**TARLAC STATE UNIVERSITY**

**HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT OFFICE**

**TSU Institutional Competency-Based Training Self-Assessment Form**

The following are the institutional competency-based standards for in-house training of the University. Please assess yourself by marking a check (✓) beside each item according to the competency levels described below. Please note that this is not a performance evaluation. Rather, this serves as a baseline data for the HRDMO Training and Organizational Development Unit in determining the Institutional Training Needs of its human resource. Your responses will be kept confidential subject to the Data Protection Law. Kindly answer with utmost honesty. Thank you!

|  |  |
| --- | --- |
| **Name**: | **Date**: |
| **Position**: | **Office/College**: |

|  |  |
| --- | --- |
| **COMPETENCY LEVEL** | **INDICATOR** |
| **Level 0 - Needs Training** | Has no prior knowledge on this competency and requires basic training |
| **Level 1 - Awareness/Basic** | Demonstrates basic awareness and familiarity of concepts and processes but needs close and extensive guidance to perform tasks associated with this competency |
| **Level 2 - Intermediate** | Demonstrates a detailed understanding of core concepts and processes. Could work independently with minimal guidance and supervision to perform tasks associated with this competency |
| **Level 3 - Advanced** | Demonstrates broad understanding of advanced concepts and processes. Seeks guidance as only needed and may serve as a resource to others in relation to this competency |
| **Level 4 – Expert/Master** | Demonstrates extensive depth and breadth of expertise in advanced concepts and processes. May serve as an acknowledged authority, advisor, and key resource across the agency in relation to this competency |

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| **INSTITUTIONAL COMPETENCY STANDARD** | **0** | **1** | **2** | **3** | **4** |
| * 1. **TSU Organizational Culture**
* Understands, appreciates and demonstrates the Vision, Mission, Goals, Objectives and Core Values of the University
 |  |  |  |  |  |
| * 1. **Personality Development**
* Develops an accurate understanding of one’s self as a unique individual with strengths and weaknesses and applies necessary soft skills to the attainment of personal and organizational goals
 |  |  |  |  |  |
| * 1. **Work Ethics and Customer Service**
* Develops and applies complete understanding and appreciation of the ethical standards, duties and responsibilities of a public servant
 |  |  |  |  |  |
| * 1. **Team Work and Conflict Management**
* Determines and applies ways to work harmoniously with other people and to contribute in the achievement of organizational goals
* Understands others and develops ability to manage workplace conflicts
 |  |  |  |  |  |
| * 1. **Gender and Development**
* Recognizes the differences of others across gender, and demonstrates understanding of equality of men and women in terms of rights, opportunities and resources.
 |  |  |  |  |  |
| * 1. **Employee Rights and Privileges**
* Knowledge and enjoyment of the basic rights to compensation and benefits, to employee self-organization and due process
 |  |  |  |  |  |
| * 1. **Quality Management System**
* Understands the Quality Management System and transacts/accomplishes tasks in accordance with its standards
 |  |  |  |  |  |
| * 1. **Environmental Conservation**
* Awareness of one’s physical environment and applies conservation of natural resources (electricity and water resources) and proper waste management
 |  |  |  |  |  |
| * 1. **Occupational Safety**
* Understands and adheres to the occupational health and safety standards of the University
 |  |  |  |  |  |
| * Knowledge and application of safety procedures and standards in preparation for disaster and calamities and emergency response
 |  |  |  |  |  |
| * 1. **Occupational Health**
* Awareness of the prevention and treatment of communicable diseases such as Tuberculosis, Hepatitis and HIV-Aids and the like
 |  |  |  |  |  |
| * Awareness and value for work-life balance and mental health in the workplace
 |  |  |  |  |  |

By signing below, I am agreeing to the Data Privacy Policy of the University and therefore giving my consent to the HRDMO the collection and processing of my personal data herein provided.

**Accomplished**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Noted**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Employee’s Signature*  *Supervisor’s Signature*