate and collect information |  |  |  |  |  |  |  |  |  |  |  |

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| **TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY** | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **ASSESSMENT OF CURRENT COMPETENCIES** | | | | | | | | | | | | |
| **[Self-Rating]** | | | | | | | | | | | | |
| for the period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | |
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| **Name:** | | **Office:** | |  | | | | **Division:** | | |  | |
| **Position Title:** TESD Specialist II | | | | **Designation:** | | | | |  | | | |
| **INSTRUCTIONS:** Below are the units of competencies required in the performance of your job. Using the scale below, rate the competency units according to its CRITICALITY to your job, your level of COMPETENCY, and FREQUENCY of utilization. Please answer carefully as this assessment will determine your Professional Development Plan. | | | | | | | | | | | | |
|  |  | **SCALE GUIDE** | | | | | | | | | | |
| **CRITICALITY TO JOB** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Slightly important | | | | | | | | | | |
|  | 2 | Moderately important | | | | | | | | | | |
|  | 3 | Highly important | | | | | | | | | | |
| **LEVEL OF COMPETENCE** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 0 | Not competent | | | | | | | | | | |
|  | 1 | Slightly competent | | | | | | | | | | |
|  | 2 | Moderately competent | | | | | | | | | | |
|  | 3 | Competent | | | | | | | | | | |
|  | 4 | Highly competent | | | | | | | | | | |
| **FREQUENCY OF UTILIZATION** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Rarely | | | | | | | | | | |
|  | 2 | Occasionally | | | | | | | | | | |
|  | 3 | Frequently | | | | | | | | | | |

| **Unit of Competency** | **Elements** | **Criticality to Job** | | | **Level of Competence** | | | | | **Frequency of Utilization** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **0** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| Work effectively in vocational education and training | Work within the vocational education and training policy framework |  |  |  |  |  |  |  |  |  |  |  |
| Work within the training organization's quality framework |  |  |  |  |  |  |  |  |  |  |  |
| Manage work and work relationships |  |  |  |  |  |  |  |  |  |  |  |
| Demonstrate a client-focused approach to work |  |  |  |  |  |  |  |  |  |  |  |
| Participate in workplace communication | Obtain and convey workplace information |  |  |  |  |  |  |  |  |  |  |  |
| Complete relevant work related documents |  |  |  |  |  |  |  |  |  |  |  |
| Participate in workplace meetings and discussions |  |  |  |  |  |  |  |  |  |  |  |
| Work in team environment | Describe team role and scope |  |  |  |  |  |  |  |  |  |  |  |
| Identify own role and responsibility within team |  |  |  |  |  |  |  |  |  |  |  |
| Work as a team member |  |  |  |  |  |  |  |  |  |  |  |
| Interact with customers | Deliver services to customers |  |  |  |  |  |  |  |  |  |  |  |
| Respond to customer complaints |  |  |  |  |  |  |  |  |  |  |  |
| Document the services delivered to customers |  |  |  |  |  |  |  |  |  |  |  |
| Identify customers’ special requirements |  |  |  |  |  |  |  |  |  |  |  |
| Implement quality standards and procedures | Review standards and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Deploy standards and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Monitors the implementation of deployed standards and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Promote programs and services | Segment the market |  |  |  |  |  |  |  |  |  |  |  |
| Determine products and services’ value proposition |  |  |  |  |  |  |  |  |  |  |  |
| Develop marketing plan |  |  |  |  |  |  |  |  |  |  |  |
| Implement marketing plan |  |  |  |  |  |  |  |  |  |  |  |
| Write basic communication | Determine document requirement |  |  |  |  |  |  |  |  |  |  |  |
| Gather data |  |  |  |  |  |  |  |  |  |  |  |
| Prepare and present document |  |  |  |  |  |  |  |  |  |  |  |
| Utilize IT Applications | Set-up work environment |  |  |  |  |  |  |  |  |  |  |  |
| Utilize word processing application |  |  |  |  |  |  |  |  |  |  |  |
| Utilize presenter application |  |  |  |  |  |  |  |  |  |  |  |
| Utilize spread sheet application |  |  |  |  |  |  |  |  |  |  |  |
| Utilize internet to communicate and collect information |  |  |  |  |  |  |  |  |  |  |  |
| Gather data | Determine data requirements |  |  |  |  |  |  |  |  |  |  |  |
| Determine the data gathering method/ techniques |  |  |  |  |  |  |  |  |  |  |  |
| Develop data gathering instruments |  |  |  |  |  |  |  |  |  |  |  |
| Gather data |  |  |  |  |  |  |  |  |  |  |  |
| Deploy data gathering instrument |  |  |  |  |  |  |  |  |  |  |  |
| Maintain database | Monitor the agency’s databases |  |  |  |  |  |  |  |  |  |  |  |
| Store/Update of database |  |  |  |  |  |  |  |  |  |  |  |
| Access of data and information |  |  |  |  |  |  |  |  |  |  |  |
| Generate data or information |  |  |  |  |  |  |  |  |  |  |  |
| Make backup copies of database |  |  |  |  |  |  |  |  |  |  |  |

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| **TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY** | | | | | | | | | | | | |
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| **ASSESSMENT OF CURRENT COMPETENCIES** | | | | | | | | | | | | |
| **[Supervisor Rating]** | | | | | | | | | | | | |
| for the period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | |
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| **Name:** | | **Office:** | |  | | | | **Division:** | | |  | |
| **Name of Subordinate:** | | | | **Position of Subordinate:** Accountant III | | | | | | | | |
| **INSTRUCTIONS:** Below are the units of competencies required of your subordinate. Using the scale below, rate the competency units according to its CRITICALITY to his/her job, his/her level of COMPETENCY, and the FREQUENCY by which your subordinate performs the competency. Please answer carefully as this assessment will determine your subordinate's Professional Development Plan. | | | | | | | | | | | | |
|  |  | **SCALE GUIDE** | | | | | | | | | | |
| **CRITICALITY TO JOB** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Slightly important | | | | | | | | | | |
|  | 2 | Moderately important | | | | | | | | | | |
|  | 3 | Highly important | | | | | | | | | | |
| **LEVEL OF COMPETENCE** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 0 | Not competent | | | | | | | | | | |
|  | 1 | Slightly competent | | | | | | | | | | |
|  | 2 | Moderately competent | | | | | | | | | | |
|  | 3 | Competent | | | | | | | | | | |
|  | 4 | Highly competent | | | | | | | | | | |
| **FREQUENCY OF UTILIZATION** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Rarely | | | | | | | | | | |
|  | 2 | Occasionally | | | | | | | | | | |
|  | 3 | Frequently | | | | | | | | | | |

| **Unit of Competency** | **Elements** | **Criticality to Job** | | | **Level of Competence** | | | | | **Frequency of Utilization** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **0** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| Work effectively in vocational education and training | Work within the vocational education and training policy framework |  |  |  |  |  |  |  |  |  |  |  |
| Work within the training organization's quality framework |  |  |  |  |  |  |  |  |  |  |  |
| Manage work and work relationships |  |  |  |  |  |  |  |  |  |  |  |
| Demonstrate a client-focused approach to work |  |  |  |  |  |  |  |  |  |  |  |
| Participate in Workplace Communication | Obtain and convey workplace information |  |  |  |  |  |  |  |  |  |  |  |
| Complete relevant work related documents |  |  |  |  |  |  |  |  |  |  |  |
| Participate in workplace meetings and discussions |  |  |  |  |  |  |  |  |  |  |  |
| Work in Team Environment | Describe team role and scope |  |  |  |  |  |  |  |  |  |  |  |
| Identify own role and responsibility within team |  |  |  |  |  |  |  |  |  |  |  |
| Work as a team member |  |  |  |  |  |  |  |  |  |  |  |
| Interact with Customers | Deliver services to customers |  |  |  |  |  |  |  |  |  |  |  |
| Respond to customer complaints |  |  |  |  |  |  |  |  |  |  |  |
| Document the services delivered to customers |  |  |  |  |  |  |  |  |  |  |  |
| Identify customers’ special requirements |  |  |  |  |  |  |  |  |  |  |  |
| Implement Quality Standards and Procedures | Review standards and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Deploy standards and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Monitors the implementation of deployed standards and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Process Disbursement Documents | Check and review source documents |  |  |  |  |  |  |  |  |  |  |  |
| Prepare accounting forms |  |  |  |  |  |  |  |  |  |  |  |
| Maintain Books of Accounts | Gather reports |  |  |  |  |  |  |  |  |  |  |  |
| Prepare journal entry voucher |  |  |  |  |  |  |  |  |  |  |  |
| Maintain subsidiary and general ledger |  |  |  |  |  |  |  |  |  |  |  |

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|  |  |  |  |  |  |  | Rev. No. 00 - 03/01/17 | | | | | |
| **TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY** | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **ASSESSMENT OF CURRENT COMPETENCIES** | | | | | | | | | | | | |
| **[Supervisor Rating]** | | | | | | | | | | | | |
| for the period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Name:** | | **Office:** | |  | | | | **Division:** | | |  | |
| **Name of Subordinate:** | | | | **Position of Subordinate:** Administrative Aide I | | | | | | | | |
| **INSTRUCTIONS:** Below are the units of competencies required of your subordinate. Using the scale below, rate the competency units according to its CRITICALITY to his/her job, his/her level of COMPETENCY, and the FREQUENCY by which your subordinate performs the competency. Aside from the list, choose any of the elective competencies which you believe he/she needs. Please answer carefully as this assessment will determine your subordinate's Professional Development Plan. | | | | | | | | | | | | |
|  |  | **SCALE GUIDE** | | | | | | | | | | |
| **CRITICALITY TO JOB** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Slightly important | | | | | | | | | | |
|  | 2 | Moderately important | | | | | | | | | | |
|  | 3 | Highly important | | | | | | | | | | |
| **LEVEL OF COMPETENCE** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 0 | Not competent | | | | | | | | | | |
|  | 1 | Slightly competent | | | | | | | | | | |
|  | 2 | Moderately competent | | | | | | | | | | |
|  | 3 | Competent | | | | | | | | | | |
|  | 4 | Highly competent | | | | | | | | | | |
| **FREQUENCY OF UTILIZATION** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Rarely | | | | | | | | | | |
|  | 2 | Occasionally | | | | | | | | | | |
|  | 3 | Frequently | | | | | | | | | | |

| **Unit of Competency** | **Elements** | **Criticality to Job** | | | **Level of Competence** | | | | | **Frequency of Utilization** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **0** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| Work effectively in vocational education and training | Work within the vocational education and training policy framework |  |  |  |  |  |  |  |  |  |  |  |
| Work within the training organization's quality framework |  |  |  |  |  |  |  |  |  |  |  |
| Manage work and work relationships |  |  |  |  |  |  |  |  |  |  |  |
| Demonstrate a client-focused approach to work |  |  |  |  |  |  |  |  |  |  |  |
| Receive and respond to workplace communication | Follow routine spoken instructions |  |  |  |  |  |  |  |  |  |  |  |
| Follow written instructions and notices |  |  |  |  |  |  |  |  |  |  |  |
| Prepare simple memo |  |  |  |  |  |  |  |  |  |  |  |
| Work with others | Develop effective workplace relationship |  |  |  |  |  |  |  |  |  |  |  |
| Contribute to work group activities |  |  |  |  |  |  |  |  |  |  |  |
| Demonstrate work values | Apply work values/ethics |  |  |  |  |  |  |  |  |  |  |  |
| Deal with ethical problems |  |  |  |  |  |  |  |  |  |  |  |
| Maintain integrity of conduct in the workplace |  |  |  |  |  |  |  |  |  |  |  |
| Practice basic housekeeping procedures | Sort and remove unnecessary items |  |  |  |  |  |  |  |  |  |  |  |
| Arrange items |  |  |  |  |  |  |  |  |  |  |  |
| Maintain work area, tools and equipment |  |  |  |  |  |  |  |  |  |  |  |
| Follow standardized work process and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Perform work spontaneously |  |  |  |  |  |  |  |  |  |  |  |

**ELECTIVE COMPETENCIES**

| **Unit of Competency** | **Elements** | **Criticality to Job** | | | **Level of Competence** | | | | | **Frequency of Utilization** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **0** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| Perform computer operations | Plan and prepare for task to be undertaken |  |  |  |  |  |  |  |  |  |  |  |
| Input data into computer |  |  |  |  |  |  |  |  |  |  |  |
| Access information using computer |  |  |  |  |  |  |  |  |  |  |  |
| Produce output/data using computer system |  |  |  |  |  |  |  |  |  |  |  |
| Use basic functions of a www-browser to locate information |  |  |  |  |  |  |  |  |  |  |  |
| Maintain computer equipment and systems |  |  |  |  |  |  |  |  |  |  |  |
| Compile records | Collate records |  |  |  |  |  |  |  |  |  |  |  |
| Update information in the records system |  |  |  |  |  |  |  |  |  |  |  |
| Generate reports from the records system |  |  |  |  |  |  |  |  |  |  |  |
| Perform clerical procedures | Process office documents |  |  |  |  |  |  |  |  |  |  |  |
| Draft simple communication |  |  |  |  |  |  |  |  |  |  |  |
| Maintain document filing system |  |  |  |  |  |  |  |  |  |  |  |

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| **TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY** | | | | | | | | | | | | |
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| **ASSESSMENT OF CURRENT COMPETENCIES** | | | | | | | | | | | | |
| **[Supervisor Rating]** | | | | | | | | | | | | |
| for the period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Name:** | | **Office:** | |  | | | | **Division:** | | |  | |
| **Name of Subordinate:** | | | | **Position of Subordinate:** Administrative Aide II | | | | | | | | |
| **INSTRUCTIONS:** Below are the units of competencies required of your subordinate. Using the scale below, rate the competency units according to its CRITICALITY to his/her job, his/her level of COMPETENCY, and the FREQUENCY by which your subordinate performs the competency. Aside from the list, choose any of the elective competencies which you believe he/she needs. Please answer carefully as this assessment will determine your subordinate's Professional Development Plan. | | | | | | | | | | | | |
|  |  | **SCALE GUIDE** | | | | | | | | | | |
| **CRITICALITY TO JOB** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Slightly important | | | | | | | | | | |
|  | 2 | Moderately important | | | | | | | | | | |
|  | 3 | Highly important | | | | | | | | | | |
| **LEVEL OF COMPETENCE** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 0 | Not competent | | | | | | | | | | |
|  | 1 | Slightly competent | | | | | | | | | | |
|  | 2 | Moderately competent | | | | | | | | | | |
|  | 3 | Competent | | | | | | | | | | |
|  | 4 | Highly competent | | | | | | | | | | |
| **FREQUENCY OF UTILIZATION** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Rarely | | | | | | | | | | |
|  | 2 | Occasionally | | | | | | | | | | |
|  | 3 | Frequently | | | | | | | | | | |

| **Unit of Competency** | **Elements** | **Criticality to Job** | | | **Level of Competence** | | | | | **Frequency of Utilization** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **0** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| Work effectively in vocational education and training | Work within the vocational education and training policy framework |  |  |  |  |  |  |  |  |  |  |  |
| Work within the training organization's quality framework |  |  |  |  |  |  |  |  |  |  |  |
| Manage work and work relationships |  |  |  |  |  |  |  |  |  |  |  |
| Demonstrate a client-focused approach to work |  |  |  |  |  |  |  |  |  |  |  |
| Receive and respond to workplace communication | Follow routine spoken instructions |  |  |  |  |  |  |  |  |  |  |  |
| Follow written instructions and notices |  |  |  |  |  |  |  |  |  |  |  |
| Prepare simple memo |  |  |  |  |  |  |  |  |  |  |  |
| Work with others | Develop effective workplace relationship |  |  |  |  |  |  |  |  |  |  |  |
| Contribute to work group activities |  |  |  |  |  |  |  |  |  |  |  |
| Demonstrate work values | Apply work values/ethics |  |  |  |  |  |  |  |  |  |  |  |
| Deal with ethical problems |  |  |  |  |  |  |  |  |  |  |  |
| Maintain integrity of conduct in the workplace |  |  |  |  |  |  |  |  |  |  |  |
| Practice basic housekeeping procedures | Sort and remove unnecessary items |  |  |  |  |  |  |  |  |  |  |  |
| Arrange items |  |  |  |  |  |  |  |  |  |  |  |
| Maintain work area, tools and equipment |  |  |  |  |  |  |  |  |  |  |  |
| Follow standardized work process and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Perform work spontaneously |  |  |  |  |  |  |  |  |  |  |  |

**ELECTIVE COMPETENCIES**

| **Unit of Competency** | **Elements** | **Criticality to Job** | | | **Level of Competence** | | | | | **Frequency of Utilization** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **0** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| Perform computer operations | Plan and prepare for task to be undertaken |  |  |  |  |  |  |  |  |  |  |  |
| Input data into computer |  |  |  |  |  |  |  |  |  |  |  |
| Access information using computer |  |  |  |  |  |  |  |  |  |  |  |
| Produce output/data using computer system |  |  |  |  |  |  |  |  |  |  |  |
| Use basic functions of a www-browser to locate information |  |  |  |  |  |  |  |  |  |  |  |
| Maintain computer equipment and systems |  |  |  |  |  |  |  |  |  |  |  |
| Compile records | Collate records |  |  |  |  |  |  |  |  |  |  |  |
| Update information in the records system |  |  |  |  |  |  |  |  |  |  |  |
| Generate reports from the records system |  |  |  |  |  |  |  |  |  |  |  |
| Perform clerical procedures | Process office documents |  |  |  |  |  |  |  |  |  |  |  |
| Draft simple communication |  |  |  |  |  |  |  |  |  |  |  |
| Maintain document filing system |  |  |  |  |  |  |  |  |  |  |  |
| Install formworks components | Prepare materials, tools and equipment for installing formworks |  |  |  |  |  |  |  |  |  |  |  |
| Lay-out/assemble scaffolds and braces |  |  |  |  |  |  |  |  |  |  |  |
| Set/fix form panels of building components |  |  |  |  |  |  |  |  |  |  |  |
| Fabricate formworks | Prepare materials for fabricating formworks |  |  |  |  |  |  |  |  |  |  |  |
| Lay-out dimension of form sheating and stiffeners |  |  |  |  |  |  |  |  |  |  |  |
| Install framing works | Prepare materials for framing works |  |  |  |  |  |  |  |  |  |  |  |
| Lay-out/erect and assemble post, girts and supports |  |  |  |  |  |  |  |  |  |  |  |
| Lay-out/install floor joists |  |  |  |  |  |  |  |  |  |  |  |
| Lay-out/install wall studs |  |  |  |  |  |  |  |  |  |  |  |
| Lay-out/fabricate/install roof frames |  |  |  |  |  |  |  |  |  |  |  |
| Lay-out/install ceiling joists/frames |  |  |  |  |  |  |  |  |  |  |  |
| Prepare/Stake-out building lines | Prepare materials for stake-out building lines |  |  |  |  |  |  |  |  |  |  |  |
| Set batterboards |  |  |  |  |  |  |  |  |  |  |  |
| Fix stake-out building lines |  |  |  |  |  |  |  |  |  |  |  |
| Prepare masonry Materials | Select materials to be hauled |  |  |  |  |  |  |  |  |  |  |  |
| Haul materials |  |  |  |  |  |  |  |  |  |  |  |
| Mix mortar/concrete |  |  |  |  |  |  |  |  |  |  |  |
| Perform basic masonry works | Perform basic re-bar fabrication |  |  |  |  |  |  |  |  |  |  |  |
| Erect and dismantle scaffolding (limited height) |  |  |  |  |  |  |  |  |  |  |  |
| Fabricate and strip form works |  |  |  |  |  |  |  |  |  |  |  |
| Perform excavation and back filling/compaction |  |  |  |  |  |  |  |  |  |  |  |
| Perform concreting work |  |  |  |  |  |  |  |  |  |  |  |
| Plaster concrete/masonry surface | Prepare concrete/masonry surfaces for plastering |  |  |  |  |  |  |  |  |  |  |  |
| Perform plastering work |  |  |  |  |  |  |  |  |  |  |  |
| Complete plastering work/curing |  |  |  |  |  |  |  |  |  |  |  |
| Prepare plumbing layout | Prepare tools and materials |  |  |  |  |  |  |  |  |  |  |  |
| Perform stub-out/roughing-in |  |  |  |  |  |  |  |  |  |  |  |
| Clean up work area and maintain tools |  |  |  |  |  |  |  |  |  |  |  |
| Make piping joints and connections | Fit-up joints and fittings for PVC pipe |  |  |  |  |  |  |  |  |  |  |  |
| Perform pipe joints and connections |  |  |  |  |  |  |  |  |  |  |  |
| Caulk cast iron (CI) pipes and fittings |  |  |  |  |  |  |  |  |  |  |  |
| Perform minor construction work | Make piping Layouts |  |  |  |  |  |  |  |  |  |  |  |
| Cut pipes through walls and floors |  |  |  |  |  |  |  |  |  |  |  |
| Install and assemble single plumbing unit | Prepare for plumbing works |  |  |  |  |  |  |  |  |  |  |  |
| Install pipes and fittings |  |  |  |  |  |  |  |  |  |  |  |
| Install hot-and-cold water supply |  |  |  |  |  |  |  |  |  |  |  |
| Install/assemble plumbing fixtures |  |  |  |  |  |  |  |  |  |  |  |
| Perform plumbing repair and maintenance work | Repair defective pipes, fittings and plumbing fixtures |  |  |  |  |  |  |  |  |  |  |  |
| Clear clogged pipes and drains |  |  |  |  |  |  |  |  |  |  |  |

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|  |  |  | Signature over printed name |  |

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|  |  | | |  |  |  | |  |  | | Rev. No. 00 - 03/01/17 | | | | | | |
| **TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY** | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| **ASSESSMENT OF CURRENT COMPETENCIES** | | | | | | | | | | | | | | | | | |
| **[Supervisor Rating]** | | | | | | | | | | | | | | | | | |
| for the period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| **Name:** | | | **Office:** | | | | | | | **Division:** | | | | | | | |
| **Name of Subordinate:** | | | | | | | **Position of Subordinate:** Administrative Aide II | | | | | | | | | | |
| **INSTRUCTIONS:** Below are the units of competencies required of your subordinate. Using the scale below, rate the competency units according to its CRITICALITY to his/her job, his/her level of COMPETENCY, and the FREQUENCY by which your subordinate performs the competency. Aside from the list, choose any of the elective competencies which you believe he/she needs. Please answer carefully as this assessment will determine your subordinate's Professional Development Plan. | | | | | | | | | | | | | | | | | |
|  | |  | **SCALE GUIDE** | | | | | | | | | | | | | | |
| **CRITICALITY TO JOB** | | |  | | | | | | | | | | | | | | |
|  | | 1 | Slightly important | | | | | | | | | | | | | | |
|  | | 2 | Moderately important | | | | | | | | | | | | | | |
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| **LEVEL OF COMPETENCE** | | |  | | | | | | | | |  |  |  |  |  | |
|  | | 0 | Not competent | | | | | | | | | | | | | | |
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| **FREQUENCY OF UTILIZATION** | | |  | | | | | | | | |  |  |  |  | |  |
|  | | 1 | Rarely | | | | | | | | | | | | | | |
|  | | 2 | Occasionally | | | | | | | | | | | | | | |
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| **Unit of Competency** | **Elements** | **Criticality to Job** | | | **Level of Competence** | | | | | **Frequency of Utilization** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **0** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| Work effectively in vocational education and training | Work within the vocational education and training policy framework |  |  |  |  |  |  |  |  |  |  |  |
| Work within the training organization's quality framework |  |  |  |  |  |  |  |  |  |  |  |
| Manage work and work relationships |  |  |  |  |  |  |  |  |  |  |  |
| Demonstrate a client-focused approach to work |  |  |  |  |  |  |  |  |  |  |  |
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| Deal with ethical problems |  |  |  |  |  |  |  |  |  |  |  |
| Maintain integrity of conduct in the workplace |  |  |  |  |  |  |  |  |  |  |  |
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| Follow standardized work process and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Perform work spontaneously |  |  |  |  |  |  |  |  |  |  |  |

