## Part I: Key Duties and Expected Competencies Performance

Identify the Key Responsibility and Tick the appropriate Competencies required for the Job assigned. Rating to be reviewed every three (3) months.

### DEPARTMENT GOALS:

<table>
<thead>
<tr>
<th>Part 1: Key Duties and Expected Competencies Performance</th>
<th>IDENTIFY THE KEY RESPONSIBILITY AND TICK THE APPROPRIATE COMPETENCIES REQUIRED FOR THE JOB ASSIGNED. RATING TO BE REVIEWED EVERY THREE (3) MONTHS.</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT GOALS:</td>
<td></td>
</tr>
<tr>
<td><strong>1st KEY RESPONSIBILITY / DUTY</strong></td>
<td>(To Be Review Every Quarterly)</td>
</tr>
<tr>
<td><strong>RATING:</strong> Select the appropriate scale base on the Significant Competencies required by the job assigned</td>
<td></td>
</tr>
<tr>
<td>1 - Not Applicable</td>
<td>2 - Little Important</td>
</tr>
<tr>
<td><strong>Core Competencies</strong></td>
<td><strong>Supervisory Competencies</strong></td>
</tr>
<tr>
<td><strong>1</strong></td>
<td><strong>2</strong></td>
</tr>
<tr>
<td>Approach to Work</td>
<td>☐</td>
</tr>
<tr>
<td>Professional Attitude</td>
<td>☐</td>
</tr>
<tr>
<td>Efficient Internal Operations</td>
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<tr>
<td>Time Management</td>
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</tr>
<tr>
<td>Communication Skills</td>
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</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Part 2: Key Duties and Expected Competencies Performance</th>
<th>IDENTIFY THE KEY RESPONSIBILITY AND TICK THE APPROPRIATE COMPETENCIES REQUIRED FOR THE JOB ASSIGNED. RATING TO BE REVIEWED EVERY THREE (3) MONTHS.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2nd KEY RESPONSIBILITY / DUTY</strong></td>
<td>(To Be Review Every Quarterly)</td>
</tr>
<tr>
<td><strong>RATING:</strong> Select the appropriate scale base on the Significant Competencies required by the job assigned</td>
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</table>

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<table>
<thead>
<tr>
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<th>IDENTIFY THE KEY RESPONSIBILITY AND TICK THE APPROPRIATE COMPETENCIES REQUIRED FOR THE JOB ASSIGNED. RATING TO BE REVIEWED EVERY THREE (3) MONTHS.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>3rd KEY RESPONSIBILITY / DUTY</strong></td>
<td>(To Be Review Every Quarterly)</td>
</tr>
<tr>
<td><strong>RATING:</strong> Select the appropriate scale base on the Significant Competencies required by the job assigned</td>
<td></td>
</tr>
<tr>
<td>1 - Not Applicable</td>
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<td><strong>Core Competencies</strong></td>
<td><strong>Supervisory Competencies</strong></td>
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<td>Communication Skills</td>
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</tbody>
</table>
### Part II: Core Competencies

Listed the Core Competencies areas to be evaluated by both the participant's and his/her Supervisor to determine the GAP for improvement base on the actual performance on the job assigned.

**EVALUATION SCALE**

1 – Need Improvement | 2 – Below Expectation | 3 – Meet Expectation | 4 – Exceed Expectation | 5 – Exceptional

