

Reference No.																			
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## SELF-ASSESSMENT GUIDE

Qualification	<b>PUBLIC EMPLOYMENT SERVICES NC IV</b>		
Units of Competency Covered	<ul style="list-style-type: none"> <li>• <b>Establish and Strengthen Linkages with Other Organizations</b></li> <li>• <b>Supervise PESO Planning Activities</b></li> <li>• <b>Supervise PESO Programs, Activities and Projects</b></li> <li>• <b>Provide Continuous Improvement on Operations and Solutions to PESO Concerns</b></li> <li>• <b>Supervise PES Office</b></li> </ul>		
<b>Instruction:</b>			
<ul style="list-style-type: none"> <li>• Read each question and check the appropriate column to indicate your answer.</li> </ul>			
Can I?	YES	NO	
<b>ESTABLISH AND STRENGTHEN LINKAGES WITH OTHER ORGANIZATIONS</b>			
• Sets stakeholders consultation			
• Identify possible interventions to respective stakeholders			
• Supervise partnership agreements			
• Strengthen linkages with partners			
<b>SUPERVISE PESO PLANNING ACTIVITIES</b>			
• Supervise registries of local stakeholders			
• Supervise stakeholder's planning consultation			
• Formulate local employment development plan			
<b>SUPERVISE PESO PROGRAMS, ACTIVITIES AND PROJECTS</b>			
• Develop and supervise the approval of work and financial plan			
• Assign program focal persons with designated roles and responsibilities			
• Supervise the implementation of programs, activities and projects			
• Oversee the monitoring and evaluation of programs, activities and projects			
<b>PROVIDE CONTINUOUS IMPROVEMENT ON OPERATIONS AND SOLUTIONS TO PESO CONCERNS</b>			
• Supervise organizational development initiatives			
• Supervise frontline services			
• Supervise and evaluates office performances			
<b>SUPERVISE PES OFFICE</b>			
• Sustain Effective Office Administration			
• Review task descriptions and personnel qualifications			

• Support workforce training programs		
• Implement OSH priorities and procedures		
I agree to undertake assessment with the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.		
<b>Candidate's Name and Signature</b>	<b>Date</b>	