

Provincial Government of Davao del Norte
 Assessment Tool for Technical Competencies

Dear Respondent/Assesee- In line with this HRD Project, we are grateful if you complete the ff:

I. PERSONAL INFORMATION

SURNAME		FIRST NAME		M.I.	
OFFICE		POSITION/OFFICIAL DESIGNATION			
HIGHEST EDUCATIONAL ATTAINMENT		RELIGIOUS AFFILIATION			
SEX	CIVIL STATUS			DATE OF BIRTH (mm/dd/yy)	
<input type="checkbox"/> Female <input type="checkbox"/> Male	<input type="checkbox"/> Single	<input type="checkbox"/> Married	<input type="checkbox"/> Separated	<input type="checkbox"/> Widowed	
CONTACT DETAILS:					
Address (street, Village, Brgy., Region)					
Telephone No	Mobile No	Email Address			

II. LEVEL OF COMPETENCY

Below are the targeted TECHNICAL COMPETENCIES required or expected from members of the Provincial Government of Davao del Norte. Go through each of the competencies identified and rate yourself according to your current capacity to perform/demonstrate these skills using the scale of 1 (lowest) - 4 (highest). Please encircle your answer.

Rating	Description
1 = Basic	Has minimal knowledge and may demonstrate behaviors at certain times with some assistance.
2 = Intermediate	Has sufficient knowledge and demonstrates the behavior or practice it/them most of the time with little assistance or supervision.
3 = Advanced	Teaches or mentors others in this competency; is considered a role model in the practice of this competency. Has consistently met the expectation of self and others. Demonstrates high quality work that has a positive impact.
4 = Superior	Exemplary; has no overall mastery of this competency, understands and demonstrates it in all areas of life. Work is of a very high or exceptional quality and has significant impact.