<table>
<thead>
<tr>
<th>Part</th>
<th>Description</th>
<th>Self Rating</th>
<th>Supervisor Rating</th>
<th>GAP</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Approach to work</td>
<td>The participant demonstrates:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Initiatives / Self - Motivation</td>
<td></td>
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<tr>
<td></td>
<td>Pride in his / her accomplishments</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Flexibility and adaptability</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Supervisor's Comments:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Professional Attitude</td>
<td>The participant demonstrates:</td>
<td></td>
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<tr>
<td></td>
<td>Exhibits a positive attitude</td>
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<td></td>
<td>Welcomes and take corrective actions to constructive criticism</td>
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<td></td>
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<tr>
<td></td>
<td>Works effective under pressure</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Supervisor's Comments:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Efficient Internal Operations</td>
<td>The participant demonstrates:</td>
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<tr>
<td></td>
<td>Commands base knowledge to perform the job</td>
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<tr>
<td></td>
<td>Knows and demonstrates their basic job responsibilities</td>
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<tr>
<td></td>
<td>Consistently attempts to expand their job knowledge</td>
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<tr>
<td></td>
<td>Supervisor's Comments:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Time Management</td>
<td>The participant demonstrates:</td>
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<td></td>
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<td></td>
<td>Adheres to attendance and punctuality guidelines</td>
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<tr>
<td></td>
<td>Makes efficient use of time while at work</td>
<td></td>
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<tr>
<td></td>
<td>Schedules work completion timely and effectively</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Supervisor's Comments:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Interpersonal / Communication Skills</td>
<td>The participant demonstrates:</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Communicate appropriately, timely, with tact and diplomacy</td>
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<tr>
<td></td>
<td>Keeps his/her supervisors informed as appropriate</td>
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<td></td>
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<tr>
<td></td>
<td>Communicate with confidence</td>
<td></td>
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<td></td>
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<tr>
<td></td>
<td>Supervisor's Comments:</td>
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<td></td>
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</tbody>
</table>
**PARTICIPANT'S NAME:** ____________________________________________________________

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**Part III: Supervisory Competencies**

Listed the Supervisory Competencies to be evaluated by both the Graduate and his/her Supervisor to determine the GAP for improvement based on the actual performance on the job assigned.

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**EVALUATION SCALE**

1 – Need Improvement | 2 – Below Expectation | 3 – Meet Expectation | 4 – Exceed Expectation | 5 – Exceptional

---

1. **Leadership / Management**

   The participant demonstrates:

   - Consistently sets an example in terms of confidence and integrity
   - Initiates change when necessary, encourages others to accept change
   - Acts as role model

   Supervisor's Comments:

<table>
<thead>
<tr>
<th>Graduate</th>
<th>Supervisor</th>
<th>GAP</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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2. **Planning and Organizing**

   The participant demonstrates:

   - Ability to perform multi-tasking and set priorities
   - Uses available resources provided effectively
   - Manages completion of tasks assigned timely

   Supervisor's Comments:

<table>
<thead>
<tr>
<th>Graduate</th>
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<th>GAP</th>
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<td></td>
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3. **Teamwork / Cooperation**

   The participant demonstrates:

   - Get along well with all team members
   - Meet own responsibilities on the team
   - Helps others with their responsibilities

   Supervisor's Comments:

<table>
<thead>
<tr>
<th>Graduate</th>
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4. **Technical Skill**

   The participant demonstrates:

   - Ability to perform basic computer software – Words or / and Excel
   - Writing skills – memo, correspondence, letter, etc
   - Performing specific technical skills required by the job

   Supervisor's Comments:

<table>
<thead>
<tr>
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5. **Judgment / Decision Making**

   The participant demonstrates:

   - Sets and carries out priorities
   - Ability to make sound judgment
   - Consistently making suggestions for work improvement

   Supervisor's Comments:

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<tr>
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OVERALL RATING (SELECT ONLY ONE):
1 – Need Improvement | 2 – Below Expectation | 3 – Meet Expectation | 4 – Exceed Expectation | 5 – Exceptional

SUPERVISOR’S COMMENTS:

PARTICIPANT’S COMMENTS:

Gap Comparison Analysis Measures
(For Secretariat Use)

<table>
<thead>
<tr>
<th>Rating</th>
<th>Core Competencies</th>
<th>Gap 1st Quarter</th>
<th>Gap 2nd Quarter</th>
<th>Gap 3rd Quarter</th>
<th>Gap 4th Quarter</th>
<th>Average GAP</th>
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