

Provincial Government of Davao del Norte

Assessment Tool for Core Competencies: Upholding Integrity and Delivering Excellent Service

Dear Respondent/Assessee- 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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Female	Male	Single	Married	Separated	Widowed
CONTACT DETAILS:					
Address (street, Village, Brgy., Region)					
Telephone No		Mobile No	Email Address		

### Instructions

#### 1. READ

Read the competency definition and proficiency levels. Note that proficiency levels are spread from **1-Basic (Lowest) to 4- Superior (highest)**. Take a moment to understand how the competency progresses from level 1-Basic to Level 4 Superior. You may refer to the definition of each proficiency level for guidance on what behaviors are expected for each level.

#### 2. ASSESS

**Mark by checking** the competency proficiency level that you manifested. Marked level should be the highest routinely done and could reasonably be expected to be repeated on an ongoing basis. **Please do not assess anticipated or desired behaviors**, but rather behaviors that are consistently demonstrated on the job.

Do not select a particular level unless you can think of several critical incidents that manifest the behaviors indicated. Since each level builds on the preceding levels of competency, consistent mastery of the behaviors in the lowest level must be manifested.