**ELECTIVE COMPETENCIES**

| **Unit of Competency** | **Elements** | **Criticality to Job** | | | **Level of Competence** | | | | | **Frequency of Utilization** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **0** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| Perform computer operations | Plan and prepare for task to be undertaken |  |  |  |  |  |  |  |  |  |  |  |
| Input data into computer |  |  |  |  |  |  |  |  |  |  |  |
| Access information using computer |  |  |  |  |  |  |  |  |  |  |  |
| Produce output/data using computer system |  |  |  |  |  |  |  |  |  |  |  |
| Use basic functions of a www-browser to locate information |  |  |  |  |  |  |  |  |  |  |  |
| Maintain computer equipment and systems |  |  |  |  |  |  |  |  |  |  |  |
| Compile records | Collate records |  |  |  |  |  |  |  |  |  |  |  |
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| Draft simple communication |  |  |  |  |  |  |  |  |  |  |  |
| Maintain document filing system |  |  |  |  |  |  |  |  |  |  |  |
| Install formworks components | Prepare materials, tools and equipment for installing formworks |  |  |  |  |  |  |  |  |  |  |  |
| Lay-out/assemble scaffolds and braces |  |  |  |  |  |  |  |  |  |  |  |
| Set/fix form panels of building components |  |  |  |  |  |  |  |  |  |  |  |
| Fabricate formworks | Prepare materials for fabricating formworks |  |  |  |  |  |  |  |  |  |  |  |
| Lay-out dimension of form sheating and stiffeners |  |  |  |  |  |  |  |  |  |  |  |
| Install framing works | Prepare materials for framing works |  |  |  |  |  |  |  |  |  |  |  |
| Lay-out/erect and assemble post, girts and supports |  |  |  |  |  |  |  |  |  |  |  |
| Lay-out/install floor joists |  |  |  |  |  |  |  |  |  |  |  |
| Lay-out/install wall studs |  |  |  |  |  |  |  |  |  |  |  |
| Lay-out/fabricate/install roof frames |  |  |  |  |  |  |  |  |  |  |  |
| Lay-out/install ceiling joists/frames |  |  |  |  |  |  |  |  |  |  |  |
| Prepare/Stake-out building lines | Prepare materials for stake-out building lines |  |  |  |  |  |  |  |  |  |  |  |
| Set batterboards |  |  |  |  |  |  |  |  |  |  |  |
| Fix stake-out building lines |  |  |  |  |  |  |  |  |  |  |  |
| Prepare masonry Materials | Select materials to be hauled |  |  |  |  |  |  |  |  |  |  |  |
| Haul materials |  |  |  |  |  |  |  |  |  |  |  |
| Mix mortar/concrete |  |  |  |  |  |  |  |  |  |  |  |
| Perform basic masonry works | Perform basic re-bar fabrication |  |  |  |  |  |  |  |  |  |  |  |
| Erect and dismantle scaffolding (limited height) |  |  |  |  |  |  |  |  |  |  |  |
| Fabricate and strip form works |  |  |  |  |  |  |  |  |  |  |  |
| Perform excavation and back filling/compaction |  |  |  |  |  |  |  |  |  |  |  |
| Perform concreting work |  |  |  |  |  |  |  |  |  |  |  |
| Plaster concrete/masonry surface | Prepare concrete/masonry surfaces for plastering |  |  |  |  |  |  |  |  |  |  |  |
| Perform plastering work |  |  |  |  |  |  |  |  |  |  |  |
| Complete plastering work/curing |  |  |  |  |  |  |  |  |  |  |  |
| Prepare plumbing layout | Prepare tools and materials |  |  |  |  |  |  |  |  |  |  |  |
| Perform stub-out/roughing-in |  |  |  |  |  |  |  |  |  |  |  |
| Clean up work area and maintain tools |  |  |  |  |  |  |  |  |  |  |  |
| Make piping joints and connections | Fit-up joints and fittings for PVC pipe |  |  |  |  |  |  |  |  |  |  |  |
| Perform pipe joints and connections |  |  |  |  |  |  |  |  |  |  |  |
| Caulk cast iron (CI) pipes and fittings |  |  |  |  |  |  |  |  |  |  |  |
| Perform minor construction work | Make piping Layouts |  |  |  |  |  |  |  |  |  |  |  |
| Cut pipes through walls and floors |  |  |  |  |  |  |  |  |  |  |  |
| Install and assemble single plumbing unit | Prepare for plumbing works |  |  |  |  |  |  |  |  |  |  |  |
| Install pipes and fittings |  |  |  |  |  |  |  |  |  |  |  |
| Install hot-and-cold water supply |  |  |  |  |  |  |  |  |  |  |  |
| Install/assemble plumbing fixtures |  |  |  |  |  |  |  |  |  |  |  |
| Perform plumbing repair and maintenance work | Repair defective pipes, fittings and plumbing fixtures |  |  |  |  |  |  |  |  |  |  |  |
| Clear clogged pipes and drains |  |  |  |  |  |  |  |  |  |  |  |

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| **TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY** | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **ASSESSMENT OF CURRENT COMPETENCIES** | | | | | | | | | | | | |
| **[Supervisor Rating]** | | | | | | | | | | | | |
| for the period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | |
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| **Name:** | | **Office:** | |  | | | | **Division:** | | |  | |
| **Name of Subordinate:** | | | | **Position of Subordinate:** | | | | | | | | |
| **INSTRUCTIONS:** Below are the units of competencies required of your subordinate. Using the scale below, rate the competency units according to its CRITICALITY to his/her job, his/her level of COMPETENCY, and the FREQUENCY by which your subordinate performs the competency. Aside from the list, choose any of the elective competencies which you believe he/she needs. Please answer carefully as this assessment will determine your subordinate's Professional Development Plan. | | | | | | | | | | | | |
|  |  | **SCALE GUIDE** | | | | | | | | | | |
| **CRITICALITY TO JOB** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Slightly important | | | | | | | | | | |
|  | 2 | Moderately important | | | | | | | | | | |
|  | 3 | Highly important | | | | | | | | | | |
| **LEVEL OF COMPETENCE** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 0 | Not competent | | | | | | | | | | |
|  | 1 | Slightly competent | | | | | | | | | | |
|  | 2 | Moderately competent | | | | | | | | | | |
|  | 3 | Competent | | | | | | | | | | |
|  | 4 | Highly competent | | | | | | | | | | |
| **FREQUENCY OF UTILIZATION** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Rarely | | | | | | | | | | |
|  | 2 | Occasionally | | | | | | | | | | |
|  | 3 | Frequently | | | | | | | | | | |

| **Unit of Competency** | **Elements** | **Criticality to Job** | | | **Level of Competence** | | | | | **Frequency of Utilization** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **0** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| Work effectively in vocational education and training | Work within the vocational education and training policy framework |  |  |  |  |  |  |  |  |  |  |  |
| Work within the training organization's quality framework |  |  |  |  |  |  |  |  |  |  |  |
| Manage work and work relationships |  |  |  |  |  |  |  |  |  |  |  |
| Demonstrate a client-focused approach to work |  |  |  |  |  |  |  |  |  |  |  |
| Receive and respond to workplace communication | Follow routine spoken instructions |  |  |  |  |  |  |  |  |  |  |  |
| Follow written instructions and notices |  |  |  |  |  |  |  |  |  |  |  |
| Prepare simple memo |  |  |  |  |  |  |  |  |  |  |  |
| Work with others | Develop effective workplace relationship |  |  |  |  |  |  |  |  |  |  |  |
| Contribute to work group activities |  |  |  |  |  |  |  |  |  |  |  |
| Demonstrate work values | Apply work values/ethics |  |  |  |  |  |  |  |  |  |  |  |
| Deal with ethical problems |  |  |  |  |  |  |  |  |  |  |  |
| Maintain integrity of conduct in the workplace |  |  |  |  |  |  |  |  |  |  |  |
| Practice basic housekeeping procedures | Sort and remove unnecessary items |  |  |  |  |  |  |  |  |  |  |  |
| Arrange items |  |  |  |  |  |  |  |  |  |  |  |
| Maintain work area, tools and equipment |  |  |  |  |  |  |  |  |  |  |  |
| Follow standardized work process and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Perform work spontaneously |  |  |  |  |  |  |  |  |  |  |  |

**ELECTIVE COMPETENCIES**

| **Unit of Competency** | **Elements** | **Criticality to Job** | | | **Level of Competence** | | | | | **Frequency of Utilization** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **0** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| Perform computer operations | Plan and prepare for task to be undertaken |  |  |  |  |  |  |  |  |  |  |  |
| Input data into computer |  |  |  |  |  |  |  |  |  |  |  |
| Access information using computer |  |  |  |  |  |  |  |  |  |  |  |
| Produce output/data using computer system |  |  |  |  |  |  |  |  |  |  |  |
| Use basic functions of a www-browser to locate information |  |  |  |  |  |  |  |  |  |  |  |
| Maintain computer equipment and systems |  |  |  |  |  |  |  |  |  |  |  |
| Compile records | Collate records |  |  |  |  |  |  |  |  |  |  |  |
| Update information in the records system |  |  |  |  |  |  |  |  |  |  |  |
| Generate reports from the records system |  |  |  |  |  |  |  |  |  |  |  |
| Perform clerical procedures | Process office documents |  |  |  |  |  |  |  |  |  |  |  |
| Draft simple communication |  |  |  |  |  |  |  |  |  |  |  |
| Maintain document filing system |  |  |  |  |  |  |  |  |  |  |  |
| Clean and maintain kitchen premises | Clean, sanitize and store equipment |  |  |  |  |  |  |  |  |  |  |  |
| Clean and sanitize premises |  |  |  |  |  |  |  |  |  |  |  |
| Dispose of waste |  |  |  |  |  |  |  |  |  |  |  |
| Prepare poultry and game dishes | Perform *“mise en place”* |  |  |  |  |  |  |  |  |  |  |  |
| Cook poultry and game dishes |  |  |  |  |  |  |  |  |  |  |  |
| Plate/present poultry and game dishes |  |  |  |  |  |  |  |  |  |  |  |
| Store poultry and game |  |  |  |  |  |  |  |  |  |  |  |
| Package prepared food | Perform “*mi se en place*” |  |  |  |  |  |  |  |  |  |  |  |
| Prepare dishes and cook dishes |  |  |  |  |  |  |  |  |  |  |  |
| Present dishes |  |  |  |  |  |  |  |  |  |  |  |

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| **ASSESSMENT OF CURRENT COMPETENCIES** | | | | | | | | | | | | |
| **[Supervisor Rating]** | | | | | | | | | | | | |
| for the period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | |
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| **Name:** | | **Office:** | |  | | | | **Division:** | | |  | |
| **Name of Subordinate:** | | | | **Position of Subordinate:** Administrative Aide IV | | | | | | | | |
| **INSTRUCTIONS:** Below are the units of competencies required of your subordinate. Using the scale below, rate the competency units according to its CRITICALITY to his/her job, his/her level of COMPETENCY, and the FREQUENCY by which your subordinate performs the competency. Aside from the list, choose any of the elective competencies which you believe he/she needs. Please answer carefully as this assessment will determine your subordinate's Professional Development Plan. | | | | | | | | | | | | |
|  |  | **SCALE GUIDE** | | | | | | | | | | |
| **CRITICALITY TO JOB** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Slightly important | | | | | | | | | | |
|  | 2 | Moderately important | | | | | | | | | | |
|  | 3 | Highly important | | | | | | | | | | |
| **LEVEL OF COMPETENCE** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 0 | Not competent | | | | | | | | | | |
|  | 1 | Slightly competent | | | | | | | | | | |
|  | 2 | Moderately competent | | | | | | | | | | |
|  | 3 | Competent | | | | | | | | | | |
|  | 4 | Highly competent | | | | | | | | | | |
| **FREQUENCY OF UTILIZATION** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Rarely | | | | | | | | | | |
|  | 2 | Occasionally | | | | | | | | | | |
|  | 3 | Frequently | | | | | | | | | | |

| **Unit of Competency** | **Elements** | **Criticality to Job** | | | **Level of Competence** | | | | | **Frequency of Utilization** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **0** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| Work effectively in vocational education and training | Work within the vocational education and training policy framework |  |  |  |  |  |  |  |  |  |  |  |
| Work within the training organization's quality framework |  |  |  |  |  |  |  |  |  |  |  |
| Manage work and work relationships |  |  |  |  |  |  |  |  |  |  |  |
| Demonstrate a client-focused approach to work |  |  |  |  |  |  |  |  |  |  |  |
| Receive and respond to workplace communication | Follow routine spoken instructions |  |  |  |  |  |  |  |  |  |  |  |
| Follow written instructions and notices |  |  |  |  |  |  |  |  |  |  |  |
| Prepare simple memo |  |  |  |  |  |  |  |  |  |  |  |
| Work with others | Develop effective workplace relationship |  |  |  |  |  |  |  |  |  |  |  |
| Contribute to work group activities |  |  |  |  |  |  |  |  |  |  |  |
| Demonstrate work values | Apply work values/ethics |  |  |  |  |  |  |  |  |  |  |  |
| Deal with ethical problems |  |  |  |  |  |  |  |  |  |  |  |
| Maintain integrity of conduct in the workplace |  |  |  |  |  |  |  |  |  |  |  |
| Practice basic housekeeping procedures | Sort and remove unnecessary items |  |  |  |  |  |  |  |  |  |  |  |
| Arrange items |  |  |  |  |  |  |  |  |  |  |  |
| Maintain work area, tools and equipment |  |  |  |  |  |  |  |  |  |  |  |
| Follow standardized work process and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Perform work spontaneously |  |  |  |  |  |  |  |  |  |  |  |

**ELECTIVE COMPETENCIES**

| **Unit of Competency** | **Elements** | **Criticality to Job** | | | **Level of Competence** | | | | | **Frequency of Utilization** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **0** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| Perform computer operations | Plan and prepare for task to be undertaken |  |  |  |  |  |  |  |  |  |  |  |
| Input data into computer |  |  |  |  |  |  |  |  |  |  |  |
| Access information using computer |  |  |  |  |  |  |  |  |  |  |  |
| Produce output/data using computer system |  |  |  |  |  |  |  |  |  |  |  |
| Use basic functions of a www-browser to locate information |  |  |  |  |  |  |  |  |  |  |  |
| Maintain computer equipment and systems |  |  |  |  |  |  |  |  |  |  |  |
| Compile records | Collate records |  |  |  |  |  |  |  |  |  |  |  |
| Update information in the records system |  |  |  |  |  |  |  |  |  |  |  |
| Generate reports from the records system |  |  |  |  |  |  |  |  |  |  |  |
| Perform clerical procedures | Process office documents |  |  |  |  |  |  |  |  |  |  |  |
| Draft simple communication |  |  |  |  |  |  |  |  |  |  |  |
| Maintain document filing system |  |  |  |  |  |  |  |  |  |  |  |
| Carry out minor vehicle maintenance and servicing | Clean vehicle unit |  |  |  |  |  |  |  |  |  |  |  |
| Maintain and service the vehicle system |  |  |  |  |  |  |  |  |  |  |  |
| Diagnose vehicle faults and undertake minor repairs |  |  |  |  |  |  |  |  |  |  |  |
| Drive light vehicle | Perform light vehicle pre-starting and warm-up |  |  |  |  |  |  |  |  |  |  |  |
| Drive light vehicle |  |  |  |  |  |  |  |  |  |  |  |
| Comply traffic rules and regulations |  |  |  |  |  |  |  |  |  |  |  |
| Monitor and maintain vehicle performance |  |  |  |  |  |  |  |  |  |  |  |
| Implement and coordinate accident-emergency procedures | Respond to emergencies |  |  |  |  |  |  |  |  |  |  |  |
| Arrange follow-up support and assistance |  |  |  |  |  |  |  |  |  |  |  |

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| **ASSESSMENT OF CURRENT COMPETENCIES** | | | | | | | | | | | | |
| **[Supervisor Rating]** | | | | | | | | | | | | |
| for the period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | |
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| **Name:** | | **Office:** | |  | | | | **Division:** | | |  | |
| **Name of Subordinate:** | | | | **Position of Subordinate:** Administrative Aide V | | | | | | | | |
| **INSTRUCTIONS:** Below are the units of competencies required of your subordinate. Using the scale below, rate the competency units according to its CRITICALITY to his/her job, his/her level of COMPETENCY, and the FREQUENCY by which your subordinate performs the competency. Aside from the list, choose any of the elective competencies which you believe he/she needs. Please answer carefully as this assessment will determine your subordinate's Professional Development Plan. | | | | | | | | | | | | |
|  |  | **SCALE GUIDE** | | | | | | | | | | |
| **CRITICALITY TO JOB** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Slightly important | | | | | | | | | | |
|  | 2 | Moderately important | | | | | | | | | | |
|  | 3 | Highly important | | | | | | | | | | |
| **LEVEL OF COMPETENCE** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 0 | Not competent | | | | | | | | | | |
|  | 1 | Slightly competent | | | | | | | | | | |
|  | 2 | Moderately competent | | | | | | | | | | |
|  | 3 | Competent | | | | | | | | | | |
|  | 4 | Highly competent | | | | | | | | | | |
| **FREQUENCY OF UTILIZATION** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Rarely | | | | | | | | | | |
|  | 2 | Occasionally | | | | | | | | | | |
|  | 3 | Frequently | | | | | | | | | | |

| **Unit of Competency** | **Elements** | **Criticality to Job** | | | **Level of Competence** | | | | | **Frequency of Utilization** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **0** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| Work effectively in vocational education and training | Work within the vocational education and training policy framework |  |  |  |  |  |  |  |  |  |  |  |
| Work within the training organization's quality framework |  |  |  |  |  |  |  |  |  |  |  |
| Manage work and work relationships |  |  |  |  |  |  |  |  |  |  |  |
| Demonstrate a client-focused approach to work |  |  |  |  |  |  |  |  |  |  |  |
| Receive and respond to workplace communication | Follow routine spoken instructions |  |  |  |  |  |  |  |  |  |  |  |
| Follow written instructions and notices |  |  |  |  |  |  |  |  |  |  |  |
| Prepare simple memo |  |  |  |  |  |  |  |  |  |  |  |
| Work with others | Develop effective workplace relationship |  |  |  |  |  |  |  |  |  |  |  |
| Contribute to work group activities |  |  |  |  |  |  |  |  |  |  |  |
| Demonstrate work values | Apply work values/ethics |  |  |  |  |  |  |  |  |  |  |  |
| Deal with ethical problems |  |  |  |  |  |  |  |  |  |  |  |
| Maintain integrity of conduct in the workplace |  |  |  |  |  |  |  |  |  |  |  |
| Practice basic housekeeping procedures | Sort and remove unnecessary items |  |  |  |  |  |  |  |  |  |  |  |
| Arrange items |  |  |  |  |  |  |  |  |  |  |  |
| Maintain work area, tools and equipment |  |  |  |  |  |  |  |  |  |  |  |
| Follow standardized work process and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Perform work spontaneously |  |  |  |  |  |  |  |  |  |  |  |

**ELECTIVE COMPETENCIES**

| **Unit of Competency** | **Elements** | **Criticality to Job** | | | **Level of Competence** | | | | | **Frequency of Utilization** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **0** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| Perform computer operations | Plan and prepare for task to be undertaken |  |  |  |  |  |  |  |  |  |  |  |
| Input data into computer |  |  |  |  |  |  |  |  |  |  |  |
| Access information using computer |  |  |  |  |  |  |  |  |  |  |  |
| Produce output/data using computer system |  |  |  |  |  |  |  |  |  |  |  |
| Use basic functions of a www-browser to locate information |  |  |  |  |  |  |  |  |  |  |  |
| Maintain computer equipment and systems |  |  |  |  |  |  |  |  |  |  |  |
| Compile records | Collate records |  |  |  |  |  |  |  |  |  |  |  |
| Update information in the records system |  |  |  |  |  |  |  |  |  |  |  |
| Generate reports from the records system |  |  |  |  |  |  |  |  |  |  |  |
| Perform clerical procedures | Process office documents |  |  |  |  |  |  |  |  |  |  |  |
| Draft simple communication |  |  |  |  |  |  |  |  |  |  |  |
| Maintain document filing system |  |  |  |  |  |  |  |  |  |  |  |
| Carry out minor vehicle maintenance and servicing | Clean vehicle unit |  |  |  |  |  |  |  |  |  |  |  |
| Maintain and service the vehicle system |  |  |  |  |  |  |  |  |  |  |  |
| Diagnose vehicle faults and undertake minor repairs |  |  |  |  |  |  |  |  |  |  |  |
| Drive light vehicle | Perform light vehicle pre-starting and warm-up |  |  |  |  |  |  |  |  |  |  |  |
| Drive light vehicle |  |  |  |  |  |  |  |  |  |  |  |
| Comply traffic rules and regulations |  |  |  |  |  |  |  |  |  |  |  |
| Monitor and maintain vehicle performance |  |  |  |  |  |  |  |  |  |  |  |
| Implement and coordinate accident-emergency procedures | Respond to emergencies |  |  |  |  |  |  |  |  |  |  |  |
| Arrange follow-up support and assistance |  |  |  |  |  |  |  |  |  |  |  |
| Clean and maintain kitchen premises | Clean, sanitize and store equipment |  |  |  |  |  |  |  |  |  |  |  |
| Clean and sanitize premises |  |  |  |  |  |  |  |  |  |  |  |
| Dispose of waste |  |  |  |  |  |  |  |  |  |  |  |
| Prepare poultry and game dishes | Perform *“mise en place”* |  |  |  |  |  |  |  |  |  |  |  |
| Cook poultry and game dishes |  |  |  |  |  |  |  |  |  |  |  |
| Plate/present poultry and game dishes |  |  |  |  |  |  |  |  |  |  |  |
| Store poultry and game |  |  |  |  |  |  |  |  |  |  |  |
| Package prepared food | Perform “*mi se en place*” |  |  |  |  |  |  |  |  |  |  |  |
| Prepare dishes and cook dishes |  |  |  |  |  |  |  |  |  |  |  |
| Present dishes |  |  |  |  |  |  |  |  |  |  |  |
| Coordinate office programs and activities | Define the program/activity |  |  |  |  |  |  |  |  |  |  |  |
| Arrange program detail requirements |  |  |  |  |  |  |  |  |  |  |  |
| Monitor the arrangement provided |  |  |  |  |  |  |  |  |  |  |  |

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| **TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY** | | | | | | | | | | | | |
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| **ASSESSMENT OF CURRENT COMPETENCIES** | | | | | | | | | | | | |
| **[Supervisor Rating]** | | | | | | | | | | | | |
| for the period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | |
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| **Name:** | | **Office:** | |  | | | | **Division:** | | |  | |
| **Name of Subordinate:** | | | | **Position of Subordinate:** Administrative Aide VI | | | | | | | | |
| **INSTRUCTIONS:** Below are the units of competencies required of your subordinate. Using the scale below, rate the competency units according to its CRITICALITY to his/her job, his/her level of COMPETENCY, and the FREQUENCY by which your subordinate performs the competency. Aside from the list, choose any of the elective competencies which you believe he/she needs. Please answer carefully as this assessment will determine your subordinate's Professional Development Plan. | | | | | | | | | | | | |
|  |  | **SCALE GUIDE** | | | | | | | | | | |
| **CRITICALITY TO JOB** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Slightly important | | | | | | | | | | |
|  | 2 | Moderately important | | | | | | | | | | |
|  | 3 | Highly important | | | | | | | | | | |
| **LEVEL OF COMPETENCE** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 0 | Not competent | | | | | | | | | | |
|  | 1 | Slightly competent | | | | | | | | | | |
|  | 2 | Moderately competent | | | | | | | | | | |
|  | 3 | Competent | | | | | | | | | | |
|  | 4 | Highly competent | | | | | | | | | | |
| **FREQUENCY OF UTILIZATION** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Rarely | | | | | | | | | | |
|  | 2 | Occasionally | | | | | | | | | | |
|  | 3 | Frequently | | | | | | | | | | |

| **Unit of Competency** | **Elements** | **Criticality to Job** | | | **Level of Competence** | | | | | **Frequency of Utilization** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **0** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| Work effectively in vocational education and training | Work within the vocational education and training policy framework |  |  |  |  |  |  |  |  |  |  |  |
| Work within the training organization's quality framework |  |  |  |  |  |  |  |  |  |  |  |
| Manage work and work relationships |  |  |  |  |  |  |  |  |  |  |  |
| Demonstrate a client-focused approach to work |  |  |  |  |  |  |  |  |  |  |  |
| Receive and respond to workplace communication | Follow routine spoken instructions |  |  |  |  |  |  |  |  |  |  |  |
| Follow written instructions and notices |  |  |  |  |  |  |  |  |  |  |  |
| Prepare simple memo |  |  |  |  |  |  |  |  |  |  |  |
| Work with others | Develop effective workplace relationship |  |  |  |  |  |  |  |  |  |  |  |
| Contribute to work group activities |  |  |  |  |  |  |  |  |  |  |  |
| Demonstrate work values | Apply work values/ethics |  |  |  |  |  |  |  |  |  |  |  |
| Deal with ethical problems |  |  |  |  |  |  |  |  |  |  |  |
| Maintain integrity of conduct in the workplace |  |  |  |  |  |  |  |  |  |  |  |
| Practice basic housekeeping procedures | Sort and remove unnecessary items |  |  |  |  |  |  |  |  |  |  |  |
| Arrange items |  |  |  |  |  |  |  |  |  |  |  |
| Maintain work area, tools and equipment |  |  |  |  |  |  |  |  |  |  |  |
| Follow standardized work process and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Perform work spontaneously |  |  |  |  |  |  |  |  |  |  |  |

**ELECTIVE COMPENTENCIES**

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| **Unit of Competency** | **Elements** | **Criticality to Job** | | | **Level of Competence** | | | | | **Frequency of Utilization** | | |
| **1** | **2** | **3** | **0** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| Perform computer operations | Plan and prepare for task to be undertaken |  |  |  |  |  |  |  |  |  |  |  |
| Input data into computer |  |  |  |  |  |  |  |  |  |  |  |
| Access information using computer |  |  |  |  |  |  |  |  |  |  |  |
| Produce output/data using computer system |  |  |  |  |  |  |  |  |  |  |  |
| Use basic functions of a www-browser to locate information |  |  |  |  |  |  |  |  |  |  |  |
| Maintain computer equipment and systems |  |  |  |  |  |  |  |  |  |  |  |
| Compile records | Collate records |  |  |  |  |  |  |  |  |  |  |  |
| Update information in the records system |  |  |  |  |  |  |  |  |  |  |  |
| Generate reports from the records system |  |  |  |  |  |  |  |  |  |  |  |
| Perform clerical procedures | Process office documents |  |  |  |  |  |  |  |  |  |  |  |
| Draft simple communication |  |  |  |  |  |  |  |  |  |  |  |
| Maintain document filing system |  |  |  |  |  |  |  |  |  |  |  |
| Supervise motorpool Services | Conduct inventory of vehicles |  |  |  |  |  |  |  |  |  |  |  |
| Determine vehicle requirements of TESDA |  |  |  |  |  |  |  |  |  |  |  |
| Provide transportation services |  |  |  |  |  |  |  |  |  |  |  |

