

**E. The Competency Assessment Evaluation Form**  
**COMPETENCY ASSESSMENT EVALUATION FORM**

Annex G

EMPLOYEE RATEE NAME: \_\_\_\_\_

SG: \_\_\_\_\_

DIVISION/DEPARTMENT: \_\_\_\_\_

RATER NAME: \_\_\_\_\_

COMPETENCY (1)	DEFINITION (2)	CRITICAL INCIDENTS (3)	RATING (1,2,3,4,5)				
			Self (4)	Supv (5)	Peer (5)	Customer (6)	Subor (7)
<b>A. Core Competencies (8)</b>							
1 Accountability	The demonstrated ability to accept additional duties and responsibilities, the assumption of risks attached to one's position, without back passing and credit grabbing. Also refers to displayed ability to stand up for decisions accepting responsibilities for one's decisions.						
2 Basic Water and Sewerage Technology	The demonstrated ability to provide and share knowledge on the functions of water and sewerage including plans and programs contained in the WSL; ability to share information and knowledge on given MWSS basic work processes and technologies including mandates, objectives necessary for the preparation for work goals, commitments						
3 Policy Knowledge	The demonstrated or ability to show knowledge of various if not all policies (benefits, laws of company, water regulations or functions of other departments)						
4 Communications	The ability to express ideas, solutions, recommendations; ability to listen and understand.						
5 Adaptability	The proven ability to adjust to changes (new technologies, process, systems, policies, rules and regulations, etc.) and ability to show willingness to accept work without complaints, demonstrated ability to adjust to changes in work situations or work environment, given demands of work.						
6 Human Relations	The proven ability to show empathy towards members of the organization/company, understand human reactions (maka-tao) & the ability to empathize, at the same time, be firm in understanding the plight of employees						
7 Professionalism	The displayed ability of performing tasks with genuine earnest and honesty; doing his / her job with sincerity and maintaining professional etiquette and ethics in the workplace.						
8 Computer Literacy	The displayed understanding and ