



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

Region XIII (Caraga)

1559 Matimco Bldg, Km 4, Libertad, Butuan City | www.caraga.dilg.gov.ph

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MASTERLIST OF RETAINED DOCUMENTED INFORMATION

DOCUMENT CODE	DOCUMENT TITLE	CUSTODIAN	LOCATION	FILING SYSTEM		RETENTION PERIOD			DISPOSAL
				FOLDER	SCHEME	ACTIVE	STORAGE	TOTAL	
LEARNING AND DEVELOPMENT									
FORM 8: FM-QP-AS-HRMD-04-08	Individual Development Plan (IDP)	PERSONNEL SECTION	Desktop, PC, HRMO III	Soft copy (pdf file)	Folder by	1 year	1 year	2 years	
FORM 7: FM-QP-AS-HRMD-04-07	Professional Development Plan (PDP)	PERSONNEL SECTION	Desktop, PC, HRMO III	Soft copy (pdf file)	Folder by	1 year	1 year	2 years	
FM-QP-AS-HRMD-04-013	Consolidated Individual Development (IDP)/	PERSONNEL SECTION	Desktop, PC, HRMO III	Soft copy (pdf file)	Folder by	1 year	1 year	2 years	
	Competency Assessment 1st Level Self Rating	PERSONNEL SECTION	Desktop, PC, HRMO III	soft copy	whole year	1 year	1 year	2 years	
	Competency Assessment 1st Level Supervisor Rating	PERSONNEL SECTION	Desktop, PC, HRMO III	soft copy	whole year	1 year	1 year	2 years	
	Competency Assessment 2nd Level Self Rating	PERSONNEL SECTION	Desktop, PC, HRMO III	soft copy	whole year	1 year	1 year	2 years	
	Competency Assessment 2nd Level Supervisor Rating	PERSONNEL SECTION	Desktop, PC, HRMO III	soft copy	whole year	1 year	1 year	2 years	
	Competency Assessment LG00 Self Rating	PERSONNEL SECTION	Desktop, PC, HRMO III	soft copy	whole year	1 year	1 year	2 years	
	Competency Assessment LG00 Supervisor Rating	PERSONNEL SECTION	Desktop, PC, HRMO III	soft copy	whole year	1 year	1 year	2 years	
	Learning and Development Database	for implementation							
	Learning and Development Plan	for implementation							
	List of Learning & Development Intervention	for implementation							
	Activity Design	PERSONNEL SECTION	Data Filer	Folder (Activity	whole year	1 year	1 year	2 years	
	Regional Order	PERSONNEL SECTION	Desktop, DILG Personnel 1	Folder	labeled as	1 year	1 year	2 years	
	Attendance Sheet	PERSONNEL SECTION	Data Filer	Folder (attached to	whole year	1 year	1 year	2 years	
	Learning & Development Pre- Training Assessment	for implementation							
	Learning & Development Post- Training Evaluation	for implementation							
	Certificate of Participation	PERSONNEL SECTION	Desktop, PC, HRMO III	soft copy	whole year	1 year	1 year	2 years	
	Certificate of Appearance	PERSONNEL SECTION	Desktop, PC, HRMO III	soft copy	whole year	1 year	1 year	2 years	
	Activity Report	PERSONNEL SECTION	Data Filer	Folder (Activity	whole year	1 year	1 year	2 years	
	Post Training Evaluation Results Log Sheet	for implementation							
	Post Training Evaluation Result Summary	for implementation							
	Learning and Development Monitoring Log Sheet	for implementation							
	Learning and Development Summary Log Sheet	for implementation							

Prepared By	
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PROCESS OWNERS	

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MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (INTERNAL)							
DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
LEARNING AND DEVELOPMENT							
QP-R13-FAD-14	Quality Procedure	10.16.17					
QO-QP-R13-FAD-14	Quality Objective	10.16.17					
QME-QP-R13-FAD-14	Quality Monitoring and Evaluation	10.16.17					
FM-QP-R13-FAD-14-01	Process Summary Logsheet	10.16.17					
FM-QP-R13-FAD-14-02	Competency Assessment_1st Level_Self Rating	10.16.17					
FM-QP-R13-FAD-14-03	Competency Assessment_1st Level_Supervisor Rating	10.16.17					
FM-QP-R13-FAD-14-04	Competency Assessment_2nd Level_Self Rating	10.16.17					
FM-QP-R13-FAD-14-05	Competency Assessment_2nd Level_Supervisor Rating	10.16.17					
FM-QP-R13-FAD-14-06	Competency Assessment_LGOO_Self Rating	10.16.17					
FM-QP-R13-FAD-14-07	Competency Assessment_LGOO_Supervisor	10.16.17					
FM-QP-R13-FAD-14-08	Learning and Development Database	10.16.17					
FM-QP-R13-FAD-14-09	Learning and Development Plan	10.16.17					
FM-QP-R13-FAD-14-10	List of Learning & Development Intervention	10.16.17					
FM-QP-R13-FAD-14-11	Activity Design	10.16.17					
FM-QP-R13-FAD-14-12	Regional Order	10.16.17					
FM-QP-R13-FAD-14-13	Attendance Sheet	10.16.17					
FM-QP-R13-FAD-14-14	Learning & Development Pre- Training	10.16.17					
FM-QP-R13-FAD-14-15	Learning & Development Post- Training	10.16.17					




FM-QP-R13-FAD-14-16	Certificate of Participation	10.16.17					
FM-QP-R13-FAD-14-17	Certificate of Appearance	10.16.17					
FM-QP-R13-FAD-14-18	Activity Report	10.16.17					
FM-QP-R13-FAD-14-19	Post Training Evaluation Results Log Sheet	10.16.17					
FM-QP-R13-FAD-14-20	Post Training Evaluation Result Summary	10.16.17					

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Name of Division/FOU: Finance and Administrative Division - General Services Section

MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (EXTERNAL)

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DOCUMENT CODE	DOCUMENT TITLE	REVISION					
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LEARNING AND DEVELOPMENT							
FORM 8: FM-QP-AS-HRMD-04-	Individual Development Plan (IDP)						
FORM 7: FM-QP-AS-HRMD-04-	Professional Development Plan (PDP)						
FM-QP-AS-HRMD-04-013	Consolidated Individual Development (IDP)/ Professional Development Plan (PDP)						

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DILG REGION XIII
**QUALITY
PROCEDURE**

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PROCEDURE TITLE	LEARNING AND DEVELOPMENT
SCOPE	This process starts from identifying the learning and development needs of DILG-Region XIII personnel up through their IDP/PDP Request up to the evaluation of effectiveness of interventions provided.
PURPOSE/S	To equip DILG Region-XIII personnel with the necessary knowledge, skills and attributes to maximize their potentials and enable them to effectively contribute to the realization of the Department's objectives.

PROCESS DESCRIPTION		
INPUT	PROCESS	OUTPUT
IDP/PDP, TNA Operating Units	<div style="border: 1px solid black; padding: 10px; text-align: center;"> Learning and Development </div>	L& D Conducted L& D Employees Evaluation.

DESCRIPTIVE STATEMENT: The HRMO III consolidates the Summary of Individual/ Professional Development Plan (I/PDP) and result submitted by the employees for review of the Personnel Development Committee (PDC). The Personnel Development Committee (PDC) will formulate the L & D Plan containing the most urgent and important Learning and Development (L&D) interventions needed by the personnel to enhance their knowledge and skills or addressed their performance gaps. Upon approval by the Regional Director, the L & D Plan will be communicated to all concerned Offices. The Personnel Development Committee (PDC) will ensure the preparation, implementation and evaluation of effectiveness of the Learning and Development Interventions.

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
A. Learning and Development Planning				
1	Personnel Section	Collect IDP & PDP	<ul style="list-style-type: none"> Prepare consolidated matrix on collected IDP/PDP from QP-R13-FAD-09 Forward to Personnel Development Committee (PDC) the consolidated matrix of IDP / PDP 	<ul style="list-style-type: none"> Individual Development Plan (IDP; [FM-QP-04-08] Professional Development Plan; [FM-QP-AS-HRMD-04-07] IPD / PDP Consolidated Matrix [FM-QP-AS-HRMD-04-013]
2	Personnel Development Committee (PDC)	Identify training needs	<ul style="list-style-type: none"> Review & Evaluate the submitted consolidated IDP/ PDP and propose appropriate intervention (i.e. formal/ non-formal training). 	<ul style="list-style-type: none"> Self & Supervisor Assessment Tool[FM-QP-R13-FAD-PS-





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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
				01A]; • QP-R13-FAD-PS-01B; • QP-R13-FAD-PS-01C; • QP-R13-FAD-PS-01D; • QP-R13-FAD-PS-01E; • QP-R13-FAD-PS-01F
3	Personnel Development Plan (PDC), HRMD Committee, Personnel Section	Prepare the L & D Plan	• Prioritize the interventions needed based on urgency and relevance to the Department's thrusts for the current year • Secure approval to the Office of the Regional Director	• Learning and Development Database(as culled out from the IDP/PDP)[FM-QP-R13-FAD-PS-02] • L & D Plan [FM-QP-R13-FAD-PS-03]
4	Regional Director	Approve the L & D Plan	• Sign the L&D Plan • Return to Personnel Section for dissemination to all Divisions in the Regional Office & FOU's	• L&D Plan
5	Personnel Section	Disseminate the approved L & D Plan	• Transmit the approved L & D Plan to all concerned Offices within two (2) working days upon receipt in accordance with the Regional Records Management Procedure.	• Approved Learning & Development Intervention[F M-QP-R13-FAD-PS-04] • Regional Records Management Procedure
6	Personnel Section / PDC / HRMD Team	Secure Budget allocation for L& D	• Coordinate with Budget Officer and Planning Officer for the integration of L & D	• Approved L & D Plan and AOPB





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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
B. Learning and Development Implementation (pattern to CapDev QP-R13-LGCDD-01)				
7	Personnel Section	Formulate Activity Design	<ul style="list-style-type: none"> Draft Activity Design and prepare other documentary requirements for the conduct of activity 	<ul style="list-style-type: none"> Activity Design
8	PDC, HRMD Committee	Review the design	<ul style="list-style-type: none"> Reviews the content of the design and fund allocation Returned the reviewed Activity Design to Personnel Section 	<ul style="list-style-type: none"> Activity Design
9	Personnel Section	Route the reviewed Activity Design	<ul style="list-style-type: none"> Route the reviewed Activity Design to Budget Officer 	<ul style="list-style-type: none"> Activity Design
10	Budget Officer	Appropriation of funds	<ul style="list-style-type: none"> Budget Officer certifies the availability of funds Route to Accounting Section 	<ul style="list-style-type: none"> Activity Design
11	Accountant	Certify the availability of funds	<ul style="list-style-type: none"> Accountant confirms budgetary requirements Route to ARD 	<ul style="list-style-type: none"> Activity Design
12	ARD	Recommendation of approval	<ul style="list-style-type: none"> ARD reviews the design and recommends the same to Regional Director Route to Regional Director for approval 	<ul style="list-style-type: none"> Activity Design
13	Regional Director	Approval of the Activity Design	<ul style="list-style-type: none"> RD approves the Activity Design Route to personnel section for implementation of the L&D Activity 	<ul style="list-style-type: none"> Activity Design
14	FAD	Facilitate Purchase Request	<ul style="list-style-type: none"> Submit purchase request to GSS for their processing 	<ul style="list-style-type: none"> Approved Activity Design Purchase Request
15	Personnel Section / PDC / HRMD Team	Conduct L&D activities	<ul style="list-style-type: none"> Conduct capacity development activities in accordance with the approved activity design 	<ul style="list-style-type: none"> Activity Design Attendance Sheet Distribution List Certificate of Appearance Certificate of Participation Certificate of Appreciation