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| **TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY** | | | | | | | | | | | | |
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| **ASSESSMENT OF CURRENT COMPETENCIES** | | | | | | | | | | | | |
| **[Supervisor Rating]** | | | | | | | | | | | | |
| for the period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | |
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| **Name:** | | **Office:** | |  | | | | **Division:** | | |  | |
| **Name of Subordinate:** | | | | **Position of Subordinate:** Administrative Assistant II | | | | | | | | |
| **INSTRUCTIONS:** Below are the units of competencies required of your subordinate. Using the scale below, rate the competency units according to its CRITICALITY to his/her job, his/her level of COMPETENCY, and the FREQUENCY by which your subordinate performs the competency. Aside from the list, choose any of the elective competencies which you believe he/she needs. Please answer carefully as this assessment will determine your subordinate's Professional Development Plan. | | | | | | | | | | | | |
|  |  | **SCALE GUIDE** | | | | | | | | | | |
| **CRITICALITY TO JOB** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Slightly important | | | | | | | | | | |
|  | 2 | Moderately important | | | | | | | | | | |
|  | 3 | Highly important | | | | | | | | | | |
| **LEVEL OF COMPETENCE** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 0 | Not competent | | | | | | | | | | |
|  | 1 | Slightly competent | | | | | | | | | | |
|  | 2 | Moderately competent | | | | | | | | | | |
|  | 3 | Competent | | | | | | | | | | |
|  | 4 | Highly competent | | | | | | | | | | |
| **FREQUENCY OF UTILIZATION** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Rarely | | | | | | | | | | |
|  | 2 | Occasionally | | | | | | | | | | |
|  | 3 | Frequently | | | | | | | | | | |

| **Unit of Competency** | **Elements** | **Criticality to Job** | | | **Level of Competence** | | | | | **Frequency of Utilization** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **0** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| Work effectively in vocational education and training | Work within the vocational education and training policy framework |  |  |  |  |  |  |  |  |  |  |  |
| Work within the training organization's quality framework |  |  |  |  |  |  |  |  |  |  |  |
| Manage work and work relationships |  |  |  |  |  |  |  |  |  |  |  |
| Demonstrate a client-focused approach to work |  |  |  |  |  |  |  |  |  |  |  |
| Participate in workplace communication | Obtain and convey workplace information |  |  |  |  |  |  |  |  |  |  |  |
| Complete relevant work related documents |  |  |  |  |  |  |  |  |  |  |  |
| Participate in workplace meetings and discussions |  |  |  |  |  |  |  |  |  |  |  |
| Work in team environment | Describe team role and scope |  |  |  |  |  |  |  |  |  |  |  |
| Identify own role and responsibility within team |  |  |  |  |  |  |  |  |  |  |  |
| Work as a team member |  |  |  |  |  |  |  |  |  |  |  |
| Interact with customers | Deliver services to customers |  |  |  |  |  |  |  |  |  |  |  |
| Respond to customer complaints |  |  |  |  |  |  |  |  |  |  |  |
| Document the services delivered to customers |  |  |  |  |  |  |  |  |  |  |  |
| Identify customers' special requirements |  |  |  |  |  |  |  |  |  |  |  |
| Promote programs and services | Segment the market |  |  |  |  |  |  |  |  |  |  |  |
| Determine products and services' value proposition |  |  |  |  |  |  |  |  |  |  |  |
| Develop marketing plan |  |  |  |  |  |  |  |  |  |  |  |
| Implement marketing plan |  |  |  |  |  |  |  |  |  |  |  |
| Use relevant technologies | Study/select appropriate technology |  |  |  |  |  |  |  |  |  |  |  |
| Apply relevant technology |  |  |  |  |  |  |  |  |  |  |  |
| Maintain/enhance relevant technology |  |  |  |  |  |  |  |  |  |  |  |

**ELECTIVE COMPETENCIES**

| **Unit of Competency** | **Elements** | **Criticality to Job** | | | **Level of Competence** | | | | | **Frequency of Utilization** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **0** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| Perform computer operations | Plan and prepare for task to be undertaken |  |  |  |  |  |  |  |  |  |  |  |
| Input data into computer |  |  |  |  |  |  |  |  |  |  |  |
| Access information using computer |  |  |  |  |  |  |  |  |  |  |  |
| Produce output/data using computer system |  |  |  |  |  |  |  |  |  |  |  |
| Use basic functions of a www-browser to locate information |  |  |  |  |  |  |  |  |  |  |  |
| Maintain computer equipment and systems |  |  |  |  |  |  |  |  |  |  |  |
| Compile records | Collate records |  |  |  |  |  |  |  |  |  |  |  |
| Update information in the records system |  |  |  |  |  |  |  |  |  |  |  |
| Generate reports from the records system |  |  |  |  |  |  |  |  |  |  |  |
| Perform clerical procedures | Process office documents |  |  |  |  |  |  |  |  |  |  |  |
| Draft simple communication |  |  |  |  |  |  |  |  |  |  |  |
| Maintain document filing system |  |  |  |  |  |  |  |  |  |  |  |
| Coordinate office programs and activities | Define the program/activity |  |  |  |  |  |  |  |  |  |  |  |
| Arrange program detail requirements |  |  |  |  |  |  |  |  |  |  |  |
| Monitor the arrangement provided |  |  |  |  |  |  |  |  |  |  |  |
| Process disbursement documents | Check and review source documents |  |  |  |  |  |  |  |  |  |  |  |
| Prepare accounting forms |  |  |  |  |  |  |  |  |  |  |  |
| Maintain air-conditioning system and mechanical facilities | Perform routine inspection |  |  |  |  |  |  |  |  |  |  |  |
| Evaluate functionality of air-con system and mechanical facilities |  |  |  |  |  |  |  |  |  |  |  |
| Perform repair air-conditioning units and mechanical equipment |  |  |  |  |  |  |  |  |  |  |  |
| Gather customer feedback |  |  |  |  |  |  |  |  |  |  |  |

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| **TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY** | | | | | | | | | | | | |
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| **ASSESSMENT OF CURRENT COMPETENCIES** | | | | | | | | | | | | |
| **[Supervisor Rating]** | | | | | | | | | | | | |
| for the period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | |
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| **Name:** | | **Office:** | |  | | | | **Division:** | | |  | |
| **Name of Subordinate:** | | | | **Position of Subordinate:** Administrative Assistant III | | | | | | | | |
| **INSTRUCTIONS:** Below are the units of competencies required of your subordinate. Using the scale below, rate the competency units according to its CRITICALITY to his/her job, his/her level of COMPETENCY, and the FREQUENCY by which your subordinate performs the competency. Aside from the list, choose any of the elective competencies which you believe he/she needs. Please answer carefully as this assessment will determine your subordinate's Professional Development Plan. | | | | | | | | | | | | |
|  |  | **SCALE GUIDE** | | | | | | | | | | |
| **CRITICALITY TO JOB** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Slightly important | | | | | | | | | | |
|  | 2 | Moderately important | | | | | | | | | | |
|  | 3 | Highly important | | | | | | | | | | |
| **LEVEL OF COMPETENCE** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 0 | Not competent | | | | | | | | | | |
|  | 1 | Slightly competent | | | | | | | | | | |
|  | 2 | Moderately competent | | | | | | | | | | |
|  | 3 | Competent | | | | | | | | | | |
|  | 4 | Highly competent | | | | | | | | | | |
| **FREQUENCY OF UTILIZATION** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Rarely | | | | | | | | | | |
|  | 2 | Occasionally | | | | | | | | | | |
|  | 3 | Frequently | | | | | | | | | | |

| **Unit of Competency** | **Elements** | **Criticality to Job** | | | **Level of Competence** | | | | | **Frequency of Utilization** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **0** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| Work effectively in vocational education and training | Work within the vocational education and training policy framework |  |  |  |  |  |  |  |  |  |  |  |
| Work within the training organization's quality framework |  |  |  |  |  |  |  |  |  |  |  |
| Manage work and work relationships |  |  |  |  |  |  |  |  |  |  |  |
| Demonstrate a client-focused approach to work |  |  |  |  |  |  |  |  |  |  |  |
| Participate in workplace communication | Obtain and convey workplace information |  |  |  |  |  |  |  |  |  |  |  |
| Complete relevant work related documents |  |  |  |  |  |  |  |  |  |  |  |
| Participate in workplace meetings and discussions |  |  |  |  |  |  |  |  |  |  |  |
| Work in team environment | Describe team role and scope |  |  |  |  |  |  |  |  |  |  |  |
| Identify own role and responsibility within team |  |  |  |  |  |  |  |  |  |  |  |
| Work as a team member |  |  |  |  |  |  |  |  |  |  |  |
| Interact with customers | Deliver services to customers |  |  |  |  |  |  |  |  |  |  |  |
| Respond to customer complaints |  |  |  |  |  |  |  |  |  |  |  |
| Document the services delivered to customers |  |  |  |  |  |  |  |  |  |  |  |
| Identify customers' special requirements |  |  |  |  |  |  |  |  |  |  |  |
| Promote programs and services | Segment the market |  |  |  |  |  |  |  |  |  |  |  |
| Determine products and services' value proposition |  |  |  |  |  |  |  |  |  |  |  |
| Develop marketing plan |  |  |  |  |  |  |  |  |  |  |  |
| Implement marketing plan |  |  |  |  |  |  |  |  |  |  |  |
| Use relevant technologies | Study/select appropriate technology |  |  |  |  |  |  |  |  |  |  |  |
| Apply relevant technology |  |  |  |  |  |  |  |  |  |  |  |
| Maintain/enhance relevant technology |  |  |  |  |  |  |  |  |  |  |  |

**ELECTIVE COMPETENCIES**

| **Unit of Competency** | **Elements** | **Criticality to Job** | | | **Level of Competence** | | | | | **Frequency of Utilization** | | |
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| **1** | **2** | **3** | **0** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| Perform computer operations | Plan and prepare for task to be undertaken |  |  |  |  |  |  |  |  |  |  |  |
| Input data into computer |  |  |  |  |  |  |  |  |  |  |  |
| Access information using computer |  |  |  |  |  |  |  |  |  |  |  |
| Produce output/data using computer system |  |  |  |  |  |  |  |  |  |  |  |
| Produce output/ data using computer system |  |  |  |  |  |  |  |  |  |  |  |
| Use basic functions of a www-browser to locate information |  |  |  |  |  |  |  |  |  |  |  |
| Maintain computer equipment and systems |  |  |  |  |  |  |  |  |  |  |  |
| Compile records | Collate records |  |  |  |  |  |  |  |  |  |  |  |
| Update information in the records system |  |  |  |  |  |  |  |  |  |  |  |
| Generate reports from the records system |  |  |  |  |  |  |  |  |  |  |  |
| Perform clerical procedures | Process office documents |  |  |  |  |  |  |  |  |  |  |  |
| Draft simple communication |  |  |  |  |  |  |  |  |  |  |  |
| Maintain document filing system |  |  |  |  |  |  |  |  |  |  |  |
| Coordinate office programs and activities | Define the program/activity |  |  |  |  |  |  |  |  |  |  |  |
| Arrange program detail requirements |  |  |  |  |  |  |  |  |  |  |  |
| Monitor the arrangement provided |  |  |  |  |  |  |  |  |  |  |  |
| Process disbursement documents | Check and Review source documents |  |  |  |  |  |  |  |  |  |  |  |
| Prepare accounting forms |  |  |  |  |  |  |  |  |  |  |  |

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|  |  |  |  |  |  |  | Rev. No. 00 - 03/01/17 | | | | | |
| **TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY** | | | | | | | | | | | | |
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| **ASSESSMENT OF CURRENT COMPETENCIES** | | | | | | | | | | | | |
| **[Supervisor Rating]** | | | | | | | | | | | | |
| for the period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | |
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| **Name:** | | **Office:** | |  | | | | **Division:** | | |  | |
| **Name of Subordinate:** | | | | **Position of Subordinate:** Administrative Officer II | | | | | | | | |
| **INSTRUCTIONS:** Below are the units of competencies required of your subordinate. Using the scale below, rate the competency units according to its CRITICALITY to his/her job, his/her level of COMPETENCY, and the FREQUENCY by which your subordinate performs the competency. Aside from the list, choose any of the elective competencies which you believe he/she needs. Please answer carefully as this assessment will determine your subordinate's Professional Development Plan. | | | | | | | | | | | | |
|  |  | **SCALE GUIDE** | | | | | | | | | | |
| **CRITICALITY TO JOB** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Slightly important | | | | | | | | | | |
|  | 2 | Moderately important | | | | | | | | | | |
|  | 3 | Highly important | | | | | | | | | | |
| **LEVEL OF COMPETENCE** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 0 | Not competent | | | | | | | | | | |
|  | 1 | Slightly competent | | | | | | | | | | |
|  | 2 | Moderately competent | | | | | | | | | | |
|  | 3 | Competent | | | | | | | | | | |
|  | 4 | Highly competent | | | | | | | | | | |
| **FREQUENCY OF UTILIZATION** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Rarely | | | | | | | | | | |
|  | 2 | Occasionally | | | | | | | | | | |
|  | 3 | Frequently | | | | | | | | | | |

| **Unit of Competency** | **Elements** | **Criticality to Job** | | | **Level of Competence** | | | | | **Frequency of Utilization** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **0** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| Work effectively in vocational education and training | Work within the vocational education and training policy framework |  |  |  |  |  |  |  |  |  |  |  |
| Work within the training organization's quality framework |  |  |  |  |  |  |  |  |  |  |  |
| Manage work and work relationships |  |  |  |  |  |  |  |  |  |  |  |
| Demonstrate a client-focused approach to work |  |  |  |  |  |  |  |  |  |  |  |
| Participate in workplace communication | Obtain and convey workplace information |  |  |  |  |  |  |  |  |  |  |  |
| Complete relevant work related documents |  |  |  |  |  |  |  |  |  |  |  |
| Participate in workplace meetings and discussions |  |  |  |  |  |  |  |  |  |  |  |
| Work in team environment | Describe team role and scope |  |  |  |  |  |  |  |  |  |  |  |
| Identify own role and responsibility within team |  |  |  |  |  |  |  |  |  |  |  |
| Work as a team member |  |  |  |  |  |  |  |  |  |  |  |
| Interact with customers | Identify customers’ special requirements |  |  |  |  |  |  |  |  |  |  |  |
| Deliver services to customers |  |  |  |  |  |  |  |  |  |  |  |
| Document the services delivered to customers |  |  |  |  |  |  |  |  |  |  |  |
| Respond to customer complaints |  |  |  |  |  |  |  |  |  |  |  |
| Demonstrate awareness on standards and procedures | Review standards and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Deploy standards and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Monitors the implementation of deployed standards and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Promote programs and services | Determine type of customers |  |  |  |  |  |  |  |  |  |  |  |
| Discuss programs and services |  |  |  |  |  |  |  |  |  |  |  |
| Prepare feedback report |  |  |  |  |  |  |  |  |  |  |  |
| Use relevant technologies | Study/select appropriate technology |  |  |  |  |  |  |  |  |  |  |  |
| Apply relevant technology |  |  |  |  |  |  |  |  |  |  |  |
| Maintain/enhance relevant technology |  |  |  |  |  |  |  |  |  |  |  |

**ELECTIVE COMPETENCIES**

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| **Unit of Competency** | **Elements** | **Criticality to Job** | | | **Level of Competence** | | | | | **Frequency of Utilization** | | |
| **1** | **2** | **3** | **0** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| Prepare report | Gather data |  |  |  |  |  |  |  |  |  |  |  |
| Draft report |  |  |  |  |  |  |  |  |  |  |  |
| Finalize report |  |  |  |  |  |  |  |  |  |  |  |
| Perform Clerical Procedures | Process office documents |  |  |  |  |  |  |  |  |  |  |  |
| Draft simple communication |  |  |  |  |  |  |  |  |  |  |  |
| Maintain document filing system |  |  |  |  |  |  |  |  |  |  |  |
| Coordinate Office Programs and Activities | Define the program/activity |  |  |  |  |  |  |  |  |  |  |  |
| Arrange program detail requirements |  |  |  |  |  |  |  |  |  |  |  |
| Monitor the arrangement provided |  |  |  |  |  |  |  |  |  |  |  |

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| **TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY** | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **ASSESSMENT OF CURRENT COMPETENCIES** | | | | | | | | | | | | |
| **[Supervisor Rating]** | | | | | | | | | | | | |
| for the period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | |
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| **Name:** | | **Office:** | |  | | | | **Division:** | | |  | |
| **Name of Subordinate:** | | | | **Position of Subordinate:** Administrative Officer III | | | | | | | | |
| **INSTRUCTIONS:** Below are the units of competencies required of your subordinate. Using the scale below, rate the competency units according to its CRITICALITY to his/her job, his/her level of COMPETENCY, and the FREQUENCY by which your subordinate performs the competency. Aside from the list, choose any of the elective competencies which you believe he/she needs. Please answer carefully as this assessment will determine your subordinate's Professional Development Plan. | | | | | | | | | | | | |
|  |  | **SCALE GUIDE** | | | | | | | | | | |
| **CRITICALITY TO JOB** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Slightly important | | | | | | | | | | |
|  | 2 | Moderately important | | | | | | | | | | |
|  | 3 | Highly important | | | | | | | | | | |
| **LEVEL OF COMPETENCE** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 0 | Not competent | | | | | | | | | | |
|  | 1 | Slightly competent | | | | | | | | | | |
|  | 2 | Moderately competent | | | | | | | | | | |
|  | 3 | Competent | | | | | | | | | | |
|  | 4 | Highly competent | | | | | | | | | | |
| **FREQUENCY OF UTILIZATION** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Rarely | | | | | | | | | | |
|  | 2 | Occasionally | | | | | | | | | | |
|  | 3 | Frequently | | | | | | | | | | |

| **Unit of Competency** | **Elements** | **Criticality to Job** | | | **Level of Competence** | | | | | **Frequency of Utilization** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **0** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| Work effectively in vocational education and training | Work within the vocational education and training policy framework |  |  |  |  |  |  |  |  |  |  |  |
| Work within the training organization's quality framework |  |  |  |  |  |  |  |  |  |  |  |
| Manage work and work relationships |  |  |  |  |  |  |  |  |  |  |  |
| Demonstrate a client-focused approach to work |  |  |  |  |  |  |  |  |  |  |  |
| Participate in workplace communication | Obtain and convey workplace information |  |  |  |  |  |  |  |  |  |  |  |
| Complete relevant work related documents |  |  |  |  |  |  |  |  |  |  |  |
| Participate in workplace meetings and discussions |  |  |  |  |  |  |  |  |  |  |  |
| Work in team environment | Describe team role and scope |  |  |  |  |  |  |  |  |  |  |  |
| Identify own role and responsibility within team |  |  |  |  |  |  |  |  |  |  |  |
| Work as a team member |  |  |  |  |  |  |  |  |  |  |  |
| Interact with customers | Identify customers’ special requirements |  |  |  |  |  |  |  |  |  |  |  |
| Deliver services to customers |  |  |  |  |  |  |  |  |  |  |  |
| Document the services delivered to customers |  |  |  |  |  |  |  |  |  |  |  |
| Respond to customer complaints |  |  |  |  |  |  |  |  |  |  |  |
| Implement quality standards and procedures | Review standards and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Deploy standards and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Monitors the implementation of deployed standards and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Promote programs and services | Identify programs and services according to priorities |  |  |  |  |  |  |  |  |  |  |  |
| Develop promotion and advocacy plan |  |  |  |  |  |  |  |  |  |  |  |
| Implement promotion and advocacy plan |  |  |  |  |  |  |  |  |  |  |  |
| Utilize IT applications | Set-up work environment |  |  |  |  |  |  |  |  |  |  |  |
| Utilize word processing application |  |  |  |  |  |  |  |  |  |  |  |
| Utilize presenter application |  |  |  |  |  |  |  |  |  |  |  |
| Utilize spread sheet application |  |  |  |  |  |  |  |  |  |  |  |
| Utilize internet to communicate and collect information |  |  |  |  |  |  |  |  |  |  |  |

**ELECTIVE COMPETENCIES**

| **Unit of Competency** | **Elements** | **Criticality to Job** | | | **Level of Competence** | | | | | **Frequency of Utilization** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **0** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| Prepare report | Gather data |  |  |  |  |  |  |  |  |  |  |  |
| Draft report |  |  |  |  |  |  |  |  |  |  |  |
| Finalize report |  |  |  |  |  |  |  |  |  |  |  |
| Manage records | Collate records |  |  |  |  |  |  |  |  |  |  |  |
| Update records system |  |  |  |  |  |  |  |  |  |  |  |
| Maintain records |  |  |  |  |  |  |  |  |  |  |  |
| Coordinate office programs and activities | Define the program/ activity |  |  |  |  |  |  |  |  |  |  |  |
| Arrange program detail requirements |  |  |  |  |  |  |  |  |  |  |  |
| Monitor the arrangement provided |  |  |  |  |  |  |  |  |  |  |  |
| Process personnel record | Review documents for personnel records |  |  |  |  |  |  |  |  |  |  |  |
| Maintain database |  |  |  |  |  |  |  |  |  |  |  |
| Maintain 201 files |  |  |  |  |  |  |  |  |  |  |  |
| Prepare personnel document |  |  |  |  |  |  |  |  |  |  |  |
| Process leaves | Gather monthly Daily Time Record (DTR) |  |  |  |  |  |  |  |  |  |  |  |
| Update leave balance |  |  |  |  |  |  |  |  |  |  |  |
| Prepare report |  |  |  |  |  |  |  |  |  |  |  |

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|  |  |  | Signature over printed name |  |

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| **TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY** | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **ASSESSMENT OF CURRENT COMPETENCIES** | | | | | | | | | | | | |
| **[Supervisor Rating]** | | | | | | | | | | | | |
| for the period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Name:** | | **Office:** | |  | | | | **Division:** | | |  | |
| **Name of Subordinate:** | | | **Position of Subordinate:** Administrative Officer IV | | | | | | | | | |
| **INSTRUCTIONS:** Below are the units of competencies required of your subordinate. Using the scale below, rate the competency units according to its CRITICALITY to his/her job, his/her level of COMPETENCY, and the FREQUENCY by which your subordinate performs the competency. Aside from the list, choose any of the elective competencies which you believe he/she needs. Please answer carefully as this assessment will determine your subordinate's Professional Development Plan. | | | | | | | | | | | | |
|  |  | **SCALE GUIDE** | | | | | | | | | | |
| **CRITICALITY TO JOB** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Slightly important | | | | | | | | | | |
|  | 2 | Moderately important | | | | | | | | | | |
|  | 3 | Highly important | | | | | | | | | | |
| **LEVEL OF COMPETENCE** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 0 | Not competent | | | | | | | | | | |
|  | 1 | Slightly competent | | | | | | | | | | |
|  | 2 | Moderately competent | | | | | | | | | | |
|  | 3 | Competent | | | | | | | | | | |
|  | 4 | Highly competent | | | | | | | | | | |
| **FREQUENCY OF UTILIZATION** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Rarely | | | | | | | | | | |
|  | 2 | Occasionally | | | | | | | | | | |
|  | 3 | Frequently | | | | | | | | | | |

| **Unit of Competency** | **Elements** | **Criticality to Job** | | | **Level of Competence** | | | | | **Frequency of Utilization** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **0** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| Work effectively in vocational education and training | Work within the vocational education and training policy framework |  |  |  |  |  |  |  |  |  |  |  |
| Work within the training organization's quality framework |  |  |  |  |  |  |  |  |  |  |  |
| Manage work and work relationships |  |  |  |  |  |  |  |  |  |  |  |
| Demonstrate a client-focused approach to work |  |  |  |  |  |  |  |  |  |  |  |
| Participate in workplace communication | Obtain and convey workplace information |  |  |  |  |  |  |  |  |  |  |  |
| Complete relevant work related documents |  |  |  |  |  |  |  |  |  |  |  |
| Participate in workplace communication | Participate in workplace meetings and discussions |  |  |  |  |  |  |  |  |  |  |  |
| Work in a team environment | Describe team role and scope |  |  |  |  |  |  |  |  |  |  |  |
| Identify own role and responsibility within team |  |  |  |  |  |  |  |  |  |  |  |
| Work as a team member |  |  |  |  |  |  |  |  |  |  |  |
| Interact with customers | Identify customers’ special requirements |  |  |  |  |  |  |  |  |  |  |  |
| Deliver services to customers |  |  |  |  |  |  |  |  |  |  |  |
| Document the services delivered to customers |  |  |  |  |  |  |  |  |  |  |  |
| Respond to customer complaints |  |  |  |  |  |  |  |  |  |  |  |
| Implement quality standards and procedures | Review standards and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Deploy standards and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Monitors the implementation of deployed standards and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Promote programs and services | Identify programs and services according to priorities |  |  |  |  |  |  |  |  |  |  |  |
| Develop promotion and advocacy plan |  |  |  |  |  |  |  |  |  |  |  |
| Implement promotion and advocacy plan |  |  |  |  |  |  |  |  |  |  |  |
| Utilize IT applications | Set-up work environment |  |  |  |  |  |  |  |  |  |  |  |
| Utilize word processing application |  |  |  |  |  |  |  |  |  |  |  |
| Utilize presenter application |  |  |  |  |  |  |  |  |  |  |  |
| Utilize spread sheet application |  |  |  |  |  |  |  |  |  |  |  |
| Utilize internet to communicate and collect information |  |  |  |  |  |  |  |  |  |  |  |
| Prepare report | Gather data |  |  |  |  |  |  |  |  |  |  |  |
| Draft report |  |  |  |  |  |  |  |  |  |  |  |
| Finalize report |  |  |  |  |  |  |  |  |  |  |  |

