

Name:

Designation:

Date:

**CORE BEHAVIORAL COMPETENCIES**

**Self-Management**

- Sets personal goals and direction, needs and development. Undertakes personal actions and behaviors that are clear and purposive and takes into account personal goals and values congruent to that of the organization.
- Displays emotional maturity and enthusiasm for and is challenged by higher goals.
- Prioritize work tasks and schedules (through gantt charts, checklists, etc.) to achieve goals.
- Sets high quality, challenging, realistic goals for self and others

**COMPETENCIES**

**Teamwork**

- Willingly does his/her share of responsibility.
- Promotes collaboration and removes barriers to teamwork and goal accomplishment across the organization.
- Applies negotiation principles in arriving at win-win agreements.
- Drives consensus and team ownership of decisions.
- Works constructively and collaboratively with others and across organizations to accomplish organizational goals and objectives.

**Professionalism and Ethics**

- Demonstrates the values and behavior enshrined in the Norms of Conduct and Ethical Standards for public officials and employees (RA 6713).
- Practices ethical and professional behavior and conduct taking into account the impact of his/her actions and decisions.
- Maintains a professional image: being trustworthy, regularity of attendance and punctuality, good grooming and communication.
- Makes personal sacrifices meet the organization's needs.
- Acts with a sense of urgency and responsibility to meet the organization's needs, improve systems and help others improve their effectiveness.

**Service Orientation**

- Can explain and articulate organizational directions, issues and problems.
- Takes personal responsibility for dealing with and/or correcting customer service issues and concerns.
- Initiates activities that promotes advocacy for men and women empowerment.
- Participates in updating of office vision, mission, mandates and strategies based on DepEd strategies and directions.
- Develops and adopts service improvement programs through simplified procedures that will further enhance service delivery

**Result Focus**

- Achievers result with optional use of time and resources most of the time.
- Avoid rework, mistakes and wastage through effective work methods by placing organizational needs before personal needs.
- Delivers error-free outputs most of the time by confirming the standard operating procedures correctly and consistently. Able to produce very satisfactory quality of work in terms of usefulness/acceptability and completeness with no supervision
- Expresses a desire to do a better and may express frustration at waste or inefficiency. May focus on new or more precise ways of meeting goals set.
- Makes specific changes in the system or in own work method to improve performance. Examples may include doing something better, faster, at a lower cost, more efficiently; or improving quality, customer satisfaction, morale, without setting any specific goal.

**Innovation**

- Examine the root cause of problems and suggest effective solutions. Fosters new ideas, processes, and suggests better way to do things (cost and/or operational efficiency).
- Demonstrates an ability to think "beyond the box". Continuously focuses on improving personal productivity to create higher value and results.
- Promotes a creative climate and inspires co-workers to develop original ideas or solutions.
- Translates creative thinking into tangible changes and solutions that improve the work unit and organization.
- Uses ingenious methods to accomplish responsibilities. Demonstrates resourcefulness and the ability to succeed with minimal resources.

**CORE SKILLS**

**Oral Communication**

- Follows instructions accurately.
- Expresses self clearly, fluently and articulately.
- Uses appropriate medium for the message.
- Adjust communication style to others.
- Guides discussions between and among peers to meet an objective

**Written Communication**

- Knows the different written business communication formats used in the DepEd.
- Writes routine correspondence/communications, narrative and descriptive report based on readily available information data with minimal spelling or grammatical error/s (e.g. memos, minutes, etc.).
- Secures information from required references (i.e., Directories, schedules, notices, instructions) for specific purposes.
- Self-edits words, numbers, phonetic notation and content, if necessary.
- Demonstrates clarity, fluency, impact, conciseness and effectiveness in his/her written communications.

**COMPUTER / ICT Skills**

- Prepares basic compositions (e.g., letters, reports, spreadsheets and graphics presentation using Word Processing and Excel.
- Identifies different computer parts, turns the computer on/off, and work on a given task with acceptable speed and accuracy and connects computer peripherals (e.g. printers, modems, multimedia projectors, etc).
- Prepares simple presentation using Powerpoint.
- Utilizes technologies to access information to enhance professional productivity, assists conducting research and communicate through local and global professional networks.
- Recommends appropriate and updated technology to enhance productivity and professional practice.

**OVERALL COMPETENCY RATINGS**

CORE BEHAVIORAL COMPETENCIES

CORE SKILLS

OVERALL RATING