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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
				<ul style="list-style-type: none"> • Pre- Evaluation Form • Post Evaluation Form • Office Order
16	Personnel Section	Prepare and submit activity report	<ul style="list-style-type: none"> • Prepare Activity Report based on the activity conducted • Route report to DC 	<ul style="list-style-type: none"> • Activity Report • Attendance Sheet • Distribution List • Pre- Evaluation Form • Post Evaluation Form
17	PDC, HRMD Committee	Recommend approval	<ul style="list-style-type: none"> • DC reviews and recommends for approval • Forward to RD for approval of the Activity Report 	<ul style="list-style-type: none"> • Activity Report
C. Monitoring and Evaluation				
18	HRMO III & HRMO II	Monitor the implementation of the L&D Plan	<ul style="list-style-type: none"> • Record / update the Process Summary Logsheet • Check actual participants versus target participants 	<ul style="list-style-type: none"> • Process Summary Logsheet (PSL) • Approved Regional Order and training attendance sheets
19	HRMO III & HRMO II	Update the Learning and Development Database	<ul style="list-style-type: none"> • Encode the names of participants on the training program to the L&D Database. 	<ul style="list-style-type: none"> • Learning and Development Database [FM-QP-R13-FAD-PS-04]
20	Personnel Development Committee (PDC), HRMO III & HRMO II	Evaluate L&D effectiveness	<ul style="list-style-type: none"> • Evaluate the L & D effectiveness. • Prepare transmittal / memo of Overall L&D Intervention Result including competency gaps (if any) for appropriate action. • Forward to Rd for signature 	<ul style="list-style-type: none"> • SPMS: IDP/PDP • Learning and Development Database





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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
21	Regional Director	Approval of the transmittal / memo	<ul style="list-style-type: none"> Signed by RD and returned to Personnel Section for dissemination to FOU's 	<ul style="list-style-type: none"> Transmittal / Memo Overall L&D Intervention Result
22	Personnel Section	Disseminate the approved transmittal/memo	<ul style="list-style-type: none"> Disseminate the transmittal / memo to concerned office in accordance with the Regional Records Management Procedure 	<ul style="list-style-type: none"> Transmittal / Memo Overall L&D Intervention Result Regional Records Management Procedure
23	Process Owner	Retain records	<ul style="list-style-type: none"> Update the Process Summary Log Sheet. Retain records in accordance with Control of Retain Documented Information Procedure and Masterlist of Records. R13-SP-02 	<ul style="list-style-type: none"> Process Summary Logsheet (PSL) Control of Retain Documented Information Procedure Masterlist of Records

Definition of Terms& Acronyms:

- Learning** - Refers to interventions organized outside the formal learning system which are recognized as coaching, mentoring, job rotation.
- Development**- Refers to formal education that takes place within a teacher-student relationship.
- Intervention** - The systematic process of assessment and planning employed to remediate or prevent a social, educational, or developmental problem.
- Competency** - A set of observable, measurable, and vital skills, knowledge, and attitudes that are translations of capabilities deemed essential for organizational success.
- Competency Gap**- Knowledge and skills that exist and those that need to be filled/developed and/or enhanced
- Qualification Standard**- Norms and specification requirements comprised of education, eligibility, training, and experience regulating the **specific tasks attached to a particular work position.**

Documentary Requirements:

- Learning and Development Database
- Individual Development Plan (IDP)
- Professional Development Plan (PDP)

Records Maintained:

- Learning and Development Database





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**QUALITY
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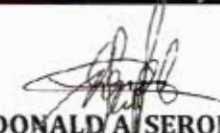

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Legal References:

- Executive Order No. 292, s. 1987 Administrative Code of 1987
- Civil Service Commission Resolution No. 1300979 dated May 17, 2013 Clarifying Qualification Requirements for Appointment to Executive/Managerial Positions in the Second Level
- CSC Qualification Standards Manual series 1997
- Civil Service Commission Memorandum Circular No. 46, series 1993 Dated November 10, 1993 Policies on Qualification Standards
- Civil Service Commission Memorandum Circular No. 12 series 2013 Dated October 29, 2003 Revised Policies on Qualification Standards

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DILG REGION XIII
**QUALITY
OBJECTIVES**

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DIVISON/FOU	PERSONNEL SECTION, FINANCE AND ADMINISTRATIVE DIVISION
PROCESS	LEARNING AND DEVELOPMENT


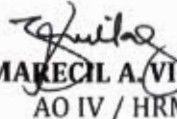
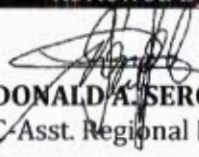
Function	Key Performance Indicators (KPI)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (Procedures) and Forms (Records), including applicable Legal Requirements
	Objective	Target	Indicator/Formula (if applicable)			
<ul style="list-style-type: none"> Facilitation of Learning and Development Intervention for all DILG Region XIII personnel to equip them with the necessary knowledge, skills and attributes and support their career growth and objectives. 	<ul style="list-style-type: none"> Timely indorsement of the L&D Plan to Regional Director 	<ul style="list-style-type: none"> Within the last quarter of the year 	<ul style="list-style-type: none"> Date indorsed to the Personnel Development Committee for RD 	<ul style="list-style-type: none"> Annual (on or before the 5th working day of the ensuing year) 	<ul style="list-style-type: none"> Action Officer/s Chief, Admin. Officer Personnel Development Committee HRMO III 	<ul style="list-style-type: none"> L&D Plan
	<ul style="list-style-type: none"> Timely implementation of the L&D Plan 	<ul style="list-style-type: none"> 80% of the target L&D interventions for implementation within the quarter 	<ul style="list-style-type: none"> Total number of L&D interventions conducted within the target date/ Total number of planned L&D interventions for implementation within the quarter 	<ul style="list-style-type: none"> Quarterly 		<ul style="list-style-type: none"> Learning and Development Monitoring Logsheet
	<ul style="list-style-type: none"> Complete evaluation of L&D intervention effectiveness not more than three (3) months after completion of the intervention 	<ul style="list-style-type: none"> 80% of L&D intervention recipients evaluated within 3 months after completion of he intervention 	<ul style="list-style-type: none"> No. of L&D intervention recipients evaluated within 3 months after completion of each interventions / Total No. of L&D intervention recipients 	<ul style="list-style-type: none"> Quarterly 		<ul style="list-style-type: none"> L&D Monitoring Log Sheet L&D Summary Logsheet



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**QUALITY
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DILG REGION XIII (CARAGA)

**PROCESS QUALITY MONITORING
AND EVALUATION (QME)**Document Code
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DIVISON/FOU	Personnel Section, Finance and Administrative Division					
PROCEDURE TITLE	LEARNING AND DEVELOPMENT					
OBJECTIVE STATEMENT	1. Timely indorsement of the L&D Plan to Regional Director within the last quarter of the year 2. 80% of the target L&D interventions for implementation within the quarter and conducted within the target date 3. 80% of L&D intervention recipients evaluated within 3 months after completion of the intervention					
CURRENT PERIOD	OCTOBER 16, 2017 - DECEMBER 31, 2017					
INDICATORS		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total
Objective 1: Timely indorsement of the L&D Plan to Regional Director						
A	Date indorsed to the Regional Director					
B	Target Result = within the 2 nd week of October					
C	Gap Analysis: In case the objective is not met, put your analysis why it is not met					
Objective 2: 80% of the target L&D interventions for implementation within the quarter and conducted within the target date						
A	Total number of L&D interventions conducted within the target date					
B	Total number of planned L&D Interventions for implementation within the quarter					
C	Formula: $\frac{A}{B} \times 100$	Target Result: 80%				
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met					
Objective 3: 80% of L&D intervention recipients evaluated within 3 months after completion of the intervention						
A	No. of L&D interventions recipients evaluated within 3 months after completion of the interventions					
B	Total No. of L&D Intervention Recipients					
C	Formula: $\frac{A}{B} \times 100$	Target Result: 80%				
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met					
Note: For unmet targets, the QMS Secretariat will issue Corrective/Preventive Action Report (CPAR) duly signed by the DILG-XIII Deputy QMR.						



DILG REGION XIII (CARAGA)

PROCESS QUALITY MONITORING AND EVALUATION (QME)

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Process Owners		Regional QMR	Top Management





DILG REGION XIII (CARAGA)

Learning and Development**Process Summary Logsheets (PSL)**

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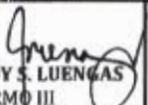
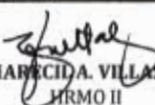
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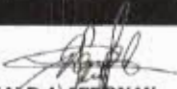
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QUALITY OBJECTIVE 3. Complete evaluation of L&D intervention effectiveness not more than three (3) months after completion of the intervention**FREQUENCY OF MONITORING:** Annual (on or before the 5th working day of the ensuing year), Quarterly**CURRENT PERIOD:** OCTOBER 16, 2017 to DECEMBER 31, 2017

NO.	PARTICIPANTS				TITLE OF THE L& D INTERVENTION	DATE COMPLETED	EVALUATION		OBJECTIVE 3 RESULT			EFFECTIVENESS EVALUATION					NOTES
	NAME	SG	DO	ACTUAL			PLANNED DATE	ACTUAL DATE	MET	UNMET	REMARKS	REQUIRED LEVEL	POST- L&D	RESULT		REMARKS	
														MET	GAP		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
nth																	
											TOTAL	0				0	
											%						

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PROCESS OWNERS	

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Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XIII (CARAGA REGION)

KM 4, 1559 MATIMCO Bldg., Libertad, Butuan City

DILG COMPETENCYSELF-ASSESSMENT

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Control No: _____

Name of Personnel: _____

Position: Administrative Aide I (Utility Worker I)

For each item, rate how much you think YOU exhibit the indicated behavior using the following scale:

Never—does not display behavior

Rarely—display behavior inconsistently, needs reinforcement to display behavior

Often—displays behavior consistently, needs minor reinforcement to display

Always—displays behavior all the time, no need for reinforcement

CORE COMPETENCIES:

Competency Name	1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE				
Competency Description	Ability to demonstrate a strong desire to promote good governance and establish positive organizational image by following the civil servants' code of conduct and modeling professional ethics and values as transparency, accountability, participation, and effectiveness	Never	Rarely	Often	Always
1	Conducts tasks and manages interactions with a positive attitude showing courtesy, sensitivity, tact, and respect				
	Practices honesty and accountability in all areas of work				
	Accounts for the use of resources entrusted for job performance/ work purposes				
	Promotes the activities/ projects and programs on good governance and effective public service of the Department				
Competency Name	2. CUSTOMER-FOCUS				
Competency Description	Ability to identify and respond to current and future, internal and external customers' needs, delivering high quality (efficient and effective) services that meet their needs	Never	Rarely	Often	Always
1	Responds to customer needs in a timely, professional, and courteous manner				
	Abides by standard processes and procedures in attending to customers				
	Delivers the services and solutions needed by internal and external customers				
Competency Name	3. ENSURING EXCELLENT RESULTS				
Competency Description	Ability to effectively manage one's time and resources to complete tasks even in challenging situations; thinking out of the box, considering others' feedback, and taking accountability for final results	Never	Rarely	Often	Always
1	Performs assigned tasks to meet pre-set standards				
	Works to ensure that outputs and expected results are delivered (sees things through and does not get sidetracked)				
	Takes ownership and responsibility for the delivery of one's own work				
	Designs a personal action plan to address the requirements of one's work				
	Seeks feedback on current ways of working and improves one's work based on inputs received				
	Maintains focus even when dealing with numerous tasks				
	Expresses a desire to do better and frustration over waste or inefficiency				





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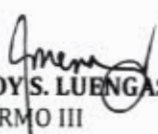
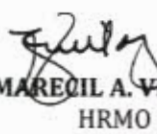
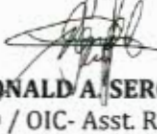
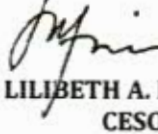
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Competency Name	4. ORGANIZATIONAL SENSITIVITY				
Competency Description	Ability to understand the organization's mandate, structure, and culture, along with major policies, legislations, and resources which influence its operations	Never	Rarely	Often	Always
1	<i>Describes the mandate and organizational structure of the Department</i>				
	<i>Demonstrates understanding [can explain] the key tasks, outputs and required competencies of one's work in the Department</i>				
	<i>Identifies key stakeholders of the Department, and explains how the Department works with or services those stakeholders</i>				

FUNCTIONAL COMPETENCIES:

Competency Name	1. COLLABORATION / WORKING WITH OTHERS				
Competency Description	Ability to contribute to the delivery of the outputs in a group environment through positive communication, interaction, and cooperation with teammates and colleagues	Never	Rarely	Often	Always
1	<i>Identifies individual tasks and responsibilities as they relate to the achievement of the unit/office targets and objectives</i>				
	<i>Participates actively in accomplishing group goals by willingly doing one's share of tasks</i>				
	<i>Assumes responsibility for work activities and coordination efforts</i>				
	<i>Deals honestly and fairly with others (teammates, internal and external workmates) showing consideration and respect in the performance of work</i>				
	<i>Appropriately expresses one's own opinion over work matters</i>				
	<i>Recognizes/listens to the diverse views and opinions of customers, colleagues, and superiors</i>				
Competency Name	2. PROCESS ORIENTATION				
Competency Description	Ability to effectively work within structures, following step by step processes and procedures and taking note of even minor details	Never	Rarely	Often	Always
1	<i>Keeps a checklist of all the items that need to be covered when performing tasks</i>				
	<i>Cites (can cite) details that might be overlooked and possible errors that might be committed</i>				
	<i>Follows processes and procedures to make sure all parts of a task are completed</i>				
	<i>Gathers information and feedback from different sources on the usefulness of processes and procedures</i>				

Prepared By		Reviewed By	Approved By
 MARIE JOY S. LUENGAS HRMO III	 MARECIL A. VILLASAN HRMO II	 DONALD A. SERONAY CAO / OIC- Asst. Regional Director	 LILIBETH A. FAMACION, CESO III Regional Director
Process Owners		Regional QMR	Top Management





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DILG COMPETENCYASSESSMENT
(SUPERVISOR-RATER)

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Control No: _____

Rater Name: _____

Rater Position: _____

Ratee Name: _____

Position: _____

For each item, rate how much you think the RATEE exhibits the indicated behavior using the following scale:

Never—does not display behavior

Rarely—display behavior inconsistently, needs reinforcement to display behavior

Often—displays behavior consistently, needs minor reinforcement to display

Always – displays behavior all the time, no need for reinforcement

CORE COMPETENCIES:

Competency Name	1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE				
Competency Description	Ability to demonstrate strong desire to promote good governance and establish positive organizational image by following the civil servants' code of conduct and modeling professional ethics and values as transparency, accountability, participation, and effectiveness	Never	Rarely	Often	Always
1	Conducts tasks and manages interactions with a positive attitude showing courtesy, sensitivity, tact, and respect				
	Practices honesty and accountability in all areas of work				
	Accounts for the use of resources entrusted for job performance/work purposes				
	Promotes the activities/ projects and programs on good governance and effective public service of the Department				
Competency Name	2. CUSTOMER-FOCUS				
Competency Description	Ability to identify and respond to current and future, internal and external customers' needs, delivering high quality (efficient and effective) services that meet their needs	Never	Rarely	Often	Always
1	Responds to customer needs in a timely, professional, and courteous manner				
	Abides by standard processes and procedures in attending to customers				
	Delivers the services and solutions needed by internal and external customers				
Competency Name	3. ENSURING EXCELLENT RESULTS				
Competency Description	Ability to effectively manage one's time and resources to complete tasks even in challenging situations; thinking out of the box, considering others' feedback, and taking accountability for final results	Never	Rarely	Often	Always
1	Performs assigned tasks to meet pre-set standards				
	Works to ensure that outputs and expected results are delivered (sees things through and does not get sidetracked)				
	Takes ownership and responsibility for the delivery of one's own work				
	Designs a personal action plan to address the requirements of				





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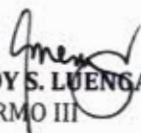
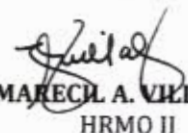

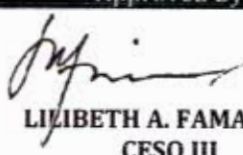
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	one's work				
	Seeks feedback on current ways of working and improves one's work based on inputs received				
	Maintains focus even when dealing with numerous tasks				
	Expresses a desire to do better and frustration over waste or inefficiency				
Competency Name	4. ORGANIZATIONAL SENSITIVITY				
Competency Description	Ability to understand the organization's mandate, structure, and culture, along with major policies, legislations, and resources which influence its operations	Never	Rarely	Often	Always
1	Describes the mandate and organizational structure of the Department				
	Demonstrates understanding [can explain] the key tasks, outputs and required competencies of one's work in the Department				
	Identifies key stakeholders of the Department, and explains how the Department works with or services those stakeholders				

FUNCTIONAL COMPETENCIES:

Competency Name	1. COLLABORATION / WORKING WITH OTHERS				
Competency Description	Ability to contribute to the delivery of the outputs in a group environment through positive communication, interaction, and cooperation with teammates and colleagues	Never	Rarely	Often	Always
1	Identifies individual tasks and responsibilities as they relate to the achievement of the unit/office targets and objectives				
	Participates actively in accomplishing group goals by willingly doing one's share of tasks				
	Assumes responsibility for work activities and coordination efforts				
	Deals honestly and fairly with others (teammates, internal and external workmates) showing consideration and respect in the performance of work				
	Appropriately expresses one's own opinion over work matters				
	Recognizes/listens to the diverse views and opinions of customers, colleagues, and superiors				
Competency Name	2. PROCESS ORIENTATION				
Competency Description	Ability to effectively work within structures, following step by step processes and procedures and taking note of even minor details	Never	Rarely	Often	Always
1	Keeps a checklist of all the items that need to be covered when performing tasks				
	Cites (can cite) details that might be overlooked and possible errors that might be committed				
	Follows processes and procedures to make sure all parts of a task are completed				
	Gathers information and feedback from different sources on the usefulness of processes and procedures				

Prepared By		Reviewed By	Approved By
 MARIE JOY S. LUENGAS HRMO III	 MARELA A. VILLASAN HRMO II	 DONALD A. SERONAY CAO / OIC- Asst. Regional Director	 LILIBETH A. FAMACION, CESO III Regional Director
Process Owners		Regional QMR	Top Management





DILG COMPETENCYSELF-ASSESSMENT

Control No: _____

Name of Personnel: _____

Position: _____

For each item, rate how much you think YOU exhibit the indicated behavior using the following scale:

Never—does not display behavior

Rarely—display behavior inconsistently, needs reinforcement to display behavior

Often—displays behavior consistently, needs minor reinforcement to display

Always – displays behavior all the time, no need for reinforcement

CORE COMPETENCIES:

Competency Name	1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE				
Competency Description	Ability to demonstrate a strong desire to promote good governance and establish positive organizational image by following the civil servants' code of conduct and modeling professional ethics and values as transparency, accountability, participation, and effectiveness	Never	Rarely	Often	Always
3	Implements processes and structures which ensure adherence to civil servants' code of conduct and the values of the Department				
	Holds self and/or work unit accountable for one's/groups' actions and behaviors				
	Crafts policies and develops practices which reinforce the Code of Ethics, and reduce red tape, graft and corruption				
	Assesses and establishes ways on how the work or the work of the unit/Department can be better communicated and understood by staff, customers, and stakeholders				
Competency Name	2. CUSTOMER-FOCUS				
Competency Description	Ability to identify and respond to current and future, internal and external customers' needs, delivering high quality (efficient and effective) services that meet their needs	Never	Rarely	Often	Always
2	Initiates correspondence with customers to determine their satisfaction with the services received and enacts ways to right away improve service delivery				
	Updates customers on the status of their requests, and of any policy or process changes that might affect delivery of the services they need				
	Anticipates the needs of customers and delivers services beyond their immediate requests				
Competency Name	3. ENSURING EXCELLENT RESULTS				
Competency Description	Ability to effectively manage one's time and resources to complete tasks even in challenging situations; thinking out of the box, considering others' feedback, and taking accountability for final results	Never	Rarely	Often	Always
2	Completes challenging tasks and duties even without constant supervision				
	Exhausts different ways to accomplish one's goals despite setbacks and failures				
	Follows through on tasks to ensure completion and maximize				





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	<i>one's performance</i>				
	<i>Looks for and suggests more creative ways of delivering outputs to improve current ways of working (creativity)</i>				
	<i>Measures and benchmarks against external environment to adopt best practices</i>				
	<i>Adapts to new or different situations effectively amidst continuous change and fast pace of work</i>				
	<i>Implements ways/systems to more effectively utilize and share resources and assets</i>				
Competency Name	4. ORGANIZATIONAL SENSITIVITY				
Competency Description	Ability to understand the organization's mandate, structure, and culture, along with major policies, legislations, and resources which influence its operations	Never	Rarely	Often	Always
2	<i>Can explain] the mandate of one's own unit, and how one's own work contributes to the fulfillment of that mandate</i>				
	<i>Utilizes formal structures, rules, and processes to accomplish work as prescribed in the policies, procedures and guidelines</i>				
	<i>Recognizes organizational culture and practices that affect work processes</i>				
	<i>Charts the relationships of the different stakeholders to each another as guide on how they influence the delivery of mandate</i>				

LEADERSHIP COMPETENCIES:

Competency Name	1. DEVELOPING AND INSPIRING OTHERS				
Competency Description	Ability to encourage the continuous learning and development of staff by collaborating with them in finding meaning in what they do and identifying strengths and areas for improvement to determine how they can leverage on these in doing their work	Never	Rarely	Often	Always
2	<i>Takes a proactive positive view of members of work group/ unit by discussing with them assigned roles and responsibilities (expectation setting)</i>				
	<i>Facilitates the work of work group/ unit members by providing tools and references that will help them</i>				
	<i>Explains reasons or rationale behind an action, as a personnel development strategy when giving directions</i>				
	<i>Provides informal guidance when concerns are raised or need to be resolved</i>				
	<i>Recognizes individual potentials and discusses with each one, their development needs and plans, aspirations, and career opportunities</i>				
	<i>Works with members of the unit to set and achieve performance standards that are specific and measurable</i>				
	<i>Celebrates group achievements but also recognizes exemplary performance of specific individuals</i>				
Competency Name	2. PLANNING WORK AND MANAGING TEAMS				
Competency Description	Ability to organize one's own and others workload effectively, efficiently and interdependently; harnessing the energies and commitment of those they lead to achieve results within prescribed timeframes and ensuring optimal use of resources, scanning the environment for possible reinforcements	Never	Rarely	Often	Always
2	<i>Prepares detailed action plans with activities, timelines, and specific assignments in consultation with members of the unit/office</i>				
	<i>Monitors the day-to-day work and activities of one's unit/workgroup to ensure effective coordination and completion of deliverables</i>				





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	<i>Allocates and efficiently utilizes available resources to meet own and one's work group/ unit's objectives</i>				
	<i>Manages and resolves conflict and disagreements in a constructive and timely manner</i>				
	<i>Facilitates group/unit interactions to achieve objectives through regular meetings and other similar activities</i>				
Competency Name	3. PROBLEM-SOLVING AND DECISION -MAKING				
Competency Description	Ability to identify and understand issues and consequently define the actual problem by comparing information from different sources, drawing conclusions, and developing appropriate solutions	Never	Rarely	Often	Always
2	<i>Collects information from a variety of sources to better plan and address issues</i>				
	<i>Recognizes conflicting situations as they arise and thinks on their feet to determine appropriate responses</i>				
	<i>Assesses multiple factors to reach a clear view of key options and selects the best option at the time</i>				
	<i>Explains to unit members and stakeholders the risks and consequences of decisions made that can affect them</i>				

FUNCTIONAL COMPETENCIES:

Competency Name	1. CRITICAL AND ANALYTICAL THINKING				
Competency Description	Ability to interpret, link, and process information in order to understand issues and identify alternative solutions	Never	Rarely	Often	Always
2	<i>Sees the connections, patterns, or trends in available information</i>				
	<i>Seeks additional information from other sources, including experts, to understand issues completely</i>				
	<i>Draws logical conclusions, options, and recommendations from processed information</i>				
	<i>Thinks of several possible explanations for a situation given a set of information</i>				
	<i>Breaks down complex tasks into manageable parts in a systematic way to work on them</i>				
Competency Name	2. PROCESS ORIENTATION				
Competency Description	Ability to effectively work within structures, following step by step processes and procedures and taking note of even minor details	Never	Rarely	Often	Always
2	<i>Checks and re-checks work/output for completeness before sending final output</i>				
	<i>Takes note of errors (writes them down) when checking and re-checking work/ output based on standard processes and procedures</i>				
	<i>Performs repetitious tasks [such as e.g., data encoding, voucher preparation, collating of documents. etc.] with care and attention following standard processes and procedures</i>				
	<i>Prepares letters, position papers, and proposals on administrative services and employee welfare related issues</i>				
	<i>Prepares draft memorandum, guidelines and policies to ensure administrative services and programs (HRMD, Personnel, Accounting, Budget etc.) are delivered in compliance to standard processes and procedures and relevant laws</i>				
Competency Name	3. COLLABORATION / WORKING WITH OTHERS				
Competency Description	Ability to contribute to the delivery of the outputs in a group environment through positive communication, interaction, and cooperation with teammates and colleagues	Never	Rarely	Often	Always
2	<i>Contributes personal knowledge, skills and abilities to achieve team/ group objectives</i>				
	<i>Provides assistance or support to others without being asked</i>				



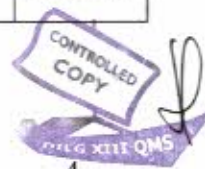


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	<i>to do so</i>				
	<i>Develops and maintains productive and harmonious working relationships with a variety of individuals or groups</i>				
	<i>Demonstrates openness and receptivity to new information and differing opinions</i>				
	<i>Keeps individuals/ work groups accurately informed and up to date with important information regarding work</i>				
Competency Name	4. INFORMATION / DATA / RECORDS MANAGEMENT				
Competency Description	Ability to organize, maintain, retrieve and ensure the proper use and disposition of records and office documents	Never	Rarely	Often	Always
2	<i>Gathers information/data useful for the performance of unit/office functions from official/credible sources</i>				
	<i>Documents/ Keeps records of actions/tasks, activities, and processes being undertaken by individuals and offices</i>				
	<i>Properly records all incoming and outgoing documents to monitor information exchange/ transactions</i>				
	<i>Organizes and maintains electronic and non-electronic records relevant to the office</i>				
	<i>Follows relevant policies, procedures and standards on records management (coding, indexing, storage, retrieval, retention and disposal)</i>				
Competency Name	5. ADMINISTRATIVE PROFICIENCY – HRMD: Recruitment and Selection				
Competency Description	Ability to effectively manage the process of attracting, selecting, and appointing most qualified candidates for jobs within an organization	Never	Rarely	Often	Always
3	<i>Assesses classification of positions, changes in the structure of the organization, trends in placement and attrition, and other considerations in preparing the recruitment plan</i>				
	<i>Reviews initial candidate analysis/ comparative assessment forms</i>				
	<i>Analyzes staffing needs of different units to make quality recruitment and selection decisions</i>				
	<i>Reviews recruitment process and provides recommendations salient for particular group of applicants</i>				
	<i>Monitors the effectiveness of recruitment and selection process to suggest improvements</i>				
	<i>Reviews minutes of meeting and other documents for finalization</i>				
Competency Name	6. ADMINISTRATIVE PROFICIENCY – HRMD: Learning and Development				
Competency Description	Ability to effectively manage learning and development activities to improve employee performance within an organization	Never	Rarely	Often	Always
3	<i>Analyzes competency gaps to plan appropriate learning and development interventions</i>				
	<i>Designs/Develops L&D interventions/ plans/ modules based on findings from learning needs analysis</i>				
	<i>Endorses external learning and development providers and recommends scholarship opportunities to employees</i>				
	<i>Delivers lectures for regular L&D programs (on the shelf modules)</i>				
	<i>Identifies possible content and process adjustments during actual conduct</i>				
	<i>Reviews and updates design of L&D interventions/ plans/ modules based on the results of the evaluation</i>				
	<i>Monitors developments on employee performance based on participation in L&D activities to identify high-performers</i>				
Competency Name	7. ADMINISTRATIVE PROFICIENCY – HRMD: Performance Management				
Competency Description	Ability to effectively manage employee performance management systems ensuring alignment to office and organizational goals	Never	Rarely	Often	Always



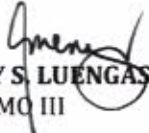


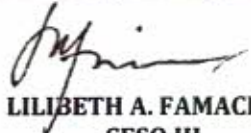


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3	<i>Liaises with external contacts regarding updates on forms, templates, and requirements for performance management</i>				
	<i>Monitors developments on employee performance to help identify employees due for promotion or selection to another position</i>				
	<i>Studies cases and recommends appropriate sanctions for non-compliance</i>				
	<i>Monitors/ Analyzes data from completed forms, templates, and other requirements to indicate relationships and trends</i>				
	<i>Prepares implementation reports, ensuring all personnel have complied with prescribed guidelines</i>				
Competency Name	8. ADMINISTRATIVE PROFICIENCY – HRMD: Employee Welfare and Benefits Administration				
Competency Description	Ability to design, implement and evaluate activities and programs that aim to improve the overall wellness and job satisfaction of employees	Never	Rarely	Often	Always
3	<i>Organizes information awareness campaign on benefits, compensation and wellness programs</i>				
	<i>Monitors the effectiveness of employee wellness programs related to job satisfaction and employee productivity</i>				
	<i>Identifies and suggests ways to make the welfare and benefits administration process more efficient</i>				
	<i>Reviews documents prepared for different employee welfare and benefits programs</i>				

Prepared By		Reviewed By	Approved By
 MARIE JOY S. LUENGAS HRMO III	 MARECH A. VILLASAN HRMO II	 DONALD A. SERONAY CAO / OIC- Asst. Regional Director	 LILIBETH A. FAMACION, CESO III Regional Director
Process Owners		Regional QMR	Top Management





**DILG COMPETENCY ASSESSMENT
 (SUPERVISOR-RATER)**

Control No: _____

Rater Name: _____

Rater Position: _____

Ratee Name: _____

Ratee Position: : _____

For each item, rate how much you think the RATEE exhibits the indicated behavior using the following scale:

Never—does not display behavior

Rarely—display behavior inconsistently, needs reinforcement to display behavior

Often—displays behavior consistently, needs minor reinforcement to display

Always – displays behavior all the time, no need for reinforcement

CORE COMPETENCIES:

Competency Name	1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE				
Competency Description	Ability to demonstrate a strong desire to promote good governance and establish positive organizational image by following the civil servants' code of conduct and modeling professional ethics and values as transparency, accountability, participation, and effectiveness	Never	Rarely	Often	Always
3	Implements processes and structures which ensure adherence to civil servants' code of conduct and the values of the Department				
	Holds self and/or work unit accountable for one's/groups' actions and behaviors				
	Crafts policies and develops practices which reinforce the Code of Ethics, and reduce red tape, graft and corruption				
	Assesses and establishes ways on how the work or the work of the unit/Department can be better communicated and understood by staff, customers, and stakeholders				
Competency Name	2. CUSTOMER-FOCUS				
Competency Description	Ability to identify and respond to current and future, internal and external customers' needs, delivering high quality (efficient and effective) services that meet their needs	Never	Rarely	Often	Always
2	Initiates correspondence with customers to determine their satisfaction with the services received and enacts ways to right away improve service delivery				
	Updates customers on the status of their requests, and of any policy or process changes that might affect delivery of the services they need				
	Anticipates the needs of customers and delivers services beyond their immediate requests				
Competency Name	3. ENSURING EXCELLENT RESULTS				
Competency Description	Ability to effectively manage one's time and resources to complete tasks even in challenging situations; thinking out of the box, considering others' feedback, and taking accountability for final results	Never	Rarely	Often	Always





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2	Completes challenging tasks and duties even without constant supervision				
	Exhausts different ways to accomplish one's goals despite setbacks and failures				
	Follows through on tasks to ensure completion and maximize one's performance				
	Looks for and suggests more creative ways of delivering outputs to improve current ways of working (creativity)				
	Measures and benchmarks against external environment to adopt best practices				
	Adapts to new or different situations effectively amidst continuous change and fast pace of work				
	Implements ways/systems to more effectively utilize and share resources and assets				
Competency Name	4. ORGANIZATIONAL SENSITIVITY				
Competency Description	Ability to understand the organization's mandate, structure, and culture, along with major policies, legislations, and resources which influence its operations	Never	Rarely	Often	Always
2	Can explain the mandate of one's own unit, and how one's own work contributes to the fulfillment of that mandate				
	Utilizes formal structures, rules, and processes to accomplish work as prescribed in the policies, procedures and guidelines				
	Recognizes organizational culture and practices that affect work processes				
	Charts the relationships of the different stakeholders to each another as guide on how they influence the delivery of mandate				

LEADERSHIP COMPETENCIES:

Competency Name	1. DEVELOPING AND INSPIRING OTHERS				
Competency Description	Ability to encourage the continuous learning and development of staff by collaborating with them in finding meaning in what they do and identifying strengths and areas for improvement to determine how they can leverage on these in doing their work	Never	Rarely	Often	Always
2	Takes a proactive positive view of members of work group/unit by discussing with them assigned roles and responsibilities (expectation setting)				
	Facilitates the work of work group/unit members by providing tools and references that will help them				
	Explains reasons or rationale behind an action, as a personnel development strategy when giving directions				
	Provides informal guidance when concerns are raised or need to be resolved				
	Recognizes individual potentials and discusses with each one, their development needs and plans, aspirations, and career opportunities				
	Works with members of the unit to set and achieve performance standards that are specific and measurable				
	Celebrates group achievements but also recognizes exemplary performance of specific individuals				
Competency Name	2. PLANNING WORK AND MANAGING TEAMS				
Competency Description	Ability to organize one's own and others workload effectively, efficiently and interdependently; harnessing the energies and commitment of those they lead to achieve results within prescribed timeframes and	Never	Rarely	Often	Always





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	ensuring optimal use of resources, scanning the environment for possible reinforcements				
2	<i>Prepares detailed action plans with activities, timelines, and specific assignments in consultation with members of the unit/office</i>				
	<i>Monitors the day-to-day work and activities of one's unit/workgroup to ensure effective coordination and completion of deliverables</i>				
	<i>Allocates and efficiently utilizes available resources to meet own and one's work group/ unit's objectives</i>				
	<i>Manages and resolves conflict and disagreements in a constructive and timely manner</i>				
	<i>Facilitates group/unit interactions to achieve objectives through regular meetings and other similar activities</i>				
Competency Name	3. PROBLEM-SOLVING AND DECISION -MAKING				
Competency Description	Ability to identify and understand issues and consequently define the actual problem by comparing information from different sources, drawing conclusions, and developing appropriate solutions	Never	Rarely	Often	Always
2	<i>Collects information from a variety of sources to better plan and address issues</i>				
	<i>Recognizes conflicting situations as they arise and thinks on their feet to determine appropriate responses</i>				
	<i>Assesses multiple factors to reach a clear view of key options and selects the best option at the time</i>				
	<i>Explains to unit members and stakeholders the risks and consequences of decisions made that can affect them</i>				

FUNCTIONAL COMPETENCIES:

Competency Name	1. CRITICAL AND ANALYTICAL THINKING				
Competency Description	Ability to interpret, link, and process information in order to understand issues and identify alternative solutions	Never	Rarely	Often	Always
2	<i>Sees the connections, patterns, or trends in available information</i>				
	<i>Seeks additional information from other sources, including experts, to understand issues completely</i>				
	<i>Draws logical conclusions, options, and recommendations from processed information</i>				
	<i>Thinks of several possible explanations for a situation given a set of information</i>				
	<i>Breaks down complex tasks into manageable parts in a systematic way to work on them</i>				
Competency Name	2. PROCESS ORIENTATION				
Competency Description	Ability to effectively work within structures, following step by step processes and procedures and taking note of even minor details	Never	Rarely	Often	Always
2	<i>Checks and re-checks work/output for completeness before sending final output</i>				
	<i>Takes note of errors (writes them down) when checking and re-checking work/ output based on standard processes and procedures</i>				
	<i>Performs repetitious tasks [such as e.g., data encoding, voucher preparation, collating of documents, etc.] with care and attention following standard processes and procedures</i>				
	<i>Prepares letters, position papers, and proposals on administrative services and employee welfare related issues</i>				
	<i>Prepares draft memorandum, guidelines and policies to ensure administrative services and programs (HRMD, Personnel, Accounting, Budget etc.) are delivered in compliance to standard processes and procedures and relevant laws</i>				





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Competency Name	3. COLLABORATION / WORKING WITH OTHERS				
Competency Description	Ability to contribute to the delivery of the outputs in a group environment through positive communication, interaction, and cooperation with teammates and colleagues	Never	Rarely	Often	Always
2	<i>Contributes personal knowledge, skills and abilities to achieve team/ group objectives</i>				
	<i>Provides assistance or support to others without being asked to do so</i>				
	<i>Develops and maintains productive and harmonious working relationships with a variety of individuals or groups</i>				
	<i>Demonstrates openness and receptivity to new information and differing opinions</i>				
	<i>Keeps individuals/ work groups accurately informed and up to date with important information regarding work</i>				
Competency Name	4. INFORMATION / DATA / RECORDS MANAGEMENT				
Competency Description	Ability to organize, maintain, retrieve and ensure the proper use and disposition of records and office documents	Never	Rarely	Often	Always
2	<i>Gathers information/data useful for the performance of unit/office functions from official/credible sources</i>				
	<i>Documents/ Keeps records of actions/tasks, activities, and processes being undertaken by individuals and offices</i>				
	<i>Properly records all incoming and outgoing documents to monitor information exchange/ transactions</i>				
	<i>Organizes and maintains electronic and non-electronic records relevant to the office</i>				
	<i>Follows relevant policies, procedures and standards on records management (coding, indexing, storage, retrieval, retention and disposal)</i>				
Competency Name	5. ADMINISTRATIVE PROFICIENCY – HRMD: Recruitment and Selection				
Competency Description	Ability to effectively manage the process of attracting, selecting, and appointing most qualified candidates for jobs within an organization	Never	Rarely	Often	Always
3	<i>Assesses classification of positions, changes in the structure of the organization, trends in placement and attrition, and other considerations in preparing the recruitment plan</i>				
	<i>Reviews initial candidate analysis/ comparative assessment forms</i>				
	<i>Analyzes staffing needs of different units to make quality recruitment and selection decisions</i>				
	<i>Reviews recruitment process and provides recommendations salient for particular group of applicants</i>				
	<i>Monitors the effectiveness of recruitment and selection process to suggest improvements</i>				
	<i>Reviews minutes of meeting and other documents for finalization</i>				
Competency Name	6. ADMINISTRATIVE PROFICIENCY – HRMD: Learning and Development				
Competency Description	Ability to effectively manage learning and development activities to improve employee performance within an organization	Never	Rarely	Often	Always
3	<i>Analyzes competency gaps to plan appropriate learning and development interventions</i>				
	<i>Designs/Develops L&D interventions/ plans/ modules based on findings from learning needs analysis</i>				
	<i>Endorses external learning and development providers and recommends scholarship opportunities to employees</i>				
	<i>Delivers lectures for regular L&D programs (on the shelf modules)</i>				
	<i>Identifies possible content and process adjustments during</i>				



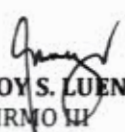


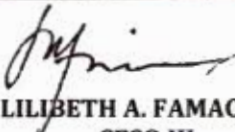


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	<i>actual conduct</i>				
	<i>Reviews and updates design of L&D interventions/ plans/ modules based on the results of the evaluation</i>				
	<i>Monitors developments on employee performance based on participation in L&D activities to identify high-performers</i>				
Competency Name	7. ADMINISTRATIVE PROFICIENCY – HRMD: Performance Management				
Competency Description	Ability to effectively manage employee performance management systems ensuring alignment to office and organizational goals	Never	Rarely	Often	Always
3	<i>Liaises with external contacts regarding updates on forms, templates, and requirements for performance management</i>				
	<i>Monitors developments on employee performance to help identify employees due for promotion or selection to another position</i>				
	<i>Studies cases and recommends appropriate sanctions for non-compliance</i>				
	<i>Monitors/ Analyzes data from completed forms, templates, and other requirements to indicate relationships and trends</i>				
	<i>Prepares implementation reports, ensuring all personnel have complied with prescribed guidelines</i>				
Competency Name	8. ADMINISTRATIVE PROFICIENCY – HRMD: Employee Welfare and Benefits Administration				
Competency Description	Ability to design, implement and evaluate activities and programs that aim to improve the overall wellness and job satisfaction of employees	Never	Rarely	Often	Always
3	<i>Organizes information awareness campaign on benefits, compensation and wellness programs</i>				
	<i>Monitors the effectiveness of employee wellness programs related to job satisfaction and employee productivity</i>				
	<i>Identifies and suggests ways to make the welfare and benefits administration process more efficient</i>				
	<i>Reviews documents prepared for different employee welfare and benefits programs</i>				

Prepared By		Reviewed By	Approved By
 MARIE JOY S. LUENGAS HRMO III	 MARECIL A. VILLASAN HRMO II	 DONALD A. SERONAY CAO / OIC- Asst. Regional Director	 LILIBETH A. FAMACION, CESO III Regional Director
Process Owners		Regional QMR	Top Management





DILG COMPETENCYSELF-ASSESSMENT

Control No: _____

Name of Personnel: _____

Position: _____

For each item, rate how much you think YOU exhibit the indicated behavior using the following scale:

Never—does not display behavior

Rarely—display behavior inconsistently, needs reinforcement to display behavior

Often—displays behavior consistently, needs minor reinforcement to display

Always – displays behavior all the time, no need for reinforcement

CORE COMPETENCIES:

Competency Name	1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE				
Competency Description	Ability to demonstrate a strong desire to promote good governance and establish positive organizational image by following the civil servants' code of conduct and modeling professional ethics and values as transparency, accountability, participation, and effectiveness	Never	Rarely	Often	Always
3	Implements processes and structures which ensure adherence to civil servants' code of conduct and the values of the Department				
	Holds self and/or work unit accountable for one's/groups' actions and behaviors				
	Crafts policies and develops practices which reinforce the Code of Ethics, and reduce red tape, graft and corruption				
	Assesses and establishes ways on how the work or the work of the unit/Department can be better communicated and understood by staff, customers, and stakeholders				
Competency Name	2. CUSTOMER-FOCUS				
Competency Description	Ability to identify and respond to current and future, internal and external customers' needs, delivering high quality (efficient and effective) services that meet their needs	Never	Rarely	Often	Always
3	Represents the needs of customers and stakeholders and advocates their interest and satisfaction to decision makers				
	Designs and implements formal feedback mechanisms for customers to communicate their specific needs				
	Reviews systems and processes by which services are delivered to customers for enhancement and greater service efficiency				
	Designs and implements service standards with indicators for measurement to deliver value adding services and programs				
Competency Name	3. ENSURING EXCELLENT RESULTS				
Competency Description	Ability to effectively manage one's time and resources to complete tasks even in challenging situations; thinking out of the box, considering others' feedback, and taking accountability for final results	Never	Rarely	Often	Always
3	Develops action plans with specific performance measures and adjusts them accordingly to ensure desired outcomes				
	Prioritizes key initiatives for the workgroup/unit so that multiple goals can be achieved simultaneously				
	Organizes workgroup/unit to achieve goals that are a definite stretch but not unrealistic or impossible				





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	<i>Keeps abreast of trends for possible new approaches, systems, structures or methods which can respond to changing times and contexts of customers and stakeholders (thinking out of the box)</i>				
	<i>Encourages innovative efforts that positively contribute to improved work processes</i>				
	<i>Helps others/ workgroup/ unit accomplish their own goals despite high-pressure or high-stress situations</i>				
	<i>Ensures that good working relationships continue even in stressful situations</i>				
	<i>Anticipates and plans for possible delays or complications that will lead to waste of resources</i>				
Competency Name	4. ORGANIZATIONAL SENSITIVITY				
Competency Description	Ability to understand the organization's mandate, structure, and culture, along with major policies, legislations, and resources which influence its operations	Never	Rarely	Often	Always
3	<i>Maps out the workflow across different units of the Department, and explains how one's work feeds into the work of other units</i>				
	<i>Processes issues and concerns of staff to guide them in understanding the importance of completing their work</i>				
	<i>Recognizes unspoken organizational limitations – What is and is not possible at certain times or in certain positions</i>				
	<i>Involves stakeholders in making decisions that may impact the way they operate</i>				
	<i>Identifies common issues encountered by local government units and explains how one's work contributes to the resolution of said issues</i>				

FUNCTIONAL COMPETENCIES:

Competency Name	1. EFFECTIVE COMMUNICATION				
Competency Description	Ability to understand technical/ professional information and skillfully process and utilize them in oral and written forms of communication, using the medium appropriate for target audience	Never	Rarely	Often	Always
2	<i>Thinks through what has to be communicated (idea or message) to organize thoughts and ideas effectively</i>				
	<i>Presents current and relevant information in a way that would support message, conclusions, and recommendations being communicated</i>				
	<i>Adjusts content and style of documents and presentations according to the subject matter and purpose</i>				
	<i>Translates highly technical information into simple terms to facilitate understanding of target readers/audience</i>				
	<i>Uses graphics and other aids to clarify complex or technical information</i>				
	<i>Explains complex ideas in a step-by-step manner/logical sequence to facilitate ease of understanding</i>				
	<i>Asks open-ended questions that encourages others to give their points of view and clarifies the message being delivered</i>				
Competency Name	2. INFLUENCE				
Competency Description	Ability to establish trust, rapport, and credibility with key customers and stakeholders in order to transform key messages and ideas into productive action and secure support for the actual implementation of programs	Never	Rarely	Often	Always
2	<i>Plans how to highlight the advantages and benefits of programs and services and compelling arguments in support of messages and positions when relating to stakeholders</i>				
	<i>Actively promotes the programs and services of the Department to different stakeholders</i>				
	<i>Uses direct persuasion to convince and/or gain agreement from stakeholders on an idea or specific course of action</i>				





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	<i>Recognizes stakeholders' unexpressed motives when making a case for the programs of the Department</i>				
Competency Name	3. MANAGING KNOWLEDGE AND INFORMATION				
Competency Description	Ability to manage accessible and functional systems which facilitate the gathering, developing, and sharing of knowledge and information across the organization to aid the actions and decision making of stakeholders	Never	Rarely	Often	Always
2	<i>Identifies and gathers additional information which might not be readily available but are crucial in ensuring deliverables and achieving specific outcomes</i>				
	<i>Organizes information in a way that would be most useful in delivering specific activities and results</i>				
	<i>Regularly checks and updates stored information (files, records, documentation, etc.) for accuracy and relevance</i>				
	<i>Uses available information to support program implementation and delivery of services</i>				
	<i>Utilizes available information to create knowledge products and materials relevant to the Department</i>				
	<i>Effectively applies existing information and knowledge management practices or processes to new work situations that result in higher quality outputs</i>				
Competency Name	4. POLICY RESEARCH AND ANALYSIS				
Competency Description	Ability to develop, evaluate, and determine policies which can influence stakeholders, effectively facilitate the implementation of projects and programs, and help achieve identified goals	Never	Rarely	Often	Always
2	<i>Prepares feasibility studies and proposals on policies which can support local government related programs</i>				
	<i>Implements established policies based on a thorough knowledge and understanding of local government units and the programs of the Department (understanding of context)</i>				
	<i>Solicits feedback from program implementers and key stakeholders regarding policies being implemented</i>				
	<i>Assesses effectiveness of implemented policies based on program monitoring and evaluation information</i>				
Competency Name	5. PROGRAM DEVELOPMENT AND MANAGEMENT				
Competency Description	Ability to employ a strategic project-approach, carefully planning and organizing activities within a set timeframe and funding, managing risks and considerations, to achieve specific of deliverables and effectively perform the mandate/function of the different units	Never	Rarely	Often	Always
2	<i>Drafts activity designs and project and program proposals, accurately anticipating resources required (time, budget, manpower) to achieve objectives and desired results</i>				
	<i>Works to ensure activity/project or program milestones are met or exceeded following implementation plan</i>				
	<i>Develops a contingency plan by anticipating the most likely risks to be encountered for a activity/project or program and implements contingency actions when need arises</i>				
	<i>Monitors milestones and progress in line with activity project and program implementation plan</i>				
	<i>Modifies implementation plans as appropriate and communicates changes to team members and stakeholders to ensure activity/ project or program is not derailed</i>				
Competency Name	6. RELATIONSHIP-BUILDING				
Competency Description	Ability to develop partners/network of partners and actively maintain good relationships with internal and external stakeholders to establish strategic advantages and meet mutual goals	Never	Rarely	Often	Always
2	<i>Develops relationships with customers and stakeholders with the intent of achieving delivery of relevant services and</i>				

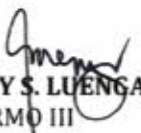
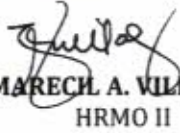

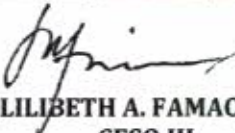


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	effective program implementation				
	Maintains productive and harmonious working relationships with a variety of individuals or groups				
	Takes time to learn about internal and external stakeholders and understand their ways of working				
	Approaches issues or disagreements with the objective of reaching win/win solutions				
	Uses understanding of different interests and agendas to address conflict in a positive and open manner				
Competency Name	7. TECHNICAL PROFICIENCY – Local Governance Operations				
Competency Description	Ability to demonstrate depth of knowledge and skills that is unique to one's field of work	Never	Rarely	Often	Always
2	Plots implementable actions to ensure delivery of outputs				
	Identifies appropriate methods and tools in performing tasks				
	Adjusts to the context of the (including set-up, personalities, culture,) in doing work				
	Uses technical knowledge or skills not easily or quickly learned on the job				
	Accomplishes complex tasks without asking for guidance or instruction/				
	Adapts the use of IT based tools or technology assisted programs to deliver outputs more efficiently				
	Invests time and effort in learning new technological systems and techniques to enhance work				

Prepared By		Reviewed By	Approved By
 MARIE JOY S. LUENGAS HRMO III	 MARECH A. VILLASAN HRMO II	 DONALD A. SERONAY CAO / OIC- Asst. Regional Director	 LILIBETH A. FAMACION, CESO III Regional Director
Process Owners		Regional QMR	Top Management





**DILG COMPETENCYASSESSMENT
 (SUPERVISOR-RATER)**

Control No: _____

Rater Name: _____

Rater Position: _____

Ratee Name: _____

Ratee Position: _____

For each item, rate how much you think the RATEE exhibits the indicated behavior using the following scale:

Never—does not display behavior

Rarely—display behavior inconsistently, needs reinforcement to display behavior

Often—displays behavior consistently, needs minor reinforcement to display

Always – displays behavior all the time, no need for reinforcement

CORE COMPETENCIES:

Competency Name	1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE				
Competency Description	Ability to demonstrate a strong desire to promote good governance and establish positive organizational image by following the civil servants' code of conduct and modeling professional ethics and values as transparency, accountability, participation, and effectiveness	Never	Rarely	Often	Always
3	Implements processes and structures which ensure adherence to civil servants' code of conduct and the values of the Department				
	Holds self and/or work unit accountable for one's/groups' actions and behaviors				
	Crafts policies and develops practices which reinforce the Code of Ethics, and reduce red tape, graft and corruption				
	Assesses and establishes ways on how the work or the work of the unit/Department can be better communicated and understood by staff, customers, and stakeholders				
Competency Name	2. CUSTOMER-FOCUS				
Competency Description	Ability to identify and respond to current and future, internal and external customers' needs, delivering high quality (efficient and effective) services that meet their needs	Never	Rarely	Often	Always
3	Represents the needs of customers and stakeholders and advocates their interest and satisfaction to decision makers				
	Designs and implements formal feedback mechanisms for customers to communicate their specific needs				
	Reviews systems and processes by which services are delivered to customers for enhancement and greater service efficiency				
	Designs and implements service standards with indicators for measurement to deliver value adding services and programs				
Competency Name	3. ENSURING EXCELLENT RESULTS				
Competency Description	Ability to effectively manage one's time and resources to complete tasks even in challenging situations; thinking out of the box, considering others' feedback, and taking accountability for final results	Never	Rarely	Often	Always



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3	<i>Develops action plans with specific performance measures and adjusts them accordingly to ensure desired outcomes</i>				
	<i>Prioritizes key initiatives for the workgroup/unit so that multiple goals can be achieved simultaneously</i>				
	<i>Organizes workgroup/unit to achieve goals that are a definite stretch but not unrealistic or impossible</i>				
	<i>Keeps abreast of trends for possible new approaches, systems, structures or methods which can respond to changing times and contexts of customers and stakeholders (thinking out of the box)</i>				
	<i>Encourages innovative efforts that positively contribute to improved work processes</i>				
	<i>Helps others/ workgroup/ unit accomplish their own goals despite high-pressure or high-stress situations</i>				
	<i>Ensures that good working relationships continue even in stressful situations</i>				
	<i>Anticipates and plans for possible delays or complications that will lead to waste of resources</i>				
Competency Name	4. ORGANIZATIONAL SENSITIVITY				
Competency Description	Ability to understand the organization's mandate, structure, and culture, along with major policies, legislations, and resources which influence its operations	Never	Rarely	Often	Always
3	<i>Maps out the workflow across different units of the Department, and explains how one's work feeds into the work of other units</i>				
	<i>Processes issues and concerns of staff to guide them in understanding the importance of completing their work</i>				
	<i>Recognizes unspoken organizational limitations – What is and is not possible at certain times or in certain positions</i>				
	<i>Involves stakeholders in making decisions that may impact the way they operate</i>				
	<i>Identifies common issues encountered by local government units and explains how one's work contributes to the resolution of said issues</i>				

FUNCTIONAL COMPETENCIES:

Competency Name	1. EFFECTIVE COMMUNICATION				
Competency Description	Ability to understand technical/ professional information and skillfully process and utilize them in oral and written forms of communication, using the medium appropriate for target audience	Never	Rarely	Often	Always
2	<i>Thinks through what has to be communicated (idea or message) to organize thoughts and ideas effectively</i>				
	<i>Presents current and relevant information in a way that would support message, conclusions, and recommendations being communicated</i>				
	<i>Adjusts content and style of documents and presentations according to the subject matter and purpose</i>				
	<i>Translates highly technical information into simple terms to facilitate understanding of target readers/audience</i>				
	<i>Uses graphics and other aids to clarify complex or technical information</i>				
	<i>Explains complex ideas in a step-by-step manner/logical sequence to facilitate ease of understanding</i>				
	<i>Asks open-ended questions that encourages others to give their points of view and clarifies the message being delivered</i>				
Competency Name	2. INFLUENCE				
Competency Description	Ability to establish trust, rapport, and credibility with key customers and stakeholders in order to transform key messages and ideas into productive action and secure support for the actual implementation of programs	Never	Rarely	Often	Always
2	<i>Plans how to highlight the advantages and benefits of</i>				





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	<i>programs and services and compelling arguments in support of messages and positions when relating to stakeholders</i>				
	<i>Actively promotes the programs and services of the Department to different stakeholders</i>				
	<i>Uses direct persuasion to convince and/or gain agreement from stakeholders on an idea or specific course of action</i>				
	<i>Recognizes stakeholders' unexpressed motives when making a case for the programs of the Department</i>				
Competency Name	3. MANAGING KNOWLEDGE AND INFORMATION				
Competency Description	Ability to manage accessible and functional systems which facilitate the gathering, developing, and sharing of knowledge and information across the organization to aid the actions and decision making of stakeholders	Never	Rarely	Often	Always
2	<i>Identifies and gathers additional information which might not be readily available but are crucial in ensuring deliverables and achieving specific outcomes</i>				
	<i>Organizes information in a way that would be most useful in delivering specific activities and results</i>				
	<i>Regularly checks and updates stored information (files, records, documentation, etc.) for accuracy and relevance</i>				
	<i>Uses available information to support program implementation and delivery of services</i>				
	<i>Utilizes available information to create knowledge products and materials relevant to the Department</i>				
	<i>Effectively applies existing information and knowledge management practices or processes to new work situations that result in higher quality outputs</i>				
Competency Name	4. POLICY RESEARCH AND ANALYSIS				
Competency Description	Ability to develop, evaluate, and determine policies which can influence stakeholders, effectively facilitate the implementation of projects and programs, and help achieve identified goals	Never	Rarely	Often	Always
2	<i>Prepares feasibility studies and proposals on policies which can support local government related programs</i>				
	<i>Implements established policies based on a thorough knowledge and understanding of local government units and the programs of the Department (understanding of context)</i>				
	<i>Solicits feedback from program implementers and key stakeholders regarding policies being implemented</i>				
	<i>Assesses effectiveness of implemented policies based on program monitoring and evaluation information</i>				
Competency Name	5. PROGRAM DEVELOPMENT AND MANAGEMENT				
Competency Description	Ability to employ a strategic project-approach, carefully planning and organizing activities within a set timeframe and funding, managing risks and considerations, to achieve specific of deliverables and effectively perform the mandate/function of the different units	Never	Rarely	Often	Always
2	<i>Drafts activity designs and project and program proposals, accurately anticipating resources required (time, budget, manpower) to achieve objectives and desired results</i>				
	<i>Works to ensure activity/project or program milestones are met or exceeded following implementation plan</i>				
	<i>Develops a contingency plan by anticipating the most likely risks to be encountered for a activity/project or program and implements contingency actions when need arises</i>				
	<i>Monitors milestones and progress in line with activity project and program implementation plan</i>				
	<i>Modifies implementation plans as appropriate and communicates changes to team members and stakeholders to ensure activity/ project or program is not derailed</i>				
Competency Name	6. RELATIONSHIP-BUILDING				





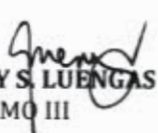
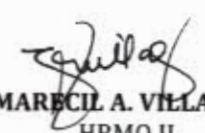

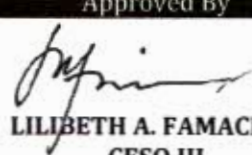
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Competency Description	Ability to develop partners/network of partners and actively maintain good relationships with internal and external stakeholders to establish strategic advantages and meet mutual goals	Never	Rarely	Often	Always
2	<i>Develops relationships with customers and stakeholders with the intent of achieving delivery of relevant services and effective program implementation</i>				
	<i>Maintains productive and harmonious working relationships with a variety of individuals or groups</i>				
	<i>Takes time to learn about internal and external stakeholders and understand their ways of working</i>				
	<i>Approaches issues or disagreements with the objective of reaching win/win solutions</i>				
	<i>Uses understanding of different interests and agendas to address conflict in a positive and open manner</i>				
Competency Name	7. TECHNICAL PROFICIENCY – Local Governance Operations				
Competency Description	Ability to demonstrate depth of knowledge and skills that is unique to one's field of work	Never	Rarely	Often	Always
2	<i>Plots implementable actions to ensure delivery of outputs</i>				
	<i>Identifies appropriate methods and tools in performing tasks</i>				
	<i>Adjusts to the context of the (including set-up, personalities, culture,) in doing work</i>				
	<i>Uses technical knowledge or skills not easily or quickly learned on the job</i>				
	<i>Accomplishes complex tasks without asking for guidance or instruction/</i>				
	<i>Adapts the use of IT based tools or technology assisted programs to deliver outputs more efficiently</i>				
	<i>Invests time and effort in learning new technological systems and techniques to enhance work</i>				

Prepared By		Reviewed By	Approved By
 MARIE JOY S. LUENGAS HRMO III	 MARCIL A. VILLASAN HRMO II	 DONALD A. SERONAY CAO / OIC- Asst. Regional Director	 LILIBETH A. FAMACION, CESO III Regional Director
Process Owners		Regional QMR	Top Management





DILG-REGION XIII

LEARNING AND DEVELOPMENT DATABASE

Document Code		
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Rev. No.	Eff. Date	Page
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FOR THE PERIOD: _____

NO.	POSITION	NAME	COMPETENCY AREA (REQUIRED)			COMPETENCY AREA (ACTUAL)			COMPETENCY GAP			TITLE OF L&D INTERVENTION / TRAINING ATTENDED	DATE OF TRAININGS	NO. OF HOURS	D.O NO.	REMARKS
			CORE	LEADERSHIP	FUNCTIONAL	CORE	LEADERSHIP	FUNCTIONAL	CORE	LEADERSHIP	FUNCTIONAL					
Office																
1																
2																
3																
4																
5																
nth																
Office																
1																
2																
3																
4																
5																
nth																

Prepared By		Reviewed By		Approved By	
 MARIE JOY S. LUENGAS HRMO III		 MARECIL A. VILLASAN HRMO II		 DONALD A. SERONAY CAO / OIC- Asst. Regional Director	
Process Owners		Regional QMR		 LILIBETH A. FAMACION, CESO III Regional Director Top Management	





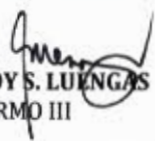
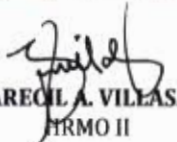

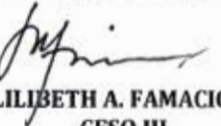
DILG REGION XIII

LEARNING AND DEVELOPMENT PLAN CY _____

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A. Summary of Learning and Development Interventions

NO.	TIMELINE	PRIORITY COMPETENCY GAP	PROPOSED L&D INTERVENTION	LEARNING OBJECTIVES	OUTPUTS TO BE PRODUCED	DESIRED OUTCOME/S	TARGET LEARNERS	IMPLEMENTATION SCHEDULE

Prepared By		Reviewed By	Approved By
 MARIE JOY S. LUENGAS HRMO III	 MARECHIL A. VILLASAN HRMO II	 DONALD A. SERONAY CAO / OIC- Asst. Regional Director	 LILIBETH A. FAMACION, CESO III Regional Director
Process Owners		Regional QMR	Top Management





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CY ____ LIST OF LEARNING &
 DEVELOPMENT INTERVENTION

I, _____, **(POSITION), (OFFICE)**, propose the following Training and Development for the year ____ (Attach sheet if necessary):

Functional /Technical			Behavioral		
Proposed Area/Subject of Development	Criticality(1/2/3)	By When (Specify the Quarter)	Proposed Area/Subject of Development	Criticality (1/2/3)	By When (Specify the Quarter)
1.			1.		
2.			2.		
3.			3.		

PARTICIPANTS

FUNCTIONAL: (Subject of Development)		BEHAVIORAL: (Subject of Development)	
NAME	OFFICE	NAME	OFFICE

SIGNATURE OVER PRINTED NAME OF REPORTING OFFICER		DATE	
SIGNATURE OVER PRINTED NAME OF HEAD OF OFFICE		DATE	

Explanation:

CRITICALITY:

1. High Criticality, required at the earliest in performing the job.
2. Medium Criticality would help in better performance, not immediate.
3. Good to know.

Note: Please note that "1" (High Criticality) may not be given more than 1 per year

Functional/Technical Training: These are the training inputs essential to effectively perform the roles and responsibilities of a Job as per KRA. These may also be inputs to learn new skills required for new responsibilities.

e.g.: SAP, CAD/CAM, Total Station, Tally, Customer Relationship Management, etc.

Behavioral Training: These are the training inputs required for the enhancement of soft-skills and continuously achieve Personal Development.

e.g.: Communication skills, Interpersonal Skills, Presentation Skills, etc

Prepared By		Reviewed By	Approved By
MARIE JOY S. LUENGAS HRMO III	MARECIL A. VILLASAN HRMO II	DONALD A. SERONAY CAO / OIC- Asst. Regional Director	LILIBETH A. FAMACION, CESO III Regional Director
Process Owners		Regional QMR	Top Management





ACTIVITY DESIGN

TITLE :

Prepared by	Reviewed by
Name:	Name:
Position:	Position:
Date:	Date:
Availability of Funds:	
Name: PRIMADONNA M. LINCUNA	Name: ROCHE LYNNE L. CUNANAN
Position: Budget Officer III	Position: Accountant III
Date:	Date:
Fund Source:	

Recommending Approval:	Approved by
Name: DONALD A. SERONAY	Name: LILIBETH A. FAMACION, CESO III
Position: OIC- Asst. Regional Director/ CAD	Position: Regional Director
Date:	Date:



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I. BASIC INFORMATION

Title	
Date	
Venue	
Responsible Person(s) / Division	
Total Budget Requested	

II. RATIONALE

III. OBJECTIVES

IV. ACTIVITY FLOW

Date/Time	Activity	Responsible Person

V. METHODOLOGY

VI. PARTICIPANTS

VII. BUDGETARY REQUIREMENTS

Particulars	Details	Amount

VIII. FUND SOURCE

Prepared By		Reviewed By	Approved By
 MARIE JOY S. LUENGAS HRMO III	 MARCIL A. VILLASAN HRMO II	 DONALD A. SERONAY CAO / OIC- Asst. Regional Director	 LILIBETH A. FAMACION, CESO III Regional Director
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Regional Order No. ____ - ____

SUBJECT :

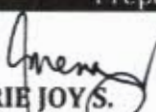
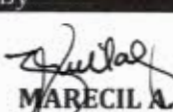
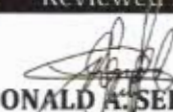
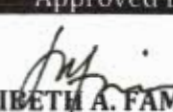
DATE :

NAME OF PERSONNEL	POSITION	RESPONSIBILITY

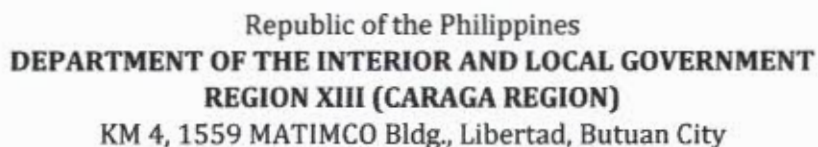
Subject of personnel shall be at the venue on _____ at _____.

For compliance.

LILIBETH A. FAMACION, CESO III
Regional Director

Prepared By		Reviewed By	Approved By
 MARIE JOY S. LUENGAS HRMO III	 MARECIL A. VILLASAN HRMO II	 DONALD A. SERONAY CAO / OIC- Asst. Regional Director	 LILIBETH A. FAMACION, CESO III Regional Director
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ATTENDANCE SHEET

[illegible]

Prepared By		Reviewed By	Approved By
 MARIE JOY S. LUENGAS HRMO III	 MARECIL A. VILLASANA HRMO II	 DONALD A. SERONAY CAO / OIC- Asst. Regional Director	 LILIBETH A. FAMACION, CESO III Regional Director
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Learning & Development Pre- Training Assessment (PTA)

NAME		POSITION	
GENDER		AGE	
TITLE OF TRAINING		DATE	

Please answer the questions below as honesty as possible.

Why do you want to attend this course?

What do you expect from this course?

Which part of the training course do you think will be particularly valuable?

How will the skills you learn benefit you in your role?

What do you hope to do differently when you have completed this course?

How would you rate your level of knowledge/skill/ability on a scale of 1 to 5, 5 being very good before you attend this course?

Prepared By		Reviewed By	Approved By
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Learning & Development Post- Training Evaluation (PTE)

TITLE		Date: (From - To)	
VENUE		Office	
SECRETARIAT/OPR			
Name of Participant (optional)			

The feedback you give will allow us to continually improve our Learning and Development (L&D) programs. Please check (✓) the column that best corresponds to your preferred rating and hand this rating sheet to the Secretariat.

A. L & D ACTIVITY	VERY GOOD [5]	GOOD [4]	FAIR [3]	POOR [2]	VERY POOR [1]
A1 Achievement of the L & D Objective/s					
A2 Relevance to work					
A3 Pacing and Training					
A4 Structure and Sequencing of the activities					
B. L & D CONTENT	VERY GOOD [5]	GOOD [4]	FAIR [3]	POOR [2]	VERY POOR [1]
B1. Clarity					
B2. Sufficiency of topics covered					
B3. Quality of presentation materials					
C. RESOURCE PERSON/SPEAKER (RP/S) (Indicate the name of the Resource Person/ Speaker (RP/S being rated))	VERY GOOD [5]	GOOD [4]	FAIR [3]	POOR [2]	VERY POOR [1]
C1. Mastery of subject matter	RP/S A:				
	RP/S B:				
	RP/S C:				
C2. Ability to explain and illustrate concepts	RP/S A:				
	RP/S B:				
	RP/S C:				
C3. Ability to respond appropriately to questions	RP/S A:				
	RP/S B:				
	RP/S C:				
C4. Time Management	RP/S A:				
	RP/S B:				
	RP/S C:				
D. SECRETARIAT	VERY GOOD [5]	GOOD [4]	FAIR [3]	POOR [2]	VERY POOR [1]
<i>(Rate each member of the Secretariat based on the extent of their actual support throughout the activity. Indicate the names of the secretariat being rated in the blank columns provided).</i>					
E. VENUE	VERY GOOD [5]	GOOD [4]	FAIR [3]	POOR [2]	VERY POOR [1]
E1. Professionalism of venue staff, if applicable					
E2. Suitability (comfortable and conducive to learning)					
E3. Quality of equipment					
E4. Meals and snacks					
F. OTHER COMMENTS	VERY GOOD [5]	GOOD [4]	FAIR [3]	POOR [2]	VERY POOR [1]
Which part of the L&D do you like most? Why?					



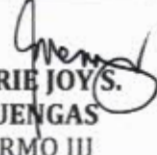
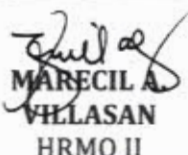

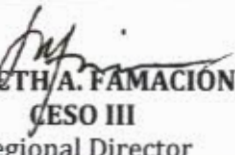


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Which part of the L&D do you least most? Why?						
Would you recommend this L&D activity to other? (if no, please explain why)						
Other comments/suggestions for improvement						
G. Overall rating of the L&D activity		VERY GOOD [5]	GOOD [4]	FAIR [3]	POOR [2]	VERY POOR [1]

Thank you.

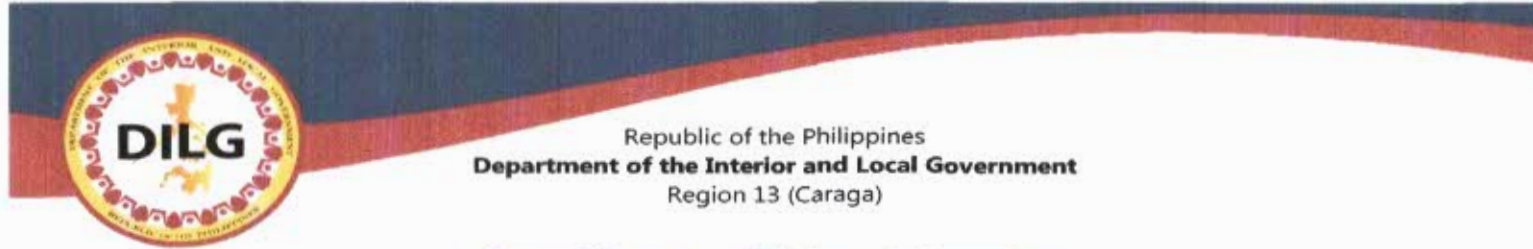
Prepared By		Reviewed By	Approved By
 MARIE JOY S. LUENGAS HRMO III	 MARECIL A. VILLASANI HRMO II	 DONALD A. SERONAY CAO / OIC- Asst. Regional Director	 LILIBETH A. FAMACION, CESO III Regional Director
Process Owners		Regional QMR	Top Management





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Certificate of Participation

is given to

For having actively participated in the

held on **November 14, 2017** at the **Grand Palace Hotel, Butuan City.**

Given this **14th** day of **November 2017** in **Butuan City, Philippines.**

LILIBETH A. FAMACION, CESO III
Regional Director

"Matino, Mahusay at Maaasahan"

1559 Matimco Bldg., Km. 4 Libertad, Butuan City
Tel. Nos.: (085) 342-2134, 341-1976, 342-2045

Email Address: official@caraga.dilg.gov.ph
Website: www.caraga.dilg.gov.ph

Prepared By		Reviewed By	Approved By
 MARIE JOY S. LUENGAS HRMO III	 MARECIL A. VILLASAN HRMO II	 DONALD A. SERONAY CAO / OIC- Asst. Regional Director	 LILIBETH A. FAMACION, CESO III Regional Director
Process Owners		Regional QMR	Top Management





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DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XIII (CARAGA REGION)
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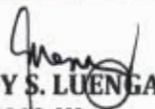
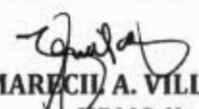
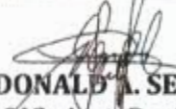
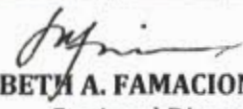
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CERTIFICATE OF APPEARANCE

Name: _____
Designation: _____
Office: _____
Date(s) Appeared: _____
Purpose: _____

Given this ____ day of Month and Year in Venue of the Activity.

LILIBETH A. FAMACION, CESO III
Regional Director

Prepared By		Reviewed By	Approved By
 MARIE JOY S. LUENGAS HRMO III	 MARCELO A. VILLASAN HRMO II	 DONALD A. SERONAY CAO / OIC- Asst. Regional Director	 LILIBETH A. FAMACION, CESO III Regional Director
Process Owners		Regional QMR	Top Management





ACTIVITY REPORT

I. BASIC INFORMATION

Title	
Date	
Venue	
Responsible Person(s)/Division	
Total Budget Requested	

II. EXECUTIVE SUMMARY

III. OBJECTIVE

IV. METHODOLOGY

V. HIGHLIGHTS

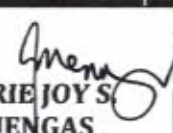

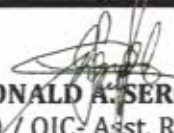
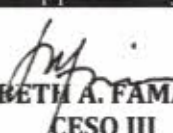
VI. ACTUAL EXPENSES

Particulars	Amount

Prepared By:

Noted By

Approved By

Prepared By		Reviewed By	Approved By
 MARIE JOY S. LUENGAS HRMO III	 MARECILA A. VILLASAN HRMO II	 DONALD A. SERONAY CAO / OIC- Asst. Regional Director	 LILIBETH A. FAMACION, CESO III Regional Director
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DILG REGION XIII
POST TRAINING EVALUATION RESULTS LOG SHEET

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Title of L&D Intervention: _____
 Date Conducted: _____

Respondent	L&D Overall					L&D Ware			Resource Person/Speaker						Secretariat			Venue				Ave.	Remarks
	A1	A2	A3	A4	A5	B1	B2	B3	C1	C2	C3	C4	C5	C6	D1	D2	D3	E1	E2	E3	E4		
1.																							
2.																							
3.																							
4.																							
5.																							
6.																							
7.																							
8.																							
9.																							
TOTAL																							
AVERAGE RATING (%)																							

Prepared by:

Noted by:

 Secretariat

 Division Chief

Prepared By		Reviewed By		Approved By	
 MARIE JOY S. LUENGAS HRMO III		 MARECIL A. VILLASAN HRMO II		 LILIBETH A. FAMACION, CESO III Regional Director	
Process Owners		Regional QMR		Top Management	





**DILG REGION XIII
POST TRAINING EVALUATION RESULT
SUMMARY**

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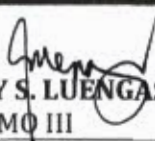
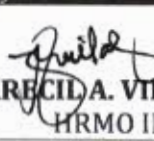
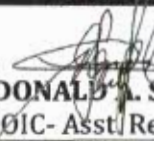
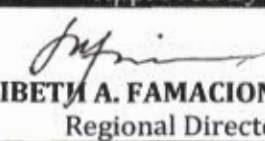
NO.	Particulars of the L&D Intervention			
	Title of the L&D Intervention	Date Conducted	Average Satisfaction Rating	Remarks

Prepared by:

Noted by:

Secretariat

Division Chief

Prepared By		Reviewed By	Approved By
 MARIE JOY S. LUENGAS HRMO III	 MARECIL A. VILLASAN HRMO II	 DONALD A. SERONAY CAO / OIC- Asst/ Regional Director	 LILIBETH A. FAMACION, CESO III Regional Director
Process Owners		Regional QMR	Top Management