**ELECTIVE COMPETENCIES**

| **Unit of Competency** | **Elements** | **Criticality to Job** | | | **Level of Competence** | | | | | **Frequency of Utilization** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **0** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| Manage records | Collate records |  |  |  |  |  |  |  |  |  |  |  |
| Update records system |  |  |  |  |  |  |  |  |  |  |  |
| Maintain records |  |  |  |  |  |  |  |  |  |  |  |
| Coordinate office programs and activities | Define the program/ activity |  |  |  |  |  |  |  |  |  |  |  |
| Arrange program detail requirements |  |  |  |  |  |  |  |  |  |  |  |
| Monitor the arrangement provided |  |  |  |  |  |  |  |  |  |  |  |
| Prepare budget proposal | Prepare budget estimate |  |  |  |  |  |  |  |  |  |  |  |
| Present proposed budget |  |  |  |  |  |  |  |  |  |  |  |
| Finalize proposed budget |  |  |  |  |  |  |  |  |  |  |  |
| Update registries of allotment and obligation | Register allotment |  |  |  |  |  |  |  |  |  |  |  |
| Process obligation request |  |  |  |  |  |  |  |  |  |  |  |
| Maintain Registries of Allotment and Obligations and Financial Database |  |  |  |  |  |  |  |  |  |  |  |
| Maintain registries of allotment | Process obligation report |  |  |  |  |  |  |  |  |  |  |  |
| Maintain financial database |  |  |  |  |  |  |  |  |  |  |  |
| Prepare reports |  |  |  |  |  |  |  |  |  |  |  |
| Facilitate the screening of applicants | Facilitate advertisement of job vacancies |  |  |  |  |  |  |  |  |  |  |  |
| Evaluate application documents |  |  |  |  |  |  |  |  |  |  |  |
| Perform secretariat services to the Personnel Selection Board (PSB |  |  |  |  |  |  |  |  |  |  |  |
| Accomplish Comparative Assessment Result |  |  |  |  |  |  |  |  |  |  |  |
| Process personnel record | Review documents for personnel records |  |  |  |  |  |  |  |  |  |  |  |
| Maintain database |  |  |  |  |  |  |  |  |  |  |  |
| Maintain 201 files |  |  |  |  |  |  |  |  |  |  |  |
| Prepare personnel document |  |  |  |  |  |  |  |  |  |  |  |
| Conduct Training Effectiveness Analysis | Administer TE questionnaire |  |  |  |  |  |  |  |  |  |  |  |
| Analyze results |  |  |  |  |  |  |  |  |  |  |  |
| Prepare report |  |  |  |  |  |  |  |  |  |  |  |
| Process leaves | Gather monthly Daily Time Record (DTR) |  |  |  |  |  |  |  |  |  |  |  |
| Update leave balance |  |  |  |  |  |  |  |  |  |  |  |
| Prepare report |  |  |  |  |  |  |  |  |  |  |  |
| Perform records controller functions | Prepare records inventory and appraisal |  |  |  |  |  |  |  |  |  |  |  |
| Maintain QMS records |  |  |  |  |  |  |  |  |  |  |  |
| Dispose of QMS records |  |  |  |  |  |  |  |  |  |  |  |
| Procure materials, equipment and services | Identify requirements |  |  |  |  |  |  |  |  |  |  |  |
| Review documents |  |  |  |  |  |  |  |  |  |  |  |
| Purchase materials, equipment and services |  |  |  |  |  |  |  |  |  |  |  |
| Purchase materials, equipment and services |  |  |  |  |  |  |  |  |  |  |  |
| Facilitate the conduct of inventory and disposal of unserviceable properties | Prepare documents for the inventory of properties/disposal of unserviceable properties |  |  |  |  |  |  |  |  |  |  |  |
| Facilitate conduct of physical inventory |  |  |  |  |  |  |  |  |  |  |  |
| Prepare physical inventory report |  |  |  |  |  |  |  |  |  |  |  |
| Facilitate disposal of unserviceable properties |  |  |  |  |  |  |  |  |  |  |  |
| Control issuance of stock inventory or common supplies |  |  |  |  |  |  |  |  |  |  |  |
| Prepare financial statement and reports | Prepare monthly and year-end tax return |  |  |  |  |  |  |  |  |  |  |  |
| Prepare Journal Entry Vouchers |  |  |  |  |  |  |  |  |  |  |  |
| Monitor cash balances |  |  |  |  |  |  |  |  |  |  |  |
| Prepare financial accountability report |  |  |  |  |  |  |  |  |  |  |  |
| Prepare bank reconciliation statement |  |  |  |  |  |  |  |  |  |  |  |
| Maintain Subsidiary and General Ledger Balances |  |  |  |  |  |  |  |  |  |  |  |
| Perform Initial audit of financial transaction | Facilitate initial Audit of payments/ Disbursement Vouchers |  |  |  |  |  |  |  |  |  |  |  |
| Maintain financial database | Store data and update database |  |  |  |  |  |  |  |  |  |  |  |
| Access data and information |  |  |  |  |  |  |  |  |  |  |  |
| Generate data or information |  |  |  |  |  |  |  |  |  |  |  |
| Make backup copies of database |  |  |  |  |  |  |  |  |  |  |  |

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| **TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY** | | | | | | | | | | | | |
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| **ASSESSMENT OF CURRENT COMPETENCIES** | | | | | | | | | | | | |
| **[Supervisor Rating]** | | | | | | | | | | | | |
| for the period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | |
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| **Name:** | | **Office:** | |  | | | | **Division:** | | |  | |
| **Name of Subordinate:** | | | | **Position of Subordinate:** Administrative Officer V | | | | | | | | |
| INSTRUCTIONS: Below are the units of competencies required of your subordinate. Using the scale below, rate the competency units according to its CRITICALITY to his/her job, his/her level of COMPETENCY, and the FREQUENCY by which your subordinate performs the competency. Aside from the list, choose any of the elective competencies which you believe he/she needs. Please answer carefully as this assessment will determine your subordinate's Professional Development Plan. | | | | | | | | | | | | |
|  |  | **SCALE GUIDE** | | | | | | | | | | |
| **CRITICALITY TO JOB** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Slightly important | | | | | | | | | | |
|  | 2 | Moderately important | | | | | | | | | | |
|  | 3 | Highly important | | | | | | | | | | |
| **LEVEL OF COMPETENCE** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 0 | Not competent | | | | | | | | | | |
|  | 1 | Slightly competent | | | | | | | | | | |
|  | 2 | Moderately competent | | | | | | | | | | |
|  | 3 | Competent | | | | | | | | | | |
|  | 4 | Highly competent | | | | | | | | | | |
| **FREQUENCY OF UTILIZATION** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Rarely | | | | | | | | | | |
|  | 2 | Occasionally | | | | | | | | | | |
|  | 3 | Frequently | | | | | | | | | | |

| **Unit of Competency** | **Elements** | **Criticality to Job** | | | **Level of Competence** | | | | | **Frequency of Utilization** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **0** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| Work effectively in vocational education and training | Work within the vocational education and training policy framework |  |  |  |  |  |  |  |  |  |  |  |
| Work within the training organization's quality framework |  |  |  |  |  |  |  |  |  |  |  |
| Manage work and work relationships |  |  |  |  |  |  |  |  |  |  |  |
| Demonstrate a client-focused approach to work |  |  |  |  |  |  |  |  |  |  |  |
| Participate in workplace communication | Obtain and convey workplace information |  |  |  |  |  |  |  |  |  |  |  |
| Complete relevant work related documents |  |  |  |  |  |  |  |  |  |  |  |
| Participate in workplace meetings and discussions |  |  |  |  |  |  |  |  |  |  |  |
| Work in a team environment | Describe team role and scope |  |  |  |  |  |  |  |  |  |  |  |
| Identify own role and responsibility within team |  |  |  |  |  |  |  |  |  |  |  |
| Work as a team member |  |  |  |  |  |  |  |  |  |  |  |
| Interact with customers | Identify customers’ special requirements |  |  |  |  |  |  |  |  |  |  |  |
| Deliver services to customers |  |  |  |  |  |  |  |  |  |  |  |
| Document the services delivered to customers |  |  |  |  |  |  |  |  |  |  |  |
| Respond to customer complaints |  |  |  |  |  |  |  |  |  |  |  |
| Implement quality standards and procedures | Review standards and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Deploy standards and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Monitors the implementation of deployed standards and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Promote programs and services | Identify programs and services according to priorities |  |  |  |  |  |  |  |  |  |  |  |
| Develop promotion and advocacy plan |  |  |  |  |  |  |  |  |  |  |  |
| Implement promotion and advocacy plan |  |  |  |  |  |  |  |  |  |  |  |
| Coordinate implementation of programs and projects | Review programs and projects |  |  |  |  |  |  |  |  |  |  |  |
| Organize resources |  |  |  |  |  |  |  |  |  |  |  |
| Disseminate information on programs and projects |  |  |  |  |  |  |  |  |  |  |  |
| Generate commitments |  |  |  |  |  |  |  |  |  |  |  |
| Utilize IT applications | Set-up work environment |  |  |  |  |  |  |  |  |  |  |  |
| Utilize word processing application |  |  |  |  |  |  |  |  |  |  |  |
| Utilize presenter application |  |  |  |  |  |  |  |  |  |  |  |
| Utilize spread sheet application |  |  |  |  |  |  |  |  |  |  |  |
| Utilize internet to communicate and collect information |  |  |  |  |  |  |  |  |  |  |  |
| Prepare report | Gather data |  |  |  |  |  |  |  |  |  |  |  |
| Draft report |  |  |  |  |  |  |  |  |  |  |  |
| Finalize report |  |  |  |  |  |  |  |  |  |  |  |
| Conduct research | Gather data |  |  |  |  |  |  |  |  |  |  |  |
| Organize data |  |  |  |  |  |  |  |  |  |  |  |
| Analyze data |  |  |  |  |  |  |  |  |  |  |  |
| Prepare report |  |  |  |  |  |  |  |  |  |  |  |
| Maintain information system and database | Monitor the agency’s system and databases |  |  |  |  |  |  |  |  |  |  |  |
| Store/Update database |  |  |  |  |  |  |  |  |  |  |  |
| Access data and information |  |  |  |  |  |  |  |  |  |  |  |
| Generate data or information |  |  |  |  |  |  |  |  |  |  |  |
| Make backup copies of database |  |  |  |  |  |  |  |  |  |  |  |

**ELECTIVE COMPETENCIES**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Unit of Competency** | **Elements** | **Criticality to Job** | | | **Level of Competence** | | | | | **Frequency of Utilization** | | |
| **1** | **2** | **3** | **0** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| Use mathematical concepts and techniques | Identify mathematical tools and techniques to solve problem |  |  |  |  |  |  |  |  |  |  |  |
| Apply mathematical procedure/solution |  |  |  |  |  |  |  |  |  |  |  |
| Analyze results |  |  |  |  |  |  |  |  |  |  |  |
| Conduct Training Needs Analysis | Determine competency requirements |  |  |  |  |  |  |  |  |  |  |  |
| Prepare TNA Instrument |  |  |  |  |  |  |  |  |  |  |  |
| Administer TNA questionnaire |  |  |  |  |  |  |  |  |  |  |  |
| Analyze results |  |  |  |  |  |  |  |  |  |  |  |
| Manage recruitment and selection system | Post job vacancy |  |  |  |  |  |  |  |  |  |  |  |
| Conduct assessment of qualifications of applicants |  |  |  |  |  |  |  |  |  |  |  |
| Facilitate appointment of personnel |  |  |  |  |  |  |  |  |  |  |  |

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| **ASSESSMENT OF CURRENT COMPETENCIES** | | | | | | | | | | | | |
| **[Supervisor Rating]** | | | | | | | | | | | | |
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| **Name:** | | **Office:** | |  | | | | **Division:** | | |  | |
| **Name of Subordinate:** | | | | **Position of Subordinate:** Chief AO/Chief TESDS/ITO III | | | | | | | | |
| **INSTRUCTIONS:** Below are the units of competencies required of your subordinate. Using the scale below, rate the competency units according to its CRITICALITY to his/her job, his/her level of COMPETENCY, and the FREQUENCY by which your subordinate performs the competency. Please answer carefully as this assessment will determine your subordinate's Professional Development Plan. | | | | | | | | | | | | |
|  |  | **SCALE GUIDE** | | | | | | | | | | |
| **CRITICALITY TO JOB** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Slightly important | | | | | | | | | | |
|  | 2 | Moderately important | | | | | | | | | | |
|  | 3 | Highly important | | | | | | | | | | |
| **LEVEL OF COMPETENCE** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 0 | Not competent | | | | | | | | | | |
|  | 1 | Slightly competent | | | | | | | | | | |
|  | 2 | Moderately competent | | | | | | | | | | |
|  | 3 | Competent | | | | | | | | | | |
|  | 4 | Highly competent | | | | | | | | | | |
| **FREQUENCY OF UTILIZATION** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Rarely | | | | | | | | | | |
|  | 2 | Occasionally | | | | | | | | | | |
|  | 3 | Frequently | | | | | | | | | | |

| **Unit of Competency** | **Elements** | **Criticality to Job** | | | **Level of Competence** | | | | | **Frequency of Utilization** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **0** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| Work effectively in vocational education and training | Work within the vocational education and training policy framework |  |  |  |  |  |  |  |  |  |  |  |
| Work within the training organization's quality framework |  |  |  |  |  |  |  |  |  |  |  |
| Manage work and work relationships |  |  |  |  |  |  |  |  |  |  |  |
| Demonstrate a client-focused approach to work |  |  |  |  |  |  |  |  |  |  |  |
| Lead workplace Communication | Communicate information about workplace processes |  |  |  |  |  |  |  |  |  |  |  |
| Facilitate group discussion |  |  |  |  |  |  |  |  |  |  |  |
| Conduct interview |  |  |  |  |  |  |  |  |  |  |  |
| Develop small teams and individuals | Provide team leadership |  |  |  |  |  |  |  |  |  |  |  |
| Assign responsibilities |  |  |  |  |  |  |  |  |  |  |  |
| Set performance expectations for team members |  |  |  |  |  |  |  |  |  |  |  |
| Supervise team performance |  |  |  |  |  |  |  |  |  |  |  |
| Manage provision of quality customer service | Develop approaches to enhance quality customer service |  |  |  |  |  |  |  |  |  |  |  |
| Manage delivery of quality service |  |  |  |  |  |  |  |  |  |  |  |
| Monitor customer service |  |  |  |  |  |  |  |  |  |  |  |
| Manage compliance to quality standards and procedures | Check compliance to documentation requirement of standards and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Monitor compliance to standards and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Evaluate QMS activities |  |  |  |  |  |  |  |  |  |  |  |
| Evaluate implementation of programs, projects and systems | Prepare evaluation framework and plan |  |  |  |  |  |  |  |  |  |  |  |
| Organize data |  |  |  |  |  |  |  |  |  |  |  |
| Analyze data |  |  |  |  |  |  |  |  |  |  |  |
| Prepare evaluation reports |  |  |  |  |  |  |  |  |  |  |  |
| Manage the promotion of programs and services | Analyze market segment |  |  |  |  |  |  |  |  |  |  |  |
| Check the provision of products and services |  |  |  |  |  |  |  |  |  |  |  |
| Evaluate marketing plan |  |  |  |  |  |  |  |  |  |  |  |
| Check implementation plan |  |  |  |  |  |  |  |  |  |  |  |
| Manage the implementation of programs and projects | Review planned programs and projects |  |  |  |  |  |  |  |  |  |  |  |
| Check resource requirement |  |  |  |  |  |  |  |  |  |  |  |
| Analyze office performance |  |  |  |  |  |  |  |  |  |  |  |
| Utilize IT applications | Set-up work environment |  |  |  |  |  |  |  |  |  |  |  |
| Utilize word processing application |  |  |  |  |  |  |  |  |  |  |  |
| Utilize presenter application |  |  |  |  |  |  |  |  |  |  |  |
| Utilize spread sheet application |  |  |  |  |  |  |  |  |  |  |  |
| Utilize internet to communicate and collect information |  |  |  |  |  |  |  |  |  |  |  |
| Mentor/Coach personnel | Prepare for mentoring/ coaching activities |  |  |  |  |  |  |  |  |  |  |  |
| Conduct mentoring/ coaching |  |  |  |  |  |  |  |  |  |  |  |
| Evaluate mentoring/ coaching outcomes |  |  |  |  |  |  |  |  |  |  |  |
| Evaluate employee performance | Set performance targets |  |  |  |  |  |  |  |  |  |  |  |
| Monitor employee performance |  |  |  |  |  |  |  |  |  |  |  |
| Assess employee performance |  |  |  |  |  |  |  |  |  |  |  |

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| **ASSESSMENT OF CURRENT COMPETENCIES** | | | | | | | | | | | | |
| **[Supervisor Rating]** | | | | | | | | | | | | |
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| **Name:** | | **Office:** | |  | | | | **Division:** | | |  | |
| **Name of Subordinate:** | | | | **Position of Subordinate:** Director IV / Director III / Executive Director | | | | | | | | |
| INSTRUCTIONS: Below are the units of competencies required of your subordinate. Using the scale below, rate the competency units according to its CRITICALITY to his/her job, his/her level of COMPETENCY, and the FREQUENCY by which your subordinate performs the competency. Please answer carefully as this assessment will determine your subordinate's Professional Development Plan. | | | | | | | | | | | | |
|  |  | **SCALE GUIDE** | | | | | | | | | | |
| **CRITICALITY TO JOB** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Slightly important | | | | | | | | | | |
|  | 2 | Moderately important | | | | | | | | | | |
|  | 3 | Highly important | | | | | | | | | | |
| **LEVEL OF COMPETENCE** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 0 | Not competent | | | | | | | | | | |
|  | 1 | Slightly competent | | | | | | | | | | |
|  | 2 | Moderately competent | | | | | | | | | | |
|  | 3 | Competent | | | | | | | | | | |
|  | 4 | Highly competent | | | | | | | | | | |
| **FREQUENCY OF UTILIZATION** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Rarely | | | | | | | | | | |
|  | 2 | Occasionally | | | | | | | | | | |
|  | 3 | Frequently | | | | | | | | | | |

| **Unit of Competency** | **Elements** | **Criticality to Job** | | | **Level of Competence** | | | | | **Frequency of Utilization** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **0** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| Practice Strategic and Critical Thinking | Communicate the vision of the Agency |  |  |  |  |  |  |  |  |  |  |  |
| Formulate objectives and priorities |  |  |  |  |  |  |  |  |  |  |  |
| Collect and analyze environmental information |  |  |  |  |  |  |  |  |  |  |  |
| Lead in a Continuously Changing Environment | Maintain an open mind to changing circumstances and new information |  |  |  |  |  |  |  |  |  |  |  |
| Implement new and better way of accomplishing result |  |  |  |  |  |  |  |  |  |  |  |
| Manage change process |  |  |  |  |  |  |  |  |  |  |  |
| Develop and Empower Others to Establish Collective Accountability for Results | Develop others to perform and contribute to the Agency |  |  |  |  |  |  |  |  |  |  |  |
| Deal with others |  |  |  |  |  |  |  |  |  |  |  |
| Delegate work instructions |  |  |  |  |  |  |  |  |  |  |  |
| Organize Linkages and Network for Productive Partnership | Build alliances and network |  |  |  |  |  |  |  |  |  |  |  |
| Manage internal and external politics |  |  |  |  |  |  |  |  |  |  |  |
| Maintain partnership arrangement |  |  |  |  |  |  |  |  |  |  |  |
| Plan and Organize for Greater Impact | Set performance standards |  |  |  |  |  |  |  |  |  |  |  |
| Create system and workflow |  |  |  |  |  |  |  |  |  |  |  |
| Manage workflow |  |  |  |  |  |  |  |  |  |  |  |
| Drive Performance for Integrity and Service | Set clear goals for personnel |  |  |  |  |  |  |  |  |  |  |  |
| Establish criteria or work procedure |  |  |  |  |  |  |  |  |  |  |  |
| Monitor employee performance |  |  |  |  |  |  |  |  |  |  |  |

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| **ASSESSMENT OF CURRENT COMPETENCIES** | | | | | | | | | | | | |
| **[Supervisor Rating]** | | | | | | | | | | | | |
| for the period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | |
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| **Name:** | | **Office:** | |  | | | | **Division:** | | |  | |
| **Name of Subordinate:** | | | | **Position of Subordinate:** Senior TESD Specialist | | | | | | | | |
| **INSTRUCTIONS:** Below are the units of competencies required of your subordinate. Using the scale below, rate the competency units according to its CRITICALITY to his/her job, his/her level of COMPETENCY, and the FREQUENCY by which your subordinate performs the competency. Please answer carefully as this assessment will determine your subordinate's Professional Development Plan. | | | | | | | | | | | | |
|  |  | SCALE GUIDE | | | | | | | | | | |
| **CRITICALITY TO JOB** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Slightly important | | | | | | | | | | |
|  | 2 | Moderately important | | | | | | | | | | |
|  | 3 | Highly important | | | | | | | | | | |
| **LEVEL OF COMPETENCE** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 0 | Not competent | | | | | | | | | | |
|  | 1 | Slightly competent | | | | | | | | | | |
|  | 2 | Moderately competent | | | | | | | | | | |
|  | 3 | Competent | | | | | | | | | | |
|  | 4 | Highly competent | | | | | | | | | | |
| **FREQUENCY OF UTILIZATION** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Rarely | | | | | | | | | | |
|  | 2 | Occasionally | | | | | | | | | | |
|  | 3 | Frequently | | | | | | | | | | |

| **Unit of Competency** | **Elements** | **Criticality to Job** | | | **Level of Competence** | | | | | **Frequency of Utilization** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **0** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| Work effectively in vocational education and training | Work within the vocational education and training policy framework |  |  |  |  |  |  |  |  |  |  |  |
| Work within the training organization's quality framework |  |  |  |  |  |  |  |  |  |  |  |
| Manage work and work relationships |  |  |  |  |  |  |  |  |  |  |  |
| Demonstrate a client-focused approach to work |  |  |  |  |  |  |  |  |  |  |  |
| Participate in workplace communication | Obtain and convey workplace information |  |  |  |  |  |  |  |  |  |  |  |
| Complete relevant work related documents |  |  |  |  |  |  |  |  |  |  |  |
| Participate in workplace meetings and discussions |  |  |  |  |  |  |  |  |  |  |  |
| Work in team environment | Describe team role and scope |  |  |  |  |  |  |  |  |  |  |  |
| Identify own role and responsibility within team |  |  |  |  |  |  |  |  |  |  |  |
| Work as a team member |  |  |  |  |  |  |  |  |  |  |  |
| Interact with customers | Deliver services to customers |  |  |  |  |  |  |  |  |  |  |  |
| Respond to customer complaints |  |  |  |  |  |  |  |  |  |  |  |
| Document the services delivered to customers |  |  |  |  |  |  |  |  |  |  |  |
| Identify customers’ special requirements |  |  |  |  |  |  |  |  |  |  |  |
| Implement quality standards and procedures | Review standards and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Deploy standards and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Monitors the implementation of deployed standards and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Promote programs and services | Segment the market |  |  |  |  |  |  |  |  |  |  |  |
| Determine products and services’ value proposition |  |  |  |  |  |  |  |  |  |  |  |
| Develop marketing plan |  |  |  |  |  |  |  |  |  |  |  |
| Implement marketing plan |  |  |  |  |  |  |  |  |  |  |  |
| Implement programs and projects | Review PPS to be implemented |  |  |  |  |  |  |  |  |  |  |  |
| Organize resources |  |  |  |  |  |  |  |  |  |  |  |
| Administer programs, projects and services |  |  |  |  |  |  |  |  |  |  |  |
| Conduct research | Gather data |  |  |  |  |  |  |  |  |  |  |  |
| Organize Data |  |  |  |  |  |  |  |  |  |  |  |
| Analyze Data |  |  |  |  |  |  |  |  |  |  |  |
| Prepare report |  |  |  |  |  |  |  |  |  |  |  |
| Maintain information system and database | Monitor the agency’s system and databases |  |  |  |  |  |  |  |  |  |  |  |
| Store/Update database |  |  |  |  |  |  |  |  |  |  |  |
| Access data and information |  |  |  |  |  |  |  |  |  |  |  |
| Generate data or information |  |  |  |  |  |  |  |  |  |  |  |
| Make backup copies of database |  |  |  |  |  |  |  |  |  |  |  |
| Prepare report | Gather Data |  |  |  |  |  |  |  |  |  |  |  |
| Draft report |  |  |  |  |  |  |  |  |  |  |  |
| Finalize report |  |  |  |  |  |  |  |  |  |  |  |
| Conduct TNA | Determine competency requirements |  |  |  |  |  |  |  |  |  |  |  |
| Prepare TNA Instrument |  |  |  |  |  |  |  |  |  |  |  |
| Administer TNA questionnaire |  |  |  |  |  |  |  |  |  |  |  |
| Analyze results |  |  |  |  |  |  |  |  |  |  |  |
| Draft summary of TNA result in submitted to immediate supervisor within set time frame |  |  |  |  |  |  |  |  |  |  |  |
| Utilize IT Applications | Set-up work environment |  |  |  |  |  |  |  |  |  |  |  |
| Utilize word processing application |  |  |  |  |  |  |  |  |  |  |  |
| Utilize presenter application |  |  |  |  |  |  |  |  |  |  |  |
| Utilize spread sheet application |  |  |  |  |  |  |  |  |  |  |  |
| Utilize internet to communicate and collect information |  |  |  |  |  |  |  |  |  |  |  |

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|  |  |  |  |  |  |  | Rev. No. 00 - 03/01/17 | | | | | |
| **TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY** | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **ASSESSMENT OF CURRENT COMPETENCIES** | | | | | | | | | | | | |
| **[Supervisor Rating]** | | | | | | | | | | | | |
| for the period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | |
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| **Name:** | | **Office:** | |  | | | | **Division:** | | |  | |
| **Name of Subordinate:** | | | | **Position of Subordinate:** Supervising AO/Supervising TESDS | | | | | | | | |
| **INSTRUCTIONS:** Below are the units of competencies required of your subordinate. Using the scale below, rate the competency units according to its CRITICALITY to his/her job, his/her level of COMPETENCY, and the FREQUENCY by which your subordinate performs the competency. Please answer carefully as this assessment will determine your subordinate's Professional Development Plan. | | | | | | | | | | | | |
|  |  | **SCALE GUIDE** | | | | | | | | | | |
| **CRITICALITY TO JOB** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Slightly important | | | | | | | | | | |
|  | 2 | Moderately important | | | | | | | | | | |
|  | 3 | Highly important | | | | | | | | | | |
| **LEVEL OF COMPETENCE** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 0 | Not competent | | | | | | | | | | |
|  | 1 | Slightly competent | | | | | | | | | | |
|  | 2 | Moderately competent | | | | | | | | | | |
|  | 3 | Competent | | | | | | | | | | |
|  | 4 | Highly competent | | | | | | | | | | |
| **FREQUENCY OF UTILIZATION** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Rarely | | | | | | | | | | |
|  | 2 | Occasionally | | | | | | | | | | |
|  | 3 | Frequently | | | | | | | | | | |

| **Unit of Competency** | **Elements** | **Criticality to Job** | | | **Level of Competence** | | | | | **Frequency of Utilization** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **0** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| Work effectively in vocational education and training | Work within the vocational education and training policy framework |  |  |  |  |  |  |  |  |  |  |  |
| Work within the training organization's quality framework |  |  |  |  |  |  |  |  |  |  |  |
| Manage work and work relationships |  |  |  |  |  |  |  |  |  |  |  |
| Demonstrate a client-focused approach to work |  |  |  |  |  |  |  |  |  |  |  |
| Lead Workplace Communication | Communicate information about workplace processes |  |  |  |  |  |  |  |  |  |  |  |
| Facilitate group discussion |  |  |  |  |  |  |  |  |  |  |  |
| Conduct interview |  |  |  |  |  |  |  |  |  |  |  |
| Develop Small Teams and Individuals | Provide team leadership |  |  |  |  |  |  |  |  |  |  |  |
| Assign responsibilities |  |  |  |  |  |  |  |  |  |  |  |
| Set performance expectations for team members |  |  |  |  |  |  |  |  |  |  |  |
| Supervise team performance |  |  |  |  |  |  |  |  |  |  |  |
| Supervise Provision of Quality Customer Service | Check approaches to enhance customer service quality |  |  |  |  |  |  |  |  |  |  |  |
| Review approaches in the delivery of quality service |  |  |  |  |  |  |  |  |  |  |  |
| Monitor and evaluate customer service |  |  |  |  |  |  |  |  |  |  |  |
| Supervise Implementation of Quality Standards and Procedures | Review standards and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Deployment of standards and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Evaluate standards and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Supervise the Implementation of Programs, Projects and Systems | Define office targets |  |  |  |  |  |  |  |  |  |  |  |
| Provide direction in all aspects of work assignment |  |  |  |  |  |  |  |  |  |  |  |
| Monitor and evaluate implementation of programs and projects |  |  |  |  |  |  |  |  |  |  |  |
| Make informed decisions |  |  |  |  |  |  |  |  |  |  |  |
| Supervise Workplace Health, Safety, Security Practices and Environmental Requirements | Check compliance to workplace health, safety, security and environmental practices |  |  |  |  |  |  |  |  |  |  |  |
| Check procedure in dealing with emergency situations |  |  |  |  |  |  |  |  |  |  |  |
| Prepare security and safety report |  |  |  |  |  |  |  |  |  |  |  |
| Supervise the Promotion of Programs and Services | Check products and services’ value provided |  |  |  |  |  |  |  |  |  |  |  |
| Evaluate developed marketing plan |  |  |  |  |  |  |  |  |  |  |  |
| Monitor implementation of marketing plan |  |  |  |  |  |  |  |  |  |  |  |
| Utilize IT Applications | Set-up work environment |  |  |  |  |  |  |  |  |  |  |  |
| Utilize word processing application |  |  |  |  |  |  |  |  |  |  |  |
| Utilize presenter application |  |  |  |  |  |  |  |  |  |  |  |
| Utilize spreadsheet application |  |  |  |  |  |  |  |  |  |  |  |
| Utilize internet to communicate and collect information |  |  |  |  |  |  |  |  |  |  |  |
| Mentor/Coach Personnel | Prepare for mentoring/ coaching activities |  |  |  |  |  |  |  |  |  |  |  |
| Conduct mentoring/ coaching |  |  |  |  |  |  |  |  |  |  |  |
| Evaluate mentoring/ coaching outcomes |  |  |  |  |  |  |  |  |  |  |  |

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| **TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY** | | | | | | | | | | | | |
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| **ASSESSMENT OF CURRENT COMPETENCIES** | | | | | | | | | | | | |
| **[Supervisor Rating]** | | | | | | | | | | | | |
| for the period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | |
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| **Name:** | | **Office:** | |  | | | | **Division:** | | |  | |
| **Name of Subordinate:** | | | | **Position of Subordinate:** TESD I | | | | | | | | |
| **INSTRUCTIONS:** Below are the units of competencies required of your subordinate. Using the scale below, rate the competency units according to its CRITICALITY to his/her job, his/her level of COMPETENCY, and the FREQUENCY by which your subordinate performs the competency. Please answer carefully as this assessment will determine your subordinate's Professional Development Plan. | | | | | | | | | | | | |
|  |  | **SCALE GUIDE** | | | | | | | | | | |
| **CRITICALITY TO JOB** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Slightly important | | | | | | | | | | |
|  | 2 | Moderately important | | | | | | | | | | |
|  | 3 | Highly important | | | | | | | | | | |
| **LEVEL OF COMPETENCE** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 0 | Not competent | | | | | | | | | | |
|  | 1 | Slightly competent | | | | | | | | | | |
|  | 2 | Moderately competent | | | | | | | | | | |
|  | 3 | Competent | | | | | | | | | | |
|  | 4 | Highly competent | | | | | | | | | | |
| **FREQUENCY OF UTILIZATION** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Rarely | | | | | | | | | | |
|  | 2 | Occasionally | | | | | | | | | | |
|  | 3 | Frequently | | | | | | | | | | |

| **Unit of Competency** | **Elements** | **Criticality to Job** | | | **Level of Competence** | | | | | **Frequency of Utilization** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **0** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| Work effectively in vocational education and training | Work within the vocational education and training policy framework |  |  |  |  |  |  |  |  |  |  |  |
| Work within the training organization's quality framework |  |  |  |  |  |  |  |  |  |  |  |
| Manage work and work relationships |  |  |  |  |  |  |  |  |  |  |  |
| Demonstrate a client-focused approach to work |  |  |  |  |  |  |  |  |  |  |  |
| Participate in workplace communication | Obtain and convey workplace information |  |  |  |  |  |  |  |  |  |  |  |
| Complete relevant work related documents |  |  |  |  |  |  |  |  |  |  |  |
| Participate in workplace meetings and discussions |  |  |  |  |  |  |  |  |  |  |  |
| Work in team environment | Describe team role and scope |  |  |  |  |  |  |  |  |  |  |  |
| Identify own role and responsibility within team |  |  |  |  |  |  |  |  |  |  |  |
| Work as a team member |  |  |  |  |  |  |  |  |  |  |  |
| Interact with customers | Deliver services to customers |  |  |  |  |  |  |  |  |  |  |  |
| Respond to customer complaints |  |  |  |  |  |  |  |  |  |  |  |
| Document the services delivered to customers |  |  |  |  |  |  |  |  |  |  |  |
| Identify customers’ special requirements |  |  |  |  |  |  |  |  |  |  |  |
| Implement quality standards and procedures | Review standards and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Deploy standards and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Monitors the implementation of deployed standards and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Promote programs and services | Segment the market |  |  |  |  |  |  |  |  |  |  |  |
| Determine products and services’ value proposition |  |  |  |  |  |  |  |  |  |  |  |
| Develop marketing plan |  |  |  |  |  |  |  |  |  |  |  |
| Implement marketing plan |  |  |  |  |  |  |  |  |  |  |  |
| Utilize IT Applications | Set-up work environment |  |  |  |  |  |  |  |  |  |  |  |
| Utilize word processing application |  |  |  |  |  |  |  |  |  |  |  |
| Utilize presenter application |  |  |  |  |  |  |  |  |  |  |  |
| Utilize spread sheet application |  |  |  |  |  |  |  |  |  |  |  |
| Utilize internet to communicate and collect information |  |  |  |  |  |  |  |  |  |  |  |

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| **TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY** | | | | | | | | | | | | |
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| **ASSESSMENT OF CURRENT COMPETENCIES** | | | | | | | | | | | | |
| **[Supervisor Rating]** | | | | | | | | | | | | |
| for the period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | |
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| **Name:** | | **Office:** | |  | | | | **Division:** | | |  | |
| **Name of Subordinate:** | | | | **Position of Subordinate:** TESD Specialist II | | | | | | | | |
| **INSTRUCTIONS:** Below are the units of competencies required of your subordinate. Using the scale below, rate the competency units according to its CRITICALITY to his/her job, his/her level of COMPETENCY, and the FREQUENCY by which your subordinate performs the competency. Please answer carefully as this assessment will determine your subordinate's Professional Development Plan. | | | | | | | | | | | | |
|  |  | **SCALE GUIDE** | | | | | | | | | | |
| **CRITICALITY TO JOB** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Slightly important | | | | | | | | | | |
|  | 2 | Moderately important | | | | | | | | | | |
|  | 3 | Highly important | | | | | | | | | | |
| **LEVEL OF COMPETENCE** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 0 | Not competent | | | | | | | | | | |
|  | 1 | Slightly competent | | | | | | | | | | |
|  | 2 | Moderately competent | | | | | | | | | | |
|  | 3 | Competent | | | | | | | | | | |
|  | 4 | Highly competent | | | | | | | | | | |
| **FREQUENCY OF UTILIZATION** | |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 | Rarely | | | | | | | | | | |
|  | 2 | Occasionally | | | | | | | | | | |
|  | 3 | Frequently | | | | | | | | | | |

| **Unit of Competency** | **Elements** | **Criticality to Job** | | | **Level of Competence** | | | | | **Frequency of Utilization** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **0** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| Work effectively in vocational education and training | Work within the vocational education and training policy framework |  |  |  |  |  |  |  |  |  |  |  |
| Work within the training organization's quality framework |  |  |  |  |  |  |  |  |  |  |  |
| Manage work and work relationships |  |  |  |  |  |  |  |  |  |  |  |
| Demonstrate a client-focused approach to work |  |  |  |  |  |  |  |  |  |  |  |
| Participate in workplace communication | Obtain and convey workplace information |  |  |  |  |  |  |  |  |  |  |  |
| Complete relevant work related documents |  |  |  |  |  |  |  |  |  |  |  |
| Participate in workplace meetings and discussions |  |  |  |  |  |  |  |  |  |  |  |
| Work in team environment | Describe team role and scope |  |  |  |  |  |  |  |  |  |  |  |
| Identify own role and responsibility within team |  |  |  |  |  |  |  |  |  |  |  |
| Work as a team member |  |  |  |  |  |  |  |  |  |  |  |
| Interact with customers | Deliver services to customers |  |  |  |  |  |  |  |  |  |  |  |
| Respond to customer complaints |  |  |  |  |  |  |  |  |  |  |  |
| Document the services delivered to customers |  |  |  |  |  |  |  |  |  |  |  |
| Identify customers’ special requirements |  |  |  |  |  |  |  |  |  |  |  |
| Implement quality standards and procedures | Review standards and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Deploy standards and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Monitors the implementation of deployed standards and procedures |  |  |  |  |  |  |  |  |  |  |  |
| Promote programs and services | Segment the market |  |  |  |  |  |  |  |  |  |  |  |
| Determine products and services’ value proposition |  |  |  |  |  |  |  |  |  |  |  |
| Develop marketing plan |  |  |  |  |  |  |  |  |  |  |  |
| Implement marketing plan |  |  |  |  |  |  |  |  |  |  |  |
| Write basic communication | Determine document requirement |  |  |  |  |  |  |  |  |  |  |  |
| Gather data |  |  |  |  |  |  |  |  |  |  |  |
| Prepare and present document |  |  |  |  |  |  |  |  |  |  |  |
| Utilize IT Applications | Set-up work environment |  |  |  |  |  |  |  |  |  |  |  |
| Utilize word processing application |  |  |  |  |  |  |  |  |  |  |  |
| Utilize presenter application |  |  |  |  |  |  |  |  |  |  |  |
| Utilize spread sheet application |  |  |  |  |  |  |  |  |  |  |  |
| Utilize internet to communicate and collect information |  |  |  |  |  |  |  |  |  |  |  |
| Gather data | Determine data requirements |  |  |  |  |  |  |  |  |  |  |  |
| Determine the data gathering method/ techniques |  |  |  |  |  |  |  |  |  |  |  |
| Develop data gathering instruments |  |  |  |  |  |  |  |  |  |  |  |
| Gather data |  |  |  |  |  |  |  |  |  |  |  |
| Deploy data gathering instrument |  |  |  |  |  |  |  |  |  |  |  |
| Maintain database | Monitor the agency’s databases |  |  |  |  |  |  |  |  |  |  |  |
| Store/Update of database |  |  |  |  |  |  |  |  |  |  |  |
| Access of data and information |  |  |  |  |  |  |  |  |  |  |  |
| Generate data or information |  |  |  |  |  |  |  |  |  |  |  |
| Make backup copies of database |  |  |  |  |  |  |  |  |  |  |  |

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**TESDA-OP-AS-01-F03**

**Rev. No. 00 - 03/01/17**

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| **TRAINING NEEDS ANALYSIS OF CURRENT COMPETENCIES (ACCOUNTANT III)** | |
| Name of Employee: | Name of Supervisor: |
| Office/Division/Unit: |

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| **UNIT OF COMPETENCY** | **ELEMENTS OF UNIT** | **CRITICALITY TO JOB** | | **COMPETENCY LEVEL** | | **FREQUENCY OF APPLICATION** | | **Competency Profile Results** |
| *Sf* | *Sp* | *Sf* | *Sp* | *Sf* | *Sp* |
| Work effectively in vocational education and training | Work within the vocational education and training policy framework |  |  |  |  |  |  |  |
| Work within the training organization’s quality framework |  |  |  |  |  |  |  |
| Manage work and work relationships |  |  |  |  |  |  |  |
| Demonstrate a client-focused approach to work |  |  |  |  |  |  |  |
| Participate in workplace communication | Obtain and convey workplace information |  |  |  |  |  |  |  |
| Complete relevant work related documents |  |  |  |  |  |  |  |
| Participate in workplace meetings and discussions |  |  |  |  |  |  |  |
| Work in team environment | Describe team role and scope |  |  |  |  |  |  |  |
| Identify own role and responsibility within team |  |  |  |  |  |  |  |
| Work as a team member |  |  |  |  |  |  |  |
| Interact with customers | Deliver services to customers |  |  |  |  |  |  |  |
| Respond to customer complaints |  |  |  |  |  |  |  |
| Document the services delivered to customers |  |  |  |  |  |  |  |
| Identify customers’ special requirements |  |  |  |  |  |  |  |
| Implement quality standards and procedures | Review standards and procedures |  |  |  |  |  |  |  |
| Deploy standards and procedures |  |  |  |  |  |  |  |
| Monitors the implementation of deployed standards and procedures |  |  |  |  |  |  |  |
| Process disbursement documents | Check and review source documents |  |  |  |  |  |  |  |
| Prepare accounting forms |  |  |  |  |  |  |  |
| Maintain books of accounts | Gather reports |  |  |  |  |  |  |  |
| Prepare journal entry voucher |  |  |  |  |  |  |  |
| Maintain subsidiary and general ledger |  |  |  |  |  |  |  |

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| **TRAINING PRIORITY LIST** | | 0-4: Not Competent  5-12: Slightly Competent 13-20: Moderately Competent 21-28: Competent 29-36: Highly competent   Not Competent, Slightly Competent, and Moderately Competent results AUTOMATICALLY require trainings | | | | | | |
| Based on the ratings provided by the respondents, the employee/official must undergo training programs that will address deficiencies on the following competencies: | |
| 1 | |
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| Prepared by: |  | Noted by: | | | |  |  |  |
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| **TRAINING NEEDS ANALYSIS OF CURRENT COMPETENCIES (ADMINISTRATIVE AIDE I)** | |
| Name of Employee: | Name of Supervisor: |
| Office/Division/Unit: |

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| **UNIT OF COMPETENCY** | **ELEMENTS OF UNIT** | **CRITICALITY TO JOB** | | **COMPETENCY LEVEL** | | **FREQUENCY OF APPLICATION** | | **Competency Profile Results** |
| *Sf* | *Sp* | *Sf* | *Sp* | *Sf* | *Sp* |
| Work effectively in vocational education and training | Work within the vocational education and training policy framework |  |  |  |  |  |  |  |
| Work within the training organization’s quality framework |  |  |  |  |  |  |  |
| Manage work and work relationships |  |  |  |  |  |  |  |
| Demonstrate a client-focused approach to work |  |  |  |  |  |  |  |
| Receive and respond to workplace communication | Follow routine spoken instructions |  |  |  |  |  |  |  |
| Follow written instructions and notices |  |  |  |  |  |  |  |
| Prepare simple memo |  |  |  |  |  |  |  |
| Work with others | Develop effective workplace relationship |  |  |  |  |  |  |  |
| Contribute to work group activities |  |  |  |  |  |  |  |
| Demonstrate work values | Apply work values/ethics |  |  |  |  |  |  |  |
| Deal with ethical problems |  |  |  |  |  |  |  |
| Maintain integrity of conduct in the workplace |  |  |  |  |  |  |  |
| Practice basic housekeeping procedures | Sort and remove unnecessary items |  |  |  |  |  |  |  |
| Arrange items |  |  |  |  |  |  |  |
| Maintain work area, tools and equipment |  |  |  |  |  |  |  |
| Follow standardized work process and procedures |  |  |  |  |  |  |  |
| Perform work spontaneously |  |  |  |  |  |  |  |

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| **UNIT OF COMPETENCY** | **ELEMENTS OF UNIT** | **CRITICALITY TO JOB** | | **COMPETENCY LEVEL** | | **FREQUENCY OF APPLICATION** | | **Competency Profile Results** |
| *Sf* | *Sp* | *Sf* | *Sp* | *Sf* | *Sp* |
| **ELECTIVE COMPETENCIES** | | | | | | | | |
| Perform computer operations | Plan and prepare for task to be undertaken |  |  |  |  |  |  |  |
| Input data into computer |  |  |  |  |  |  |  |
| Access information using computer |  |  |  |  |  |  |  |
| Produce output/data using computer system |  |  |  |  |  |  |  |
| Use basic functions of a www-browser to locate information |  |  |  |  |  |  |  |
| Maintain computer equipment and systems |  |  |  |  |  |  |  |
| Compile records | Collate records |  |  |  |  |  |  |  |
| Update information in the records system |  |  |  |  |  |  |  |
| Generate reports from the records system |  |  |  |  |  |  |  |
| Perform clerical procedures | Process office documents |  |  |  |  |  |  |  |
| Draft simple communication |  |  |  |  |  |  |  |
| Maintain document filing system |  |  |  |  |  |  |  |

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| **TRAINING PRIORITY LIST** | 0-4: Not Competent  5-12: Slightly Competent 13-20: Moderately Competent 21-28: Competent 29-36: Highly competent   Not Competent, Slightly Competent, and Moderately Competent results AUTOMATICALLY require trainings |
| Based on the ratings provided by the respondents, the employee/official must undergo training programs that will address deficiencies on the following competencies: |
| 1 |
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| Prepared by: |  | Noted by: | | | |  |  |  |
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| **TRAINING NEEDS ANALYSIS OF CURRENT COMPETENCIES (ADMINISTRATIVE AIDE II)** | |
| Name of Employee: | Name of Supervisor: |
| Office/Division/Unit: |

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| **UNIT OF COMPETENCY** | **ELEMENTS OF UNIT** | **CRITICALITY TO JOB** | | **COMPETENCY LEVEL** | | **FREQUENCY OF APPLICATION** | | **Competency Profile Results** |
| *Sf* | *Sp* | *Sf* | *Sp* | *Sf* | *Sp* |
| Work effectively in vocational education and training | Work within the vocational education and training policy framework |  |  |  |  |  |  |  |
| Work within the training organization’s quality framework |  |  |  |  |  |  |  |
| Manage work and work relationships |  |  |  |  |  |  |  |
| Demonstrate a client-focused approach to work |  |  |  |  |  |  |  |
| Receive and respond to workplace communication | Follow routine spoken instructions |  |  |  |  |  |  |  |
| Follow written instructions and notices |  |  |  |  |  |  |  |
| Prepare simple memo |  |  |  |  |  |  |  |
| Work with others | Develop effective workplace relationship |  |  |  |  |  |  |  |
| Contribute to work group activities |  |  |  |  |  |  |  |
| Demonstrate work values | Apply work values/ethics |  |  |  |  |  |  |  |
| Deal with ethical problems |  |  |  |  |  |  |  |
| Maintain integrity of conduct in the workplace |  |  |  |  |  |  |  |
| Practice basic housekeeping procedures | Sort and remove unnecessary items |  |  |  |  |  |  |  |
| Arrange items |  |  |  |  |  |  |  |
| Maintain work area, tools and equipment |  |  |  |  |  |  |  |
| Follow standardized work process and procedures |  |  |  |  |  |  |  |
| Perform work spontaneously |  |  |  |  |  |  |  |

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| **UNIT OF COMPETENCY** | **ELEMENTS OF UNIT** | **CRITICALITY TO JOB** | | **COMPETENCY LEVEL** | | **FREQUENCY OF APPLICATION** | | | **Competency Profile Results** |
| *Sf* | *Sp* | *Sf* | *Sp* | *Sf* | *Sp* | |
| **ELECTIVE COMPETENCIES** | | | | | | | | | |
| Perform computer operations | Plan and prepare for task to be undertaken |  |  |  |  |  |  | |  |
| Input data into computer |  |  |  |  |  |  | |  |
| Access information using computer |  |  |  |  |  |  | |  |
| Produce output/data using computer system |  |  |  |  |  |  | |  |
| Use basic functions of a www-browser to locate information |  |  |  |  |  |  | |  |
| Maintain computer equipment and systems |  |  |  |  |  |  | |  |
| Compile records | Collate records |  |  |  |  |  |  | |  |
| Update information in the records system |  |  |  |  |  |  | |  |
| Generate reports from the records system |  |  |  |  |  |  | |  |
| Perform clerical procedures | Process office documents |  |  |  |  |  |  | |  |
| Draft simple communication |  |  |  |  |  |  | |  |
| Maintain document filing system |  |  |  |  |  |  | |  |
| Install formworks components | Prepare materials, tools and equipment for installing formworks |  |  |  |  |  |  | |  |
| Lay-out/assemble scaffolds and braces |  |  |  |  |  |  | |  |
| Set/fix form panels of building components |  |  |  |  |  |  | |  |
| Fabricate formworks | Prepare materials for fabricating formworks |  |  |  |  |  |  | |  |
| Lay-out dimension of form sheating and stiffeners |  |  |  |  |  |  | |  |
| Assemble form panels |  |  |  |  |  |  | |  |
| Install framing works | Prepare materials for framing works |  |  |  |  |  | |  |  |
| Lay-out/erect and assemble post, girts and supports |  |  |  |  |  | |  |  |
| Lay-out/install floor joists |  |  |  |  |  | |  |  |
| Lay-out/install wall studs |  |  |  |  |  | |  |  |
| Lay-out/fabricate/install roof frames |  |  |  |  |  | |  |  |
| Lay-out/install ceiling joists/frames |  |  |  |  |  | |  |  |
| Prepare/Stake-out building lines | Prepare materials for stake-out building lines |  |  |  |  |  | |  |  |
| Set batterboards |  |  |  |  |  | |  |  |
| Fix stake-out building lines |  |  |  |  |  | |  |  |

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| **UNIT OF COMPETENCY** | **ELEMENTS OF UNIT** | **CRITICALITY TO JOB** | | **COMPETENCY LEVEL** | | **FREQUENCY OF APPLICATION** | | **Competency Profile Results** |
| *Sf* | *Sp* | *Sf* | *Sp* | *Sf* | *Sp* |
| **ELECTIVE COMPETENCIES** | | | | | | | | |
| Prepare masonry Materials | Select materials to be hauled |  |  |  |  |  |  |  |
| Haul materials |  |  |  |  |  |  |  |
| Mix mortar/concrete |  |  |  |  |  |  |  |
| Perform basic masonry works | Perform basic re-bar fabrication |  |  |  |  |  |  |  |
| Erect and dismantle scaffolding (limited height) |  |  |  |  |  |  |  |
| Fabricate and strip form works |  |  |  |  |  |  |  |
| Perform excavation and back filling/compaction |  |  |  |  |  |  |  |
| Perform concreting work |  |  |  |  |  |  |  |
| Plaster concrete/masonry surface | Prepare concrete/masonry surfaces for plastering |  |  |  |  |  |  |  |
| Perform plastering work |  |  |  |  |  |  |  |
| Complete plastering work/curing |  |  |  |  |  |  |  |
| Prepare plumbing layout | Prepare tools and materials |  |  |  |  |  |  |  |
| Perform stub-out/roughing-in |  |  |  |  |  |  |  |
| Clean up work area and maintain tools |  |  |  |  |  |  |  |
| Make piping joints and connections | Fit-up joints and fittings for PVC pipe |  |  |  |  |  |  |  |
| Perform pipe joints and connections |  |  |  |  |  |  |  |
| Caulk cast iron (CI) pipes and fittings |  |  |  |  |  |  |  |
| Perform minor construction work | Make piping layouts |  |  |  |  |  |  |  |
| Cut pipes through walls and floors |  |  |  |  |  |  |  |
| Install and assemble single plumbing unit | Prepare for plumbing works |  |  |  |  |  |  |  |
| Install pipes and fittings |  |  |  |  |  |  |  |
| Install hot-and-cold water supply |  |  |  |  |  |  |  |
| Install/assemble plumbing fixtures |  |  |  |  |  |  |  |
| Perform plumbing repair and maintenance work | Repair defective pipes, fittings and plumbing fixtures |  |  |  |  |  |  |  |
| Clear clogged pipes and drains |  |  |  |  |  |  |  |

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| **TRAINING PRIORITY LIST** | 0-4: Not Competent  5-12: Slightly Competent 13-20: Moderately Competent 21-28: Competent 29-36: Highly competent   Not Competent, Slightly Competent, and Moderately Competent results AUTOMATICALLY require trainings |
| Based on the ratings provided by the respondents, the employee/official must undergo training programs that will address deficiencies on the following competencies: |
| 1 |
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| (Name) |  | (Name) | | | |  |  |  |
| (Position,Office) |  | (Position,Office) | | | |  |  |  |

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| **TRAINING NEEDS ANALYSIS OF CURRENT COMPETENCIES (ADMINISTRATIVE AIDE III)** | |
| Name of Employee: | Name of Supervisor: |
| Office/Division/Unit: |

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| **UNIT OF COMPETENCY** | **ELEMENTS OF UNIT** | **CRITICALITY TO JOB** | | **COMPETENCY LEVEL** | | **FREQUENCY OF APPLICATION** | | **Competency Profile Results** |
| *Sf* | *Sp* | *Sf* | *Sp* | *Sf* | *Sp* |
| Work effectively in vocational education and training | Work within the vocational education and training policy framework |  |  |  |  |  |  |  |
| Work within the training organization’s quality framework |  |  |  |  |  |  |  |
| Manage work and work relationships |  |  |  |  |  |  |  |
| Demonstrate a client-focused approach to work |  |  |  |  |  |  |  |
| Receive and respond to workplace communication | Follow routine spoken instructions |  |  |  |  |  |  |  |
| Follow written instructions and notices |  |  |  |  |  |  |  |
| Prepare simple memo |  |  |  |  |  |  |  |
| Work with others | Develop effective workplace relationship |  |  |  |  |  |  |  |
| Contribute to work group activities |  |  |  |  |  |  |  |
| Demonstrate work values | Apply work values/ethics |  |  |  |  |  |  |  |
| Deal with ethical problems |  |  |  |  |  |  |  |
| Maintain integrity of conduct in the workplace |  |  |  |  |  |  |  |
| Practice basic housekeeping procedures | Sort and remove unnecessary items |  |  |  |  |  |  |  |
| Arrange items |  |  |  |  |  |  |  |
| Maintain work area, tools and equipment |  |  |  |  |  |  |  |
| Follow standardized work process and procedures |  |  |  |  |  |  |  |
| Perform work spontaneously |  |  |  |  |  |  |  |

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| **UNIT OF COMPETENCY** | **ELEMENTS OF UNIT** | **CRITICALITY TO JOB** | | | **COMPETENCY LEVEL** | | **FREQUENCY OF APPLICATION** | | **Competency Profile Results** |
| *Sf* | | *Sp* | *Sf* | *Sp* | *Sf* | *Sp* |
| **ELECTIVE COMPETENCIES** | | | | | | | | | |
| Perform computer operations | Plan and prepare for task to be undertaken |  |  | |  |  |  |  |  |
| Input data into computer |  |  | |  |  |  |  |  |
| Access information using computer |  |  | |  |  |  |  |  |
| Produce output/data using computer system |  |  | |  |  |  |  |  |
| Use basic functions of a www-browser to locate information |  |  | |  |  |  |  |  |
| Maintain computer equipment and systems |  |  | |  |  |  |  |  |
| Compile records | Collate records |  |  | |  |  |  |  |  |
| Update information in the records system |  |  | |  |  |  |  |  |
| Generate reports from the records system |  |  | |  |  |  |  |  |
| Perform clerical procedures | Process office documents |  |  | |  |  |  |  |  |
| Draft simple communication |  |  | |  |  |  |  |  |
| Maintain document filing system |  |  | |  |  |  |  |  |
| Clean and maintain kitchen premises | Clean, sanitize and store equipment |  |  | |  |  |  |  |  |
| Clean and sanitize premises |  |  | |  |  |  |  |  |
| Dispose of waste |  |  | |  |  |  |  |  |
| Prepare poultry and game dishes | Perform *“mise en place”* |  |  | |  |  |  |  |  |
| Cook poultry and game dishes |  |  | |  |  |  |  |  |
| Plate/present poultry and game dishes |  |  | |  |  |  |  |  |
| Store poultry and game |  |  | |  |  |  |  |  |
| Package prepared food | Perform “*mi se en place*” |  |  | |  |  |  |  |  |
| Prepare dishes and cook dishes |  |  | |  |  |  |  |  |
| Present dishes |  |  | |  |  |  |  |  |

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| **TRAINING PRIORITY LIST** | 0-4: Not Competent  5-12: Slightly Competent 13-20: Moderately Competent 21-28: Competent 29-36: Highly competent   Not Competent, Slightly Competent, and Moderately Competent results AUTOMATICALLY require trainings |
| Based on the ratings provided by the respondents, the employee/official must undergo training programs that will address deficiencies on the following competencies: |
| 1 |
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| Prepared by: |  | Noted by: | | | |  |  |  |
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| (Name) |  | (Name) | | | |  |  |  |
| (Position,Office) |  | (Position,Office) | | | |  |  |  |

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| **TRAINING NEEDS ANALYSIS OF CURRENT COMPETENCIES (ADMINISTRATIVE AIDE IV)** | |
| Name of Employee: | Name of Supervisor: |
| Office/Division/Unit: |

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| **UNIT OF COMPETENCY** | **ELEMENTS OF UNIT** | **CRITICALITY TO JOB** | | **COMPETENCY LEVEL** | | **FREQUENCY OF APPLICATION** | | **Competency Profile Results** |
| *Sf* | *Sp* | *Sf* | *Sp* | *Sf* | *Sp* |
| Work effectively in vocational education and training | Work within the vocational education and training policy framework |  |  |  |  |  |  |  |
| Work within the training organization’s quality framework |  |  |  |  |  |  |  |
| Manage work and work relationships |  |  |  |  |  |  |  |
| Demonstrate a client-focused approach to work |  |  |  |  |  |  |  |
| Receive and respond to workplace communication | Follow routine spoken instructions |  |  |  |  |  |  |  |
| Follow written instructions and notices |  |  |  |  |  |  |  |
| Prepare simple memo |  |  |  |  |  |  |  |
| Work with others | Develop effective workplace relationship |  |  |  |  |  |  |  |
| Contribute to work group activities |  |  |  |  |  |  |  |
| Demonstrate work values | Apply work values/ethics |  |  |  |  |  |  |  |
| Deal with ethical problems |  |  |  |  |  |  |  |
| Maintain integrity of conduct in the workplace |  |  |  |  |  |  |  |
| Practice basic housekeeping procedures | Sort and remove unnecessary items |  |  |  |  |  |  |  |
| Arrange items |  |  |  |  |  |  |  |
| Maintain work area, tools and equipment |  |  |  |  |  |  |  |
| Follow standardized work process and procedures |  |  |  |  |  |  |  |
| Perform work spontaneously |  |  |  |  |  |  |  |

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| **UNIT OF COMPETENCY** | **ELEMENTS OF UNIT** | **CRITICALITY TO JOB** | | **COMPETENCY LEVEL** | | **FREQUENCY OF APPLICATION** | | **Competency Profile Results** |
| *Sf* | *Sp* | *Sf* | *Sp* | *Sf* | *Sp* |
| **ELECTIVE COMPETENCIES** | | | | | | | | |
| Perform computer operations | Plan and prepare for task to be undertaken |  |  |  |  |  |  |  |
| Input data into computer |  |  |  |  |  |  |  |
| Access information using computer |  |  |  |  |  |  |  |
| Produce output/data using computer system |  |  |  |  |  |  |  |
| Use basic functions of a www-browser to locate information |  |  |  |  |  |  |  |
| Maintain computer equipment and systems |  |  |  |  |  |  |  |
| Compile records | Collate records |  |  |  |  |  |  |  |
| Update information in the records system |  |  |  |  |  |  |  |
| Generate reports from the records system |  |  |  |  |  |  |  |
| Perform clerical procedures | Process office documents |  |  |  |  |  |  |  |
| Draft simple communication |  |  |  |  |  |  |  |
| Maintain document filing system |  |  |  |  |  |  |  |
| Carry out minor vehicle maintenance and servicing | Clean vehicle unit |  |  |  |  |  |  |  |
| Maintain and service the vehicle system |  |  |  |  |  |  |  |
| Diagnose vehicle faults and undertake minor repairs |  |  |  |  |  |  |  |
| Drive light vehicle | Perform light vehicle pre-starting and warm-up |  |  |  |  |  |  |  |
| Drive light vehicle |  |  |  |  |  |  |  |
| Comply traffic rules and regulations |  |  |  |  |  |  |  |
| Monitor and maintain vehicle performance |  |  |  |  |  |  |  |
| Implement and coordinate accident-emergency procedures | Respond to emergencies |  |  |  |  |  |  |  |
| Arrange follow-up support and assistance |  |  |  |  |  |  |  |

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| **TRAINING PRIORITY LIST** | 0-4: Not Competent  5-12: Slightly Competent 13-20: Moderately Competent 21-28: Competent 29-36: Highly competent   Not Competent, Slightly Competent, and Moderately Competent results AUTOMATICALLY require trainings |
| Based on the ratings provided by the respondents, the employee/official must undergo training programs that will address deficiencies on the following competencies: |
| 1 |
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| Prepared by: |  | Noted by: | | | |  |  |  |
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| (Name) |  | (Name) | | | |  |  |  |
| (Position,Office) |  | (Position,Office) | | | |  |  |  |

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| **TRAINING NEEDS ANALYSIS OF CURRENT COMPETENCIES (ADMINISTRATIVE AIDE V)** | |
| Name of Employee: | Name of Supervisor: |
| Office/Division/Unit: |

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| **UNIT OF COMPETENCY** | **ELEMENTS OF UNIT** | **CRITICALITY TO JOB** | | **COMPETENCY LEVEL** | | **FREQUENCY OF APPLICATION** | | **Competency Profile Results** |
| *Sf* | *Sp* | *Sf* | *Sp* | *Sf* | *Sp* |
| Work effectively in vocational education and training | Work within the vocational education and training policy framework |  |  |  |  |  |  |  |
| Work within the training organization’s quality framework |  |  |  |  |  |  |  |
| Manage work and work relationships |  |  |  |  |  |  |  |
| Demonstrate a client-focused approach to work |  |  |  |  |  |  |  |
| Receive and respond to workplace communication | Follow routine spoken instructions |  |  |  |  |  |  |  |
| Follow written instructions and notices |  |  |  |  |  |  |  |
| Prepare simple memo |  |  |  |  |  |  |  |
| Work with others | Develop effective workplace relationship |  |  |  |  |  |  |  |
| Contribute to work group activities |  |  |  |  |  |  |  |
| Demonstrate work values | Apply work values/ethics |  |  |  |  |  |  |  |
| Deal with ethical problems |  |  |  |  |  |  |  |
| Maintain integrity of conduct in the workplace |  |  |  |  |  |  |  |
| Practice basic housekeeping procedures | Sort and remove unnecessary items |  |  |  |  |  |  |  |
| Arrange items |  |  |  |  |  |  |  |
| Maintain work area, tools and equipment |  |  |  |  |  |  |  |
| Follow standardized work process and procedures |  |  |  |  |  |  |  |
| Perform work spontaneously |  |  |  |  |  |  |  |

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| **UNIT OF COMPETENCY** | **ELEMENTS OF UNIT** | **CRITICALITY TO JOB** | | **COMPETENCY LEVEL** | | **FREQUENCY OF APPLICATION** | | **Competency Profile Results** |
| *Sf* | *Sp* | *Sf* | *Sp* | *Sf* | *Sp* |
| **ELECTIVE COMPETENCIES** | | | | | | | | |
| Perform computer operations | Plan and prepare for task to be undertaken |  |  |  |  |  |  |  |
| Input data into computer |  |  |  |  |  |  |  |
| Access information using computer |  |  |  |  |  |  |  |
| Produce output/data using computer system |  |  |  |  |  |  |  |
| Use basic functions of a www-browser to locate information |  |  |  |  |  |  |  |
| Maintain computer equipment and systems |  |  |  |  |  |  |  |
| Compile records | Collate records |  |  |  |  |  |  |  |
| Update information in the records system |  |  |  |  |  |  |  |
| Generate reports from the records system |  |  |  |  |  |  |  |
| Perform clerical procedures | Process office documents |  |  |  |  |  |  |  |
| Draft simple communication |  |  |  |  |  |  |  |
| Maintain document filing system |  |  |  |  |  |  |  |
| Carry out minor vehicle maintenance and servicing | Clean vehicle unit |  |  |  |  |  |  |  |
| Maintain and service the vehicle system |  |  |  |  |  |  |  |
| Diagnose vehicle faults and undertake minor repairs |  |  |  |  |  |  |  |
| Drive light vehicle | Perform light vehicle pre-starting and warm-up |  |  |  |  |  |  |  |
| Drive light vehicle |  |  |  |  |  |  |  |
| Comply traffic rules and regulations |  |  |  |  |  |  |  |
| Monitor and maintain vehicle performance |  |  |  |  |  |  |  |
| Implement and coordinate accident-emergency procedures | Respond to emergencies |  |  |  |  |  |  |  |
| Arrange follow-up support and assistance |  |  |  |  |  |  |  |
| Clean and maintain kitchen premises | Clean, sanitize and store equipment |  |  |  |  |  |  |  |
| Clean and sanitize premises |  |  |  |  |  |  |  |
| Dispose of waste |  |  |  |  |  |  |  |

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| **UNIT OF COMPETENCY** | **ELEMENTS OF UNIT** | **CRITICALITY TO JOB** | | **COMPETENCY LEVEL** | | **FREQUENCY OF APPLICATION** | | **Competency Profile Results** |
| *Sf* | *Sp* | *Sf* | *Sp* | *Sf* | *Sp* |
| Prepare poultry and game dishes | Perform *“mise en place”* |  |  |  |  |  |  |  |
| Cook poultry and game dishes |  |  |  |  |  |  |  |
| Plate/present poultry and game dishes |  |  |  |  |  |  |  |
| Store poultry and game |  |  |  |  |  |  |  |
| Package prepared food | Perform “*mi se en place*” |  |  |  |  |  |  |  |
| Prepare dishes and cook dishes |  |  |  |  |  |  |  |
| Present dishes |  |  |  |  |  |  |  |
| Coordinate office programs and activities | Define the program/activity |  |  |  |  |  |  |  |
| Arrange program detail requirements |  |  |  |  |  |  |  |
| Monitor the arrangement provided |  |  |  |  |  |  |  |

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| **TRAINING PRIORITY LIST** | 0-4: Not Competent  5-12: Slightly Competent 13-20: Moderately Competent 21-28: Competent 29-36: Highly competent   Not Competent, Slightly Competent, and Moderately Competent results AUTOMATICALLY require trainings |
| Based on the ratings provided by the respondents, the employee/official must undergo training programs that will address deficiencies on the following competencies: |
| 1 |
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| Prepared by: |  | Noted by: | | | |  |  |  |
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| (Name) |  | (Name) | | | |  |  |  |
| (Position,Office) |  | (Position,Office) | | | |  |  |  |

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| **TRAINING NEEDS ANALYSIS OF CURRENT COMPETENCIES (ADMINISTRATIVE AIDE VI)** | |
| Name of Employee: | Name of Supervisor: |
| Office/Division/Unit: |

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| **UNIT OF COMPETENCY** | **ELEMENTS OF UNIT** | **CRITICALITY TO JOB** | | **COMPETENCY LEVEL** | | **FREQUENCY OF APPLICATION** | | **Competency Profile Results** |
| *Sf* | *Sp* | *Sf* | *Sp* | *Sf* | *Sp* |
| Work effectively in vocational education and training | Work within the vocational education and training policy framework |  |  |  |  |  |  |  |
| Work within the training organization’s quality framework |  |  |  |  |  |  |  |
| Manage work and work relationships |  |  |  |  |  |  |  |
| Demonstrate a client-focused approach to work |  |  |  |  |  |  |  |
| Receive and respond to workplace communication | Follow routine spoken instructions |  |  |  |  |  |  |  |
| Follow written instructions and notices |  |  |  |  |  |  |  |
| Prepare simple memo |  |  |  |  |  |  |  |
| Work with others | Develop effective workplace relationship |  |  |  |  |  |  |  |
| Contribute to work group activities |  |  |  |  |  |  |  |
| Demonstrate work values | Apply work values/ethics |  |  |  |  |  |  |  |
| Deal with ethical problems |  |  |  |  |  |  |  |
| Maintain integrity of conduct in the workplace |  |  |  |  |  |  |  |
| Practice basic housekeeping procedures | Sort and remove unnecessary items |  |  |  |  |  |  |  |
| Arrange items |  |  |  |  |  |  |  |
| Maintain work area, tools and equipment |  |  |  |  |  |  |  |
| Follow standardized work process and procedures |  |  |  |  |  |  |  |
| Perform work spontaneously |  |  |  |  |  |  |  |

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| **UNIT OF COMPETENCY** | **ELEMENTS OF UNIT** | **CRITICALITY TO JOB** | | **COMPETENCY LEVEL** | | **FREQUENCY OF APPLICATION** | | **Competency Profile Results** |
| *Sf* | *Sp* | *Sf* | *Sp* | *Sf* | *Sp* |
| **ELECTIVE COMPETENCIES** | | | | | | | | |
| Perform computer operations | Plan and prepare for task to be undertaken |  |  |  |  |  |  |  |
| Input data into computer |  |  |  |  |  |  |  |
| Access information using computer |  |  |  |  |  |  |  |
| Produce output/data using computer system |  |  |  |  |  |  |  |
| Use basic functions of a www-browser to locate information |  |  |  |  |  |  |  |
| Maintain computer equipment and systems |  |  |  |  |  |  |  |
| Compile records | Collate records |  |  |  |  |  |  |  |
| Update information in the records system |  |  |  |  |  |  |  |
| Generate reports from the records system |  |  |  |  |  |  |  |
| Perform clerical procedures | Process office documents |  |  |  |  |  |  |  |
| Draft simple communication |  |  |  |  |  |  |  |
| Maintain document filing system |  |  |  |  |  |  |  |
| Supervise motorpool services | Conduct inventory of vehicles |  |  |  |  |  |  |  |
| Determine vehicle requirements of TESDA |  |  |  |  |  |  |  |
| Provide transportation services |  |  |  |  |  |  |  |

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| **TRAINING PRIORITY LIST** | 0-4: Not Competent  5-12: Slightly Competent 13-20: Moderately Competent 21-28: Competent 29-36: Highly competent   Not Competent, Slightly Competent, and Moderately Competent results AUTOMATICALLY require trainings |
| Based on the ratings provided by the respondents, the employee/official must undergo training programs that will address deficiencies on the following competencies: |
| 1 |
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| Prepared by: |  | Noted by: | | | |  |  |  |
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| (Name) |  | (Name) | | | |  |  |  |
| (Position,Office) |  | (Position,Office) | | | |  |  |  |

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| **TRAINING NEEDS ANALYSIS OF CURRENT COMPETENCIES (ADMINISTRATIVE ASSISTANT II)** | |
| Name of Employee: | Name of Supervisor: |
| Office/Division/Unit: |

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| **UNIT OF COMPETENCY** | **ELEMENTS OF UNIT** | **CRITICALITY TO JOB** | | **COMPETENCY LEVEL** | | **FREQUENCY OF APPLICATION** | | **Competency Profile Results** |
| *Sf* | *Sp* | *Sf* | *Sp* | *Sf* | *Sp* |
| Work effectively in vocational education and training | Work within the vocational education and training policy framework |  |  |  |  |  |  |  |
| Work within the training organization’s quality framework |  |  |  |  |  |  |  |
| Manage work and work relationships |  |  |  |  |  |  |  |
| Demonstrate a client-focused approach to work |  |  |  |  |  |  |  |
| Participate in workplace communication | Obtain and convey workplace information |  |  |  |  |  |  |  |
| Complete relevant work related documents |  |  |  |  |  |  |  |
| Participate in workplace meetings and discussions |  |  |  |  |  |  |  |
| Work in team environment | Describe team role and scope |  |  |  |  |  |  |  |
| Identify own role and responsibility within team |  |  |  |  |  |  |  |
| Work as a team member |  |  |  |  |  |  |  |
| Interact with customers | Deliver services to customers |  |  |  |  |  |  |  |
| Respond to customer complaints |  |  |  |  |  |  |  |
| Document the services delivered to customers |  |  |  |  |  |  |  |
| Identify customers’ special requirements |  |  |  |  |  |  |  |
| Promote programs and services | Segment the market |  |  |  |  |  |  |  |
| Determine products and services’ value proposition |  |  |  |  |  |  |  |
| Develop marketing plan |  |  |  |  |  |  |  |
| Implement marketing plan |  |  |  |  |  |  |  |
| Use relevant technologies | Study/select appropriate technology |  |  |  |  |  |  |  |
| Apply relevant technology |  |  |  |  |  |  |  |
| Maintain/enhance relevant technology |  |  |  |  |  |  |  |

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| **UNIT OF COMPETENCY** | **ELEMENTS OF UNIT** | **CRITICALITY TO JOB** | | **COMPETENCY LEVEL** | | **FREQUENCY OF APPLICATION** | | **Competency Profile Results** |
| *Sf* | *Sp* | *Sf* | *Sp* | *Sf* | *Sp* |
| **ELECTIVE COMPETENCIES** | | | | | | | | |
| Perform computer operations | Plan and prepare for task to be undertaken |  |  |  |  |  |  |  |
| Input data into computer |  |  |  |  |  |  |  |
| Access information using computer |  |  |  |  |  |  |  |
| Produce output/data using computer system |  |  |  |  |  |  |  |
| Use basic functions of a www-browser to locate information |  |  |  |  |  |  |  |
| Maintain computer equipment and systems |  |  |  |  |  |  |  |
| Compile records | Collate records |  |  |  |  |  |  |  |
| Update information in the records system |  |  |  |  |  |  |  |
| Generate reports from the records system |  |  |  |  |  |  |  |
| Perform clerical procedures | Process office documents |  |  |  |  |  |  |  |
| Draft simple communication |  |  |  |  |  |  |  |
| Maintain document filing system |  |  |  |  |  |  |  |
| Coordinate office programs and activities | Define the program/activity |  |  |  |  |  |  |  |
| Arrange program detail requirements |  |  |  |  |  |  |  |
| Monitor the arrangement provided |  |  |  |  |  |  |  |
| Process disbursement documents | Check and review source documents |  |  |  |  |  |  |  |
| Prepare accounting forms |  |  |  |  |  |  |  |
| Maintain air-conditioning system and mechanical facilities | Perform routine inspection |  |  |  |  |  |  |  |
| Evaluate functionality of air-con system and mechanical facilities |  |  |  |  |  |  |  |
| Perform repair air-conditioning units and mechanical equipment |  |  |  |  |  |  |  |
| Gather customer feedback |  |  |  |  |  |  |  |

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| **TRAINING PRIORITY LIST** | 0-4: Not Competent  5-12: Slightly Competent 13-20: Moderately Competent 21-28: Competent 29-36: Highly competent   Not Competent, Slightly Competent, and Moderately Competent results AUTOMATICALLY require trainings |
| Based on the ratings provided by the respondents, the employee/official must undergo training programs that will address deficiencies on the following competencies: |
| 1 |
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| Prepared by: |  | Noted by: | | | |  |  |  |
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| (Name) |  | (Name) | | | |  |  |  |
| (Position,Office) |  | (Position,Office) | | | |  |  |  |

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| **TRAINING NEEDS ANALYSIS OF CURRENT COMPETENCIES (ADMINISTRATIVE ASSISTANT III)** | |
| Name of Employee: | Name of Supervisor: |
| Office/Division/Unit: |

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| **UNIT OF COMPETENCY** | **ELEMENTS OF UNIT** | **CRITICALITY TO JOB** | | **COMPETENCY LEVEL** | | **FREQUENCY OF APPLICATION** | | **Competency Profile Results** |
| *Sf* | *Sp* | *Sf* | *Sp* | *Sf* | *Sp* |
| Work effectively in vocational education and training | Work within the vocational education and training policy framework |  |  |  |  |  |  |  |
| Work within the training organization’s quality framework |  |  |  |  |  |  |  |
| Manage work and work relationships |  |  |  |  |  |  |  |
| Demonstrate a client-focused approach to work |  |  |  |  |  |  |  |
| Participate in workplace communication | Obtain and convey workplace information |  |  |  |  |  |  |  |
| Complete relevant work related documents |  |  |  |  |  |  |  |
| Participate in workplace meetings and discussions |  |  |  |  |  |  |  |
| Work in team environment | Describe team role and scope |  |  |  |  |  |  |  |
| Identify own role and responsibility within team |  |  |  |  |  |  |  |
| Work as a team member |  |  |  |  |  |  |  |
| Interact with customers | Deliver services to customers |  |  |  |  |  |  |  |
| Respond to customer complaints |  |  |  |  |  |  |  |
| Document the services delivered to customers |  |  |  |  |  |  |  |
| Identify customers’ special requirements |  |  |  |  |  |  |  |
| Promote programs and services | Segment the market |  |  |  |  |  |  |  |
| Determine products and services’ value proposition |  |  |  |  |  |  |  |
| Develop marketing plan |  |  |  |  |  |  |  |
| Implement marketing plan |  |  |  |  |  |  |  |
| Use relevant technologies | Study/select appropriate technology |  |  |  |  |  |  |  |
| Apply relevant technology |  |  |  |  |  |  |  |
| Maintain/enhance relevant technology |  |  |  |  |  |  |  |

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| **UNIT OF COMPETENCY** | **ELEMENTS OF UNIT** | **CRITICALITY TO JOB** | | **COMPETENCY LEVEL** | | **FREQUENCY OF APPLICATION** | | **Competency Profile Results** |
| *Sf* | *Sp* | *Sf* | *Sp* | *Sf* | *Sp* |
| **ELECTIVE COMPETENCIES** | | | | | | | | |
| Perform computer operations | Plan and prepare for task to be undertaken |  |  |  |  |  |  |  |
| Input data into computer |  |  |  |  |  |  |  |
| Access information using computer |  |  |  |  |  |  |  |
| Produce output/data using computer system |  |  |  |  |  |  |  |
| Use basic functions of a www-browser to locate information |  |  |  |  |  |  |  |
| Maintain computer equipment and systems |  |  |  |  |  |  |  |
| Compile records | Collate records |  |  |  |  |  |  |  |
| Update information in the records system |  |  |  |  |  |  |  |
| Generate reports from the records system |  |  |  |  |  |  |  |
| Perform clerical procedures | Process office documents |  |  |  |  |  |  |  |
| Draft simple communication |  |  |  |  |  |  |  |
| Maintain document filing system |  |  |  |  |  |  |  |
| Coordinate office programs and activities | Define the program/activity |  |  |  |  |  |  |  |
| Arrange program detail requirements |  |  |  |  |  |  |  |
| Monitor the arrangement provided |  |  |  |  |  |  |  |
| Process disbursement documents | Check and review source documents |  |  |  |  |  |  |  |
| Prepare accounting forms |  |  |  |  |  |  |  |

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| **TRAINING PRIORITY LIST** | 0-4: Not Competent  5-12: Slightly Competent 13-20: Moderately Competent 21-28: Competent 29-36: Highly competent   Not Competent, Slightly Competent, and Moderately Competent results AUTOMATICALLY require trainings |
| Based on the ratings provided by the respondents, the employee/official must undergo training programs that will address deficiencies on the following competencies: |
| 1 |
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| Prepared by: |  | Noted by: | | | |  |  |  |
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|  |  |  |  |  |  |  |  |  |
| (Name) |  | (Name) | | | |  |  |  |
| (Position,Office) |  | (Position,Office) | | | |  |  |  |

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| **TRAINING NEEDS ANALYSIS OF CURRENT COMPETENCIES (ADMINISTRATIVE OFFICER II)** | |
| Name of Employee: | Name of Supervisor: |
| Office/Division/Unit: |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Work effectively in vocational education and training | Work within the vocational education and training policy framework |  |  |  |  |  |  |  |
| Work within the training organization’s quality framework |  |  |  |  |  |  |  |
| Manage work and work relationships |  |  |  |  |  |  |  |
| Demonstrate a client-focused approach to work |  |  |  |  |  |  |  |
| Participate in workplace communication | Obtain and convey workplace information |  |  |  |  |  |  |  |
| Complete relevant work related documents |  |  |  |  |  |  |  |
| Participate in workplace meetings and discussions |  |  |  |  |  |  |  |
| Work in team environment | Describe team role and scope |  |  |  |  |  |  |  |
| Identify own role and responsibility within team |  |  |  |  |  |  |  |
| Work as a team member |  |  |  |  |  |  |  |
| Interact with customers | Identify customers’ special requirements |  |  |  |  |  |  |  |
| Deliver services to customers |  |  |  |  |  |  |  |
| Document the services delivered to customers |  |  |  |  |  |  |  |
| Respond to customer complaints |  |  |  |  |  |  |  |
| Demonstrate awareness on standards and procedures | Review standards and procedures |  |  |  |  |  |  |  |
| Deploy standards and procedures |  |  |  |  |  |  |  |
| Monitors the implementation of deployed standards and procedures |  |  |  |  |  |  |  |
| Promote programs and services | Determine type of customers |  |  |  |  |  |  |  |
| Discuss programs and services |  |  |  |  |  |  |  |
| Prepare feedback report |  |  |  |  |  |  |  |
| Use relevant technologies | Study/select appropriate technology |  |  |  |  |  |  |  |
| Apply relevant technology |  |  |  |  |  |  |  |
| Maintain/enhance relevant technology |  |  |  |  |  |  |  |

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| **UNIT OF COMPETENCY** | | **ELEMENTS OF UNIT** | **CRITICALITY TO JOB** | | **COMPETENCY LEVEL** | | **FREQUENCY OF APPLICATION** | | **Competency Profile Results** |
| *Sf* | *Sp* | *Sf* | *Sp* | *Sf* | *Sp* |
| **ELECTIVE COMPETENCIES** | | | | | | | | | |
| Prepare report | Gather data | |  |  |  |  |  |  |  |
| Draft report | |  |  |  |  |  |  |  |
| Finalize report | |  |  |  |  |  |  |  |
| Perform clerical procedures | Process office documents | |  |  |  |  |  |  |  |
| Draft simple communication | |  |  |  |  |  |  |  |
| Maintain document filing system | |  |  |  |  |  |  |  |
| Coordinate office programs and activities | Define the program/activity | |  |  |  |  |  |  |  |
| Arrange program detail requirements | |  |  |  |  |  |  |  |
| Monitor the arrangement provided | |  |  |  |  |  |  |  |
| Process payment of obligations | Review documents | |  |  |  |  |  |  |  |
| Record obligations | |  |  |  |  |  |  |  |
| Process disbursement vouchers | |  |  |  |  |  |  |  |
| Pre-audit claims with supporting documents | |  |  |  |  |  |  |  |
| Process payment of obligation | |  |  |  |  |  |  |  |

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| **TRAINING PRIORITY LIST** | 0-4: Not Competent  5-12: Slightly Competent 13-20: Moderately Competent 21-28: Competent 29-36: Highly competent   Not Competent, Slightly Competent, and Moderately Competent results AUTOMATICALLY require trainings |
| Based on the ratings provided by the respondents, the employee/official must undergo training programs that will address deficiencies on the following competencies: |
| 1 |
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| Prepared by: |  | Noted by: | | | |  |  |  |
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| (Name) |  | (Name) | | | |  |  |  |
| (Position,Office) |  | (Position,Office) | | | |  |  |  |

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| **TRAINING NEEDS ANALYSIS OF CURRENT COMPETENCIES (ADMINISTRATIVE OFFICER III)** | |
| Name of Employee: | Name of Supervisor: |
| Office/Division/Unit: |

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| **UNIT OF COMPETENCY** | **ELEMENTS OF UNIT** | **CRITICALITY TO JOB** | | **COMPETENCY LEVEL** | | **FREQUENCY OF APPLICATION** | | **Competency Profile Results** |
| *Sf* | *Sp* | *Sf* | *Sp* | *Sf* | *Sp* |
| Work effectively in vocational education and training | Work within the vocational education and training policy framework |  |  |  |  |  |  |  |
| Work within the training organization’s quality framework |  |  |  |  |  |  |  |
| Manage work and work relationships |  |  |  |  |  |  |  |
| Demonstrate a client-focused approach to work |  |  |  |  |  |  |  |
| Participate in workplace communication | Obtain and convey workplace information |  |  |  |  |  |  |  |
| Complete relevant work related documents |  |  |  |  |  |  |  |
| Participate in workplace meetings and discussions |  |  |  |  |  |  |  |
| Work in team environment | Describe team role and scope |  |  |  |  |  |  |  |
| Identify own role and responsibility within team |  |  |  |  |  |  |  |
| Work as a team member |  |  |  |  |  |  |  |
| Interact with customers | Identify customers’ special requirements |  |  |  |  |  |  |  |
| Deliver services to customers |  |  |  |  |  |  |  |
| Document the services delivered to customers |  |  |  |  |  |  |  |
| Respond to customer complaints |  |  |  |  |  |  |  |
| Implement quality standards and procedures | Review standards and procedures |  |  |  |  |  |  |  |
| Deploy standards and procedures |  |  |  |  |  |  |  |
| Monitors the implementation of deployed standards and procedures |  |  |  |  |  |  |  |
| Promote programs and services | Identify programs and services according to priorities |  |  |  |  |  |  |  |
| Develop promotion and advocacy plan |  |  |  |  |  |  |  |
| Implement promotion and advocacy plan |  |  |  |  |  |  |  |

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| **UNIT OF COMPETENCY** | **ELEMENTS OF UNIT** | **CRITICALITY TO JOB** | | **COMPETENCY LEVEL** | | **FREQUENCY OF APPLICATION** | | **Competency Profile Results** |
| *Sf* | *Sp* | *Sf* | *Sp* | *Sf* | *Sp* |
| Utilize IT applications | Set-up work environment |  |  |  |  |  |  |  |
| Utilize word processing application |  |  |  |  |  |  |  |
| Utilize presenter application |  |  |  |  |  |  |  |
| Utilize spread sheet application |  |  |  |  |  |  |  |
| Utilize internet to communicate and collect information |  |  |  |  |  |  |  |
| **ELECTIVE COMPETENCIES** | | | | | | | | |
| Prepare report | Gather data |  |  |  |  |  |  |  |
| Draft report |  |  |  |  |  |  |  |
| Finalize report |  |  |  |  |  |  |  |
| Manage records | Collate records |  |  |  |  |  |  |  |
| Update records system |  |  |  |  |  |  |  |
| Maintain records |  |  |  |  |  |  |  |
| Coordinate office programs and activities | Define the program/activity |  |  |  |  |  |  |  |
| Arrange program detail requirements |  |  |  |  |  |  |  |
| Monitor the arrangement provided |  |  |  |  |  |  |  |
| Process personnel record | Review documents for personnel records |  |  |  |  |  |  |  |
| Maintain database |  |  |  |  |  |  |  |
| Maintain 201 files |  |  |  |  |  |  |  |
| Prepare personnel document |  |  |  |  |  |  |  |
| Process leaves | Gather monthly Daily Time Record (DTR) |  |  |  |  |  |  |  |
| Update leave balance |  |  |  |  |  |  |  |
| Prepare report |  |  |  |  |  |  |  |

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| **TRAINING PRIORITY LIST** | 0-4: Not Competent  5-12: Slightly Competent 13-20: Moderately Competent 21-28: Competent 29-36: Highly competent   Not Competent, Slightly Competent, and Moderately Competent results AUTOMATICALLY require trainings |
| Based on the ratings provided by the respondents, the employee/official must undergo training programs that will address deficiencies on the following competencies: |
| 1 |
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| Prepared by: |  | Noted by: | | | |  |  |  |
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| (Name) |  | (Name) | | | |  |  |  |
| (Position,Office) |  | (Position,Office) | | | |  |  |  |

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| **TRAINING NEEDS ANALYSIS OF CURRENT COMPETENCIES (ADMINISTRATIVE OFFICER IV)** | |
| Name of Employee: | Name of Supervisor: |
| Office/Division/Unit: |

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| **UNIT OF COMPETENCY** | **ELEMENTS OF UNIT** | **CRITICALITY TO JOB** | | **COMPETENCY LEVEL** | | **FREQUENCY OF APPLICATION** | | **Competency Profile Results** |
| *Sf* | *Sp* | *Sf* | *Sp* | *Sf* | *Sp* |
| Work effectively in vocational education and training | Work within the vocational education and training policy framework |  |  |  |  |  |  |  |
| Work within the training organization’s quality framework |  |  |  |  |  |  |  |
| Manage work and work relationships |  |  |  |  |  |  |  |
| Demonstrate a client-focused approach to work |  |  |  |  |  |  |  |
| Participate in workplace communication | Obtain and convey workplace information |  |  |  |  |  |  |  |
| Complete relevant work related documents |  |  |  |  |  |  |  |
| Participate in workplace meetings and discussions |  |  |  |  |  |  |  |
| Work in team environment | Describe team role and scope |  |  |  |  |  |  |  |
| Identify own role and responsibility within team |  |  |  |  |  |  |  |
| Work as a team member |  |  |  |  |  |  |  |
| Interact with customers | Identify customers’ special requirements |  |  |  |  |  |  |  |
| Deliver services to customers |  |  |  |  |  |  |  |
| Document the services delivered to customers |  |  |  |  |  |  |  |
| Respond to customer complaints |  |  |  |  |  |  |  |
| Implement quality standards and procedures | Review standards and procedures |  |  |  |  |  |  |  |
| Deploy standards and procedures |  |  |  |  |  |  |  |
| Monitors the implementation of deployed standards and procedures |  |  |  |  |  |  |  |
| Promote programs and services | Identify programs and services according to priorities |  |  |  |  |  |  |  |
| Develop promotion and advocacy plan |  |  |  |  |  |  |  |
| Implement promotion and advocacy plan |  |  |  |  |  |  |  |

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| **UNIT OF COMPETENCY** | **ELEMENTS OF UNIT** | **CRITICALITY TO JOB** | | **COMPETENCY LEVEL** | | **FREQUENCY OF APPLICATION** | | **Competency Profile Results** |
| *Sf* | *Sp* | *Sf* | *Sp* | *Sf* | *Sp* |
| Utilize IT applications | Set-up work environment |  |  |  |  |  |  |  |
| Utilize word processing application |  |  |  |  |  |  |  |
| Utilize presenter application |  |  |  |  |  |  |  |
| Utilize spread sheet application |  |  |  |  |  |  |  |
| Utilize internet to communicate and collect information |  |  |  |  |  |  |  |
| Prepare report | Gather data |  |  |  |  |  |  |  |
| Draft report |  |  |  |  |  |  |  |
| Finalize report |  |  |  |  |  |  |  |
| **ELECTIVE COMPETENCIES** | | | | | | | | |
| Manage records | Collate records |  |  |  |  |  |  |  |
| Update records system |  |  |  |  |  |  |  |
| Maintain records |  |  |  |  |  |  |  |
| Coordinate office programs and activities | Define the program/activity |  |  |  |  |  |  |  |
| Arrange program detail requirements |  |  |  |  |  |  |  |
| Monitor the arrangement provided |  |  |  |  |  |  |  |
| Prepare budget proposal | Prepare budget estimate |  |  |  |  |  |  |  |
| Present proposed budget |  |  |  |  |  |  |  |
| Finalize proposed budget |  |  |  |  |  |  |  |
| Update registries of allotment and obligation | Register allotment |  |  |  |  |  |  |  |
| Process obligation request |  |  |  |  |  |  |  |
| Maintain Registries of Allotment and Obligations and financial database |  |  |  |  |  |  |  |
| Maintain Registries of Allotment | Process Obligation Report |  |  |  |  |  |  |  |
| Maintain financial database |  |  |  |  |  |  |  |
| Prepare reports |  |  |  |  |  |  |  |
| Facilitate the screening of job applicants | Facilitate advertisement of job vacancies |  |  |  |  |  |  |  |
| Evaluate application documents |  |  |  |  |  |  |  |
| Perform secretariat services to the Personnel Selection Board (PSB) |  |  |  |  |  |  |  |
| Accomplish Comparative Assessment Result |  |  |  |  |  |  |  |
| Prepare and process appointment document |  |  |  |  |  |  |  |

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| **UNIT OF COMPETENCY** | **ELEMENTS OF UNIT** | **CRITICALITY TO JOB** | | **COMPETENCY LEVEL** | | **FREQUENCY OF APPLICATION** | | **Competency Profile Results** |
| *Sf* | *Sp* | *Sf* | *Sp* | *Sf* | *Sp* |
| Process personnel record | Review documents for personnel records |  |  |  |  |  |  |  |
| Maintain database |  |  |  |  |  |  |  |
| Maintain 201 files |  |  |  |  |  |  |  |
| Prepare personnel document |  |  |  |  |  |  |  |
| Conduct Training Effectiveness Analysis | Administer TE questionnaire |  |  |  |  |  |  |  |
| Analyze results |  |  |  |  |  |  |  |
| Prepare report |  |  |  |  |  |  |  |
| Process leaves | Gather monthly Daily Time Record (DTR) |  |  |  |  |  |  |  |
| Update leave balance |  |  |  |  |  |  |  |
| Prepare report |  |  |  |  |  |  |  |
| Perform records controller functions | Prepare records inventory and appraisal |  |  |  |  |  |  |  |
| Maintain QMS records |  |  |  |  |  |  |  |
| Dispose of QMS records |  |  |  |  |  |  |  |
| Procure materials, equipment and services | Identify requirements |  |  |  |  |  |  |  |
| Review documents |  |  |  |  |  |  |  |
| Purchase materials, equipment and services |  |  |  |  |  |  |  |
| Facilitate the conduct of inventory and disposal of unserviceable properties | Prepare documents for the inventory of properties/disposal of unserviceable properties |  |  |  |  |  |  |  |
| Facilitate conduct of physical inventory |  |  |  |  |  |  |  |
| Prepare physical inventory report |  |  |  |  |  |  |  |
| Facilitate disposal of unserviceable properties |  |  |  |  |  |  |  |
| Control issuance of stock inventory or common supplies |  |  |  |  |  |  |  |
| Prepare financial statement and reports | Prepare monthly and year-end tax  return |  |  |  |  |  |  |  |
| Prepare Journal Entry Vouchers |  |  |  |  |  |  |  |
| Monitor cash balances |  |  |  |  |  |  |  |
| Prepare financial accountability report |  |  |  |  |  |  |  |
| Prepare bank reconciliation statement |  |  |  |  |  |  |  |
| Maintain subsidiary and general ledger balances |  |  |  |  |  |  |  |
| **UNIT OF COMPETENCY** | **ELEMENTS OF UNIT** | **CRITICALITY TO JOB** | | **COMPETENCY LEVEL** | | **FREQUENCY OF APPLICATION** | | **Competency Profile Results** |
| *Sf* | *Sp* | *Sf* | *Sp* | *Sf* | *Sp* |
| Perform initial audit of financial transaction | Facilitate initial audit of payments/ Disbursement Vouchers |  |  |  |  |  |  |  |
| Maintain financial database | Store data and update database |  |  |  |  |  |  |  |
| Access data and information |  |  |  |  |  |  |  |
| Generate data or information |  |  |  |  |  |  |  |
| Make backup copies of database |  |  |  |  |  |  |  |

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| **TRAINING PRIORITY LIST** | 0-4: Not Competent  5-12: Slightly Competent 13-20: Moderately Competent 21-28: Competent 29-36: Highly competent   Not Competent, Slightly Competent, and Moderately Competent results AUTOMATICALLY require trainings |
| Based on the ratings provided by the respondents, the employee/official must undergo training programs that will address deficiencies on the following competencies: |
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| Prepared by: |  | Noted by: | | | |  |  |  |
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| (Name) |  | (Name) | | | |  |  |  |
| (Position,Office) |  | (Position,Office) | | | |  |  |  |

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| **TRAINING NEEDS ANALYSIS OF CURRENT COMPETENCIES (ADMINISTRATIVE OFFICER V)** | |
| Name of Employee: | Name of Supervisor: |
| Office/Division/Unit: |

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| **UNIT OF COMPETENCY** | **ELEMENTS OF UNIT** | **CRITICALITY TO JOB** | | **COMPETENCY LEVEL** | | **FREQUENCY OF APPLICATION** | | **Competency Profile Results** |
| *Sf* | *Sp* | *Sf* | *Sp* | *Sf* | *Sp* |
| Work effectively in vocational education and training | Work within the vocational education and training policy framework |  |  |  |  |  |  |  |
| Work within the training organization’s quality framework |  |  |  |  |  |  |  |
| Manage work and work relationships |  |  |  |  |  |  |  |
| Demonstrate a client-focused approach to work |  |  |  |  |  |  |  |
| Participate in workplace communication | Obtain and convey workplace information |  |  |  |  |  |  |  |
| Complete relevant work related documents |  |  |  |  |  |  |  |
| Participate in workplace meetings and discussions |  |  |  |  |  |  |  |
| Work in team environment | Describe team role and scope |  |  |  |  |  |  |  |
| Identify own role and responsibility within team |  |  |  |  |  |  |  |
| Work as a team member |  |  |  |  |  |  |  |
| Interact with customers | Identify customers’ special requirements |  |  |  |  |  |  |  |
| Deliver services to customers |  |  |  |  |  |  |  |
| Document the services delivered to customers |  |  |  |  |  |  |  |
| Respond to customer complaints |  |  |  |  |  |  |  |
| Implement quality standards and procedures | Review standards and procedures |  |  |  |  |  |  |  |
| Deploy standards and procedures |  |  |  |  |  |  |  |
| Monitors the implementation of deployed standards and procedures |  |  |  |  |  |  |  |

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| **UNIT OF COMPETENCY** | **ELEMENTS OF UNIT** | **CRITICALITY TO JOB** | | **COMPETENCY LEVEL** | | **FREQUENCY OF APPLICATION** | | **Competency Profile Results** |
| *Sf* | *Sp* | *Sf* | *Sp* | *Sf* | *Sp* |
| Promote programs and services | Identify programs and services according to priorities |  |  |  |  |  |  |  |
| Develop promotion and advocacy plan |  |  |  |  |  |  |  |
| Implement promotion and advocacy plan |  |  |  |  |  |  |  |
| Coordinate implementation of programs and projects | Review programs and project |  |  |  |  |  |  |  |
| Organize resources |  |  |  |  |  |  |  |
| Disseminate information on programs and projects |  |  |  |  |  |  |  |
| Generate commitments |  |  |  |  |  |  |  |
| Utilize IT applications | Set-up work environment |  |  |  |  |  |  |  |
| Utilize word processing application |  |  |  |  |  |  |  |
| Utilize presenter application |  |  |  |  |  |  |  |
| Utilize spread sheet application |  |  |  |  |  |  |  |
| Utilize internet to communicate and collect information |  |  |  |  |  |  |  |
| Prepare report | Gather data |  |  |  |  |  |  |  |
| Draft report |  |  |  |  |  |  |  |
| Finalize report |  |  |  |  |  |  |  |
| Conduct research | Gather data |  |  |  |  |  |  |  |
| Organize data |  |  |  |  |  |  |  |
| Analyze data |  |  |  |  |  |  |  |
| Prepare report |  |  |  |  |  |  |  |
| Maintain information system and database | Monitor the Agency’s system and databases |  |  |  |  |  |  |  |
| Store/Update database |  |  |  |  |  |  |  |
| Access data and information |  |  |  |  |  |  |  |
| Generate data or information |  |  |  |  |  |  |  |
| Make backup copies of database |  |  |  |  |  |  |  |

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| **UNIT OF COMPETENCY** | **ELEMENTS OF UNIT** | **CRITICALITY TO JOB** | | **COMPETENCY LEVEL** | | **FREQUENCY OF APPLICATION** | | **Competency Profile Results** |
| *Sf* | *Sp* | *Sf* | *Sp* | *Sf* | *Sp* |
| **ELECTIVE COMPETENCIES** | | | | | | | | |
| Use mathematical concepts and techniques | Identify mathematical tools and techniques to solve problem |  |  |  |  |  |  |  |
| Apply mathematical procedure/solution |  |  |  |  |  |  |  |
| Analyze results |  |  |  |  |  |  |  |
| Conduct training needs analysis | Determine competency requirements |  |  |  |  |  |  |  |
| Prepare TNA Instrument |  |  |  |  |  |  |  |
| Administer TNA questionnaire |  |  |  |  |  |  |  |
| Analyze results |  |  |  |  |  |  |  |
| Manage recruitment and selection system | Post job vacancy |  |  |  |  |  |  |  |
| Conduct assessment of qualifications of applicants |  |  |  |  |  |  |  |
| Facilitate appointment of personnel |  |  |  |  |  |  |  |

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| **TRAINING PRIORITY LIST** | 0-4: Not Competent  5-12: Slightly Competent 13-20: Moderately Competent 21-28: Competent 29-36: Highly competent   Not Competent, Slightly Competent, and Moderately Competent results AUTOMATICALLY require trainings |
| Based on the ratings provided by the respondents, the employee/official must undergo training programs that will address deficiencies on the following competencies: |
| 1 |
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| Prepared by: |  | Noted by: | | | |  |  |  |
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| (Position,Office) |  | (Position,Office) | | | |  |  |  |

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| **TRAINING NEEDS ANALYSIS OF CURRENT COMPETENCIES (CHIEF AO/TESD)** | |
| Name of Employee: | Name of Supervisor: |
| Office/Division/Unit: |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **UNIT OF COMPETENCY** | **ELEMENTS OF UNIT** | **CRITICALITY TO JOB** | | **COMPETENCY LEVEL** | | **FREQUENCY OF APPLICATION** | | **Competency Profile Results** |
| *Sf* | *Sp* | *Sf* | *Sp* | *Sf* | *Sp* |
| Work effectively in vocational education and training | Work within the vocational education and training policy framework |  |  |  |  |  |  |  |
| Work within the training organization’s quality framework |  |  |  |  |  |  |  |
| Manage work and work relationships |  |  |  |  |  |  |  |
| Demonstrate a client-focused approach to work |  |  |  |  |  |  |  |
| Lead workplace communication | Communicate information about workplace processes |  |  |  |  |  |  |  |
| Facilitate group discussion |  |  |  |  |  |  |  |
| Conduct interview |  |  |  |  |  |  |  |
| Develop small teams and individuals | Provide team leadership |  |  |  |  |  |  |  |
| Assign responsibilities |  |  |  |  |  |  |  |
| Set performance expectations for team members |  |  |  |  |  |  |  |
| Supervise team performance |  |  |  |  |  |  |  |
| Manage provision of quality customer service | Develop approaches to enhance quality customer service |  |  |  |  |  |  |  |
| Manage delivery of quality service |  |  |  |  |  |  |  |
| Monitor customer service |  |  |  |  |  |  |  |
| Manage compliance to quality standards and procedures | Check compliance to documentation requirement of standards and procedures |  |  |  |  |  |  |  |
| Monitor compliance to standards and procedures |  |  |  |  |  |  |  |
| Evaluate QMS activities |  |  |  |  |  |  |  |
| Evaluate implementation of programs, projects and systems | Prepare evaluation framework and plan |  |  |  |  |  |  |  |
| Organize data |  |  |  |  |  |  |  |
| Analyze data |  |  |  |  |  |  |  |
| Prepare evaluation reports |  |  |  |  |  |  |  |

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| **UNIT OF COMPETENCY** | | **ELEMENTS OF UNIT** | **CRITICALITY TO JOB** | | | | **COMPETENCY LEVEL** | | | | **FREQUENCY OF APPLICATION** | | | **Competency Profile Results** |
| *Sf* | | *Sp* | | *Sf* | | *Sp* | | *Sf* | *Sp* | |
| Manage the implementation of programs and projects | Review planned programs and projects | | |  | |  | |  | |  |  |  |  | |
| Check resource requirement | | |  | |  | |  | |  |  |  |  | |
| Analyze office performance | | |  | |  | |  | |  |  |  |  | |
| Utilize IT applications | Set-up work environment | | |  | |  | |  | |  |  |  |  | |
| Utilize word processing application | | |  | |  | |  | |  |  |  |  | |
| Utilize presenter application | | |  | |  | |  | |  |  |  |  | |
| Utilize spread sheet application | | |  | |  | |  | |  |  |  |  | |
| Utilize internet to communicate and collect information | | |  | |  | |  | |  |  |  |  | |
| Mentor/Coach personnel | Prepare for mentoring/coaching activities | | |  | |  | |  | |  |  |  |  | |
| Conduct mentoring/coaching | | |  | |  | |  | |  |  |  |  | |
| Evaluate mentoring/coaching outcomes | | |  | |  | |  | |  |  |  |  | |
| Evaluate employee performance | Set performance targets | | |  | |  | |  | |  |  |  |  | |
| Monitor employee performance | | |  | |  | |  | |  |  |  |  | |
| Assess employee performance | | |  | |  | |  | |  |  |  |  | |

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| **TRAINING PRIORITY LIST** | 0-4: Not Competent  5-12: Slightly Competent 13-20: Moderately Competent 21-28: Competent 29-36: Highly competent   Not Competent, Slightly Competent, and Moderately Competent results AUTOMATICALLY require trainings |
| Based on the ratings provided by the respondents, the employee/official must undergo training programs that will address deficiencies on the following competencies: |
| 1 |
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| Prepared by: |  | Noted by: | | | |  |  |  |
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|  |  |  |  |  |  |  |  |  |
| (Name) |  | (Name) | | | |  |  |  |
| (Position,Office) |  | (Position,Office) | | | |  |  |  |

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**Rev. No. 00 - 03/01/17**

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| **TRAINING NEEDS ANALYSIS OF CURRENT COMPETENCIES (RD/PD/ED)** | |
| Name of Employee: | Name of Supervisor: |
| Office/Division/Unit: |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **UNIT OF COMPETENCY** | **ELEMENTS OF UNIT** | **CRITICALITY TO JOB** | | **COMPETENCY LEVEL** | | **FREQUENCY OF APPLICATION** | | **Competency Profile Results** |
| *Sf* | *Sp* | *Sf* | *Sp* | *Sf* | *Sp* |
| Practice strategic and critical thinking | Communicate the vision of the Agency |  |  |  |  |  |  |  |
| Formulate objectives and priorities |  |  |  |  |  |  |  |
| Collect and analyze environmental information |  |  |  |  |  |  |  |
| Lead in a continuously changing environment | Maintain an open mind to changing circumstances and new information |  |  |  |  |  |  |  |
| Implement new and better way of accomplishing result |  |  |  |  |  |  |  |
| Manage change process |  |  |  |  |  |  |  |
| Develop and empower others to establish collective accountability for results | Develop others to perform and contribute to the Agency |  |  |  |  |  |  |  |
| Deal with others |  |  |  |  |  |  |  |
| Delegate work instructions |  |  |  |  |  |  |  |
| Organize linkages and network for productive partnership | Build alliances and network |  |  |  |  |  |  |  |
| Manage internal and external politics |  |  |  |  |  |  |  |
| Maintain partnership arrangement |  |  |  |  |  |  |  |
| Plan and organize for greater impact | Set performance standards |  |  |  |  |  |  |  |
| Create system and workflow |  |  |  |  |  |  |  |
| Manage work flow |  |  |  |  |  |  |  |
| Drive performance for integrity and service | Set clear goals for personnel |  |  |  |  |  |  |  |
| Establish criteria or work procedure |  |  |  |  |  |  |  |
| Monitor employee performance |  |  |  |  |  |  |  |

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| **TRAINING PRIORITY LIST** | 0-4: Not Competent  5-12: Slightly Competent 13-20: Moderately Competent 21-28: Competent 29-36: Highly competent   Not Competent, Slightly Competent, and Moderately Competent results AUTOMATICALLY require trainings |
| Based on the ratings provided by the respondents, the employee/official must undergo training programs that will address deficiencies on the following competencies: |
| 1 |
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| Prepared by: |  | Noted by: | | | |  |  |  |
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| (Position,Office) |  | (Position,Office) | | | |  |  |  |

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**Rev. No. 00 - 03/01/17**

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| **TRAINING NEEDS ANALYSIS OF CURRENT COMPETENCIES (SUPERVISING AO/TESD)** | |
| Name of Employee: | Name of Supervisor: |
| Office/Division/Unit: |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **UNIT OF COMPETENCY** | **ELEMENTS OF UNIT** | **CRITICALITY TO JOB** | | **COMPETENCY LEVEL** | | **FREQUENCY OF APPLICATION** | | **Competency Profile Results** |
| *Sf* | *Sp* | *Sf* | *Sp* | *Sf* | *Sp* |
| Work effectively in vocational education and training | Work within the vocational education and training policy framework |  |  |  |  |  |  |  |
| Work within the training organization’s quality framework |  |  |  |  |  |  |  |
| Manage work and work relationships |  |  |  |  |  |  |  |
| Demonstrate a client-focused approach to work |  |  |  |  |  |  |  |
| Lead workplace communication | Communicate information about workplace processes |  |  |  |  |  |  |  |
| Facilitate group discussion |  |  |  |  |  |  |  |
| Conduct interview |  |  |  |  |  |  |  |
| Develop small teams and individuals | Provide team leadership |  |  |  |  |  |  |  |
| Assign responsibilities |  |  |  |  |  |  |  |
| Set performance expectations for team members |  |  |  |  |  |  |  |
| Supervise team performance |  |  |  |  |  |  |  |
| Supervise provision of quality customer service | Check approaches to enhance customer service quality |  |  |  |  |  |  |  |
| Review approaches in the delivery of quality service |  |  |  |  |  |  |  |
| Monitor and evaluate customer service |  |  |  |  |  |  |  |
| Supervise implementation of quality standards and procedures | Review standards and procedures |  |  |  |  |  |  |  |
| Deployment of standards and procedures |  |  |  |  |  |  |  |
| Evaluate standards and procedures |  |  |  |  |  |  |  |
| Supervise the implementation of programs, projects and systems | Define office targets |  |  |  |  |  |  |  |
| Provide direction in all aspects of work assignment |  |  |  |  |  |  |  |
| Monitor and evaluate implementation of programs and projects |  |  |  |  |  |  |  |
| Make informed decisions |  |  |  |  |  |  |  |

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| **UNIT OF COMPETENCY** | | **ELEMENTS OF UNIT** | **CRITICALITY TO JOB** | | | | **COMPETENCY LEVEL** | | | | **FREQUENCY OF APPLICATION** | | | | **Competency Profile Results** |
| *Sf* | | *Sp* | | *Sf* | | *Sp* | | *Sf* | | *Sp* | |
| Supervise workplace health, safety, security, and environmental requirements | Check compliance to workplace health, safety, security and environmental practices | | |  | |  | |  | |  | |  | |  |  |
| Check procedure in dealing with emergency situations | | |  | |  | |  | |  | |  | |  |  |
| Prepare security and safety report | | |  | |  | |  | |  | |  | |  |  |
| Supervise the promotion of programs and services | Check products and services’ value provided | | |  | |  | |  | |  | |  | |  |  |
| Evaluate developed marketing plan | | |  | |  | |  | |  | |  | |  |  |
| Monitor implementation of marketing plan | | |  | |  | |  | |  | |  | |  |  |
| Utilize IT applications | Set-up work environment | | |  | |  | |  | |  | |  | |  |  |
| Utilize word processing application | | |  | |  | |  | |  | |  | |  |  |
| Utilize presenter application | | |  | |  | |  | |  | |  | |  |  |
| Utilize spread sheet application | | |  | |  | |  | |  | |  | |  |  |
| Utilize internet to communicate and collect information | | |  | |  | |  | |  | |  | |  |  |
| Mentor/Coach personnel | Prepare for mentoring/coaching activities | | |  | |  | |  | |  | |  | |  |  |
| Conduct mentoring/coaching | | |  | |  | |  | |  | |  | |  |  |
| Evaluate mentoring/coaching outcomes | | |  | |  | |  | |  | |  | |  |  |

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| **TRAINING PRIORITY LIST** | 0-4: Not Competent  5-12: Slightly Competent 13-20: Moderately Competent 21-28: Competent 29-36: Highly competent   Not Competent, Slightly Competent, and Moderately Competent results AUTOMATICALLY require trainings |
| Based on the ratings provided by the respondents, the employee/official must undergo training programs that will address deficiencies on the following competencies: |
| 1 |
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| Prepared by: |  | Noted by: | | | |  |  |  |
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| (Name) |  | (Name) | | | |  |  |  |
| (Position,Office) |  | (Position,Office) | | | |  |  |  |

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**Rev. No. 00 - 03/01/17**

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| **TRAINING NEEDS ANALYSIS OF CURRENT COMPETENCIES  (TESD SPECIALIST I)** | |
| Name of Employee: | Name of Supervisor: |
| Office/Division/Unit: |

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| **UNIT OF COMPETENCY** | **ELEMENTS OF UNIT** | **CRITICALITY TO JOB** | | **COMPETENCY LEVEL** | | **FREQUENCY OF APPLICATION** | | **Competency Profile Results** |
| *Sf* | *Sp* | *Sf* | *Sp* | *Sf* | *Sp* |
| Work effectively in vocational education and training | Work within the vocational education and training policy framework |  |  |  |  |  |  |  |
| Work within the training organization’s quality framework |  |  |  |  |  |  |  |
| Manage work and work relationships |  |  |  |  |  |  |  |
| Demonstrate a client-focused approach to work |  |  |  |  |  |  |  |
| Participate in workplace communication | Obtain and convey workplace information |  |  |  |  |  |  |  |
| Complete relevant work related documents |  |  |  |  |  |  |  |
| Participate in workplace meetings and discussions |  |  |  |  |  |  |  |
| Work in team environment | Describe team role and scope |  |  |  |  |  |  |  |
| Identify own role and responsibility within team |  |  |  |  |  |  |  |
| Work as a team member |  |  |  |  |  |  |  |
| Interact with customers | Deliver services to customers |  |  |  |  |  |  |  |
| Respond to customer complaints |  |  |  |  |  |  |  |
| Document the services delivered to customers |  |  |  |  |  |  |  |
| Identify customers’ special requirements |  |  |  |  |  |  |  |
| Implement quality standards and procedures | Review standards and procedures |  |  |  |  |  |  |  |
| Deploy standards and procedures |  |  |  |  |  |  |  |
| Monitors the implementation of deployed standards and procedures |  |  |  |  |  |  |  |
| Promote programs and services | Segment the market |  |  |  |  |  |  |  |
| Determine products and services’ value proposition |  |  |  |  |  |  |  |
| Develop marketing plan |  |  |  |  |  |  |  |
| Implement marketing plan |  |  |  |  |  |  |  |

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| **UNIT OF COMPETENCY** | | **ELEMENTS OF UNIT** | **CRITICALITY TO JOB** | | | | **COMPETENCY LEVEL** | | | | **FREQUENCY OF APPLICATION** | | | | **Competency Profile Results** |
| *Sf* | | *Sp* | | *Sf* | | *Sp* | | *Sf* | | *Sp* | |
| Utilize IT applications | Set-up work environment | | |  | |  | |  | |  | |  | |  |  |
| Utilize word processing application | | |  | |  | |  | |  | |  | |  |  |
| Utilize presenter application | | |  | |  | |  | |  | |  | |  |  |
| Utilize spread sheet application | | |  | |  | |  | |  | |  | |  |  |
| Utilize internet to communicate and collect information | | |  | |  | |  | |  | |  | |  |  |

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| **TRAINING PRIORITY LIST** | 0-4: Not Competent  5-12: Slightly Competent 13-20: Moderately Competent 21-28: Competent 29-36: Highly competent   Not Competent, Slightly Competent, and Moderately Competent results AUTOMATICALLY require trainings |
| Based on the ratings provided by the respondents, the employee/official must undergo training programs that will address deficiencies on the following competencies: |
| 1 |
| 2 |
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| Prepared by: |  | Noted by: | | | |  |  |  |
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| (Name) |  | (Name) | | | |  |  |  |
| (Position,Office) |  | (Position,Office) | | | |  |  |  |

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**Rev. No. 00 - 03/01/17**

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| **TRAINING NEEDS ANALYSIS OF CURRENT COMPETENCIES (TESD SPECIALIST II)** | |
| Name of Employee: | Name of Supervisor: |
| Office/Division/Unit: |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **UNIT OF COMPETENCY** | **ELEMENTS OF UNIT** | **CRITICALITY TO JOB** | | **COMPETENCY LEVEL** | | **FREQUENCY OF APPLICATION** | | **Competency Profile Results** |
| *Sf* | *Sp* | *Sf* | *Sp* | *Sf* | *Sp* |
| Work effectively in vocational education and training | Work within the vocational education and training policy framework |  |  |  |  |  |  |  |
| Work within the training organization’s quality framework |  |  |  |  |  |  |  |
| Manage work and work relationships |  |  |  |  |  |  |  |
| Demonstrate a client-focused approach to work |  |  |  |  |  |  |  |
| Participate in workplace communication | Obtain and convey workplace information |  |  |  |  |  |  |  |
| Complete relevant work related documents |  |  |  |  |  |  |  |
| Participate in workplace meetings and discussions |  |  |  |  |  |  |  |
| Work in team environment | Describe team role and scope |  |  |  |  |  |  |  |
| Identify own role and responsibility within team |  |  |  |  |  |  |  |
| Work as a team member |  |  |  |  |  |  |  |
| Interact with customers | Deliver services to customers |  |  |  |  |  |  |  |
| Respond to customer complaints |  |  |  |  |  |  |  |
| Document the services delivered to customers |  |  |  |  |  |  |  |
| Identify customers’ special requirements |  |  |  |  |  |  |  |
| Implement quality standards and procedures | Review standards and procedures |  |  |  |  |  |  |  |
| Deploy standards and procedures |  |  |  |  |  |  |  |
| Monitors the implementation of deployed standards and procedures |  |  |  |  |  |  |  |
| Promote programs and services | Segment the market |  |  |  |  |  |  |  |
| Determine products and services’ value proposition |  |  |  |  |  |  |  |
| Develop marketing plan |  |  |  |  |  |  |  |
| Implement marketing plan |  |  |  |  |  |  |  |

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| **UNIT OF COMPETENCY** | | **ELEMENTS OF UNIT** | **CRITICALITY TO JOB** | | | | **COMPETENCY LEVEL** | | | | **FREQUENCY OF APPLICATION** | | | | **Competency Profile Results** |
| *Sf* | | *Sp* | | *Sf* | | *Sp* | | *Sf* | | *Sp* | |
| Write basic communication | Determine document requirement | | |  | |  | |  | |  | |  | |  |  |
| Gather data | | |  | |  | |  | |  | |  | |  |  |
| Prepare and present document | | |  | |  | |  | |  | |  | |  |  |
| Utilize IT applications | Set-up work environment | | |  | |  | |  | |  | |  | |  |  |
| Utilize word processing application | | |  | |  | |  | |  | |  | |  |  |
| Utilize presenter application | | |  | |  | |  | |  | |  | |  |  |
| Utilize spread sheet application | | |  | |  | |  | |  | |  | |  |  |
| Utilize internet to communicate and collect information | | |  | |  | |  | |  | |  | |  |  |
| Gather data | Determine data requirements | | |  | |  | |  | |  | |  | |  |  |
| Determine the data gathering method/techniques | | |  | |  | |  | |  | |  | |  |  |
| Develop data gathering instruments | | |  | |  | |  | |  | |  | |  |  |
| Gather data | | |  | |  | |  | |  | |  | |  |  |
| Deploy data gathering instrument | | |  | |  | |  | |  | |  | |  |  |
| Maintain database | Monitor the Agency's databases | | |  | |  | |  | |  | |  | |  |  |
| Store/Update of database | | |  | |  | |  | |  | |  | |  |  |
| Access of data and information | | |  | |  | |  | |  | |  | |  |  |
| Generate data or information | | |  | |  | |  | |  | |  | |  |  |
| Make backup copies of database | | |  | |  | |  | |  | |  | |  |  |

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| **TRAINING PRIORITY LIST** | 0-4: Not Competent  5-12: Slightly Competent 13-20: Moderately Competent 21-28: Competent 29-36: Highly competent   Not Competent, Slightly Competent, and Moderately Competent results AUTOMATICALLY require trainings |
| Based on the ratings provided by the respondents, the employee/official must undergo training programs that will address deficiencies on the following competencies: |
| 1 |
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| Prepared by: |  | Noted by: | | | |  |  |  |
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| (Name) |  | (Name) | | | |  |  |  |
| (Position,Office) |  | (Position,Office) | | | |  |  |  |

TESDA-OP-AS-01-F04

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**Coaching/Mentoring Worksheet**

Use this worksheet to prepare for and make notes of your coaching discussion.

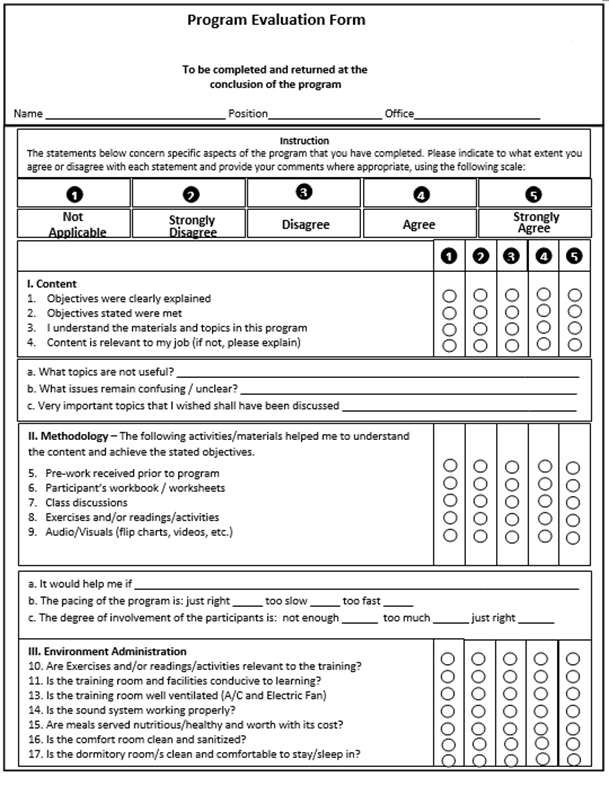
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| --- | --- | --- | --- | --- |
| **Employee’s name:** |  |  | Office: |  |
| **Position:** |  |  |  |  |
| **Coach’s name:** |  |  | Meeting Date: |  |
| **Position:** |  |  |  |  |

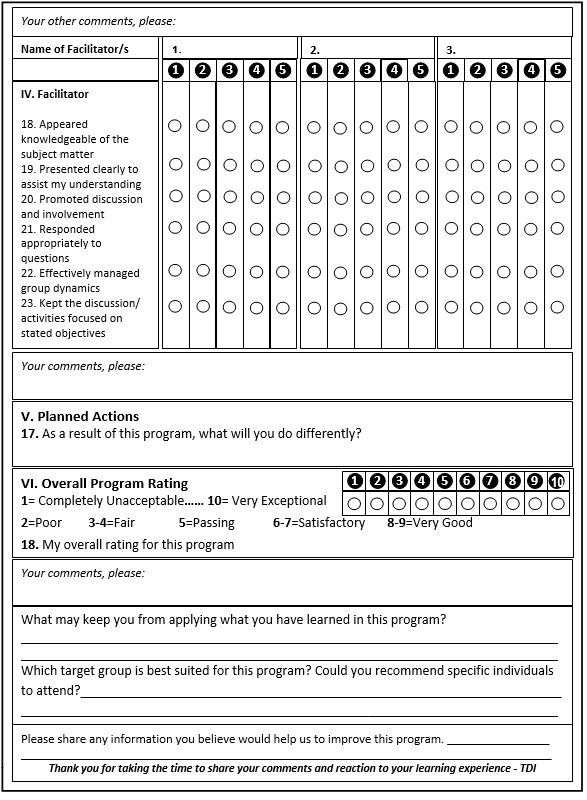
|  |
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| **Performance Areas Meeting and Exceeding Expectations** |
|  |
| **Performance Areas Identified for Improvement** |
|  |
| **Additional Discussion Items** (e.g. project updates, progress on priorities, training and professional development, employee’s concerns) |
|  |
| **Next Steps in Employee Development** (for both the supervisor and employee) |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Discussed with:** | |  |  | |
|  | |  |  | |
| Employee’s Signature | |  | Coach’s Signature | |
| Date: |  |  | Date: |  |

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TESDA-OP-AS-01-F06

Rev. No. 00 – 03/01/17

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| **Technical Education and Skills Development Authority** |

**TRAINING PROGRAM MONITORING REPORT FORM**

For the Month of \_\_\_\_\_\_, 20\_\_\_\_

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Training Program | Training Duration | Name of Participant/s | Office | Position | Status of Implementation  of Program  (Completed / Not Completed (NC) | Remarks |
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**Prepared by:** **Noted by:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (Signature over printed name) Name (Signature over printed name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position / Office Position / Office

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_ Date : \_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Technical Education and Skills Development Authority** |

**TERMINAL AND RE-ENTRY ACTION PLAN (REAP) REPORT FORM**

1. **Program Description**

Title : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date/Duration : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No. of Hours : \_\_\_\_\_\_\_

Venue : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Conducted by : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sponsoring Institution : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designed for : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Objectives :

Methodology \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Outline \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List of Resource Speakers / Facilitators

1. **Re-Entry Action Plan (REAP)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Competency/ies Achieved / Learning Gained** | | | | |
| 1. **Summary of the REAP** | | | | |
| 1. **Objectives** | | | | |
| 1. **Details of the Action Plan** | | | | |
| **Activities** | **Expected Output** | **Schedule of Implementation** | **Budget** | **Remarks** |
| **Prepared by:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature over Printed Name  Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ | | **Discussed with and Approved by:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature over Printed Name  Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

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| **TRAINING AND DEVELOPMENT OUTCOME**  **REPORT FORM** | | | | | | | |
| For the period: |  | January to June CY |  |  |  | July to December CY |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Employee:** | | | | | | | | |
| **Position:** | |  | | **Office:** |  | | | |
| **Part I. Performance** | | | | | | | | |
| **IPCR/CESPES Rating for the previous period:** | |  | | **IPCR/CESPES Rating for the period:** |  | | | |
| **Part II. Learning and Development Interventions** | | | | | | | | |
| **Type of Intervention\*** | | **Title of Program (if applicable)** | **Expected Output (REAP\* /CM\*\* Sheet)** | **Status of Implementation** | **Rating\*\*\*\*** | | | **Remarks** |
| **Q** | **T** | **A** |
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| **Average Rating:** | |  |
| **Recommendation:** | | |
|  | Employee concerned shall be recommended to further development interventions | |
|  | Employee concerned has manifested improvement in work | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Prepared by:** | |  | **Noted by:** | |
|  | |  |  | |
| **Supervisor** | |  | **Head of Unit/Division** | |
| **Date:** |  |  | **Date:** |  |

**\*Types of Intervention: Training, Coaching, Mentoring, Job Rotation, Job Immersion, Knowledge Transfer, Stretch assignments**

**\*\*Terminal and Re-entry Action Plan**

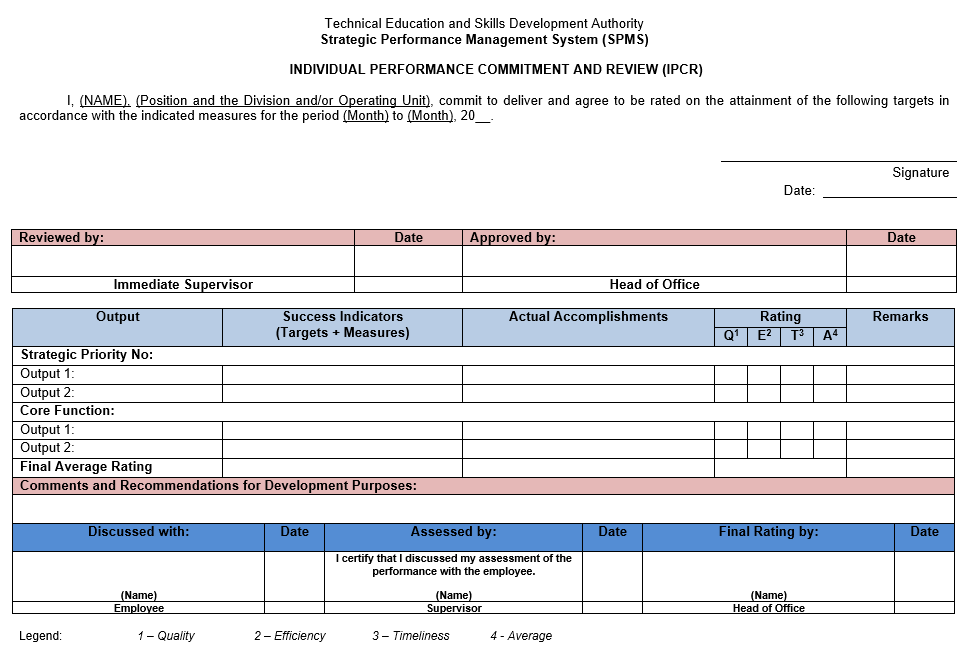
**\*\*\*Coaching/Monitoring Worksheet**

**\*\*\*Legend for Rating:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Numerical Rating** | **Adjectival Rating** | **Quality (Q)** | **Timeliness (T)** | **Recommendation (based on Average of QT)** |
| 1 | Poor | Unacceptable result and/or poor feedback; Haphazard or careless execution of output | Output done after set deadline | Employee concerned shall be recommended to further development interventions |
| 2 | Unsatisfactory | Has major error that can be overcome with help from the supervisor and/or has unsatisfactory feedback (with minor complaint) | - |
| 3 | Satisfactory | Acceptable results and/or satisfactory (or no feedback/no valid complaint) | Output done on time |
| 4 | Very Satisfactory | Very Satisfactory results and/or feedback; One or two minor errors in execution | - | Employee concerned has manifested improvement in work |
| 5 | Outstanding | Excellent results and/or feedback | Output done before set deadline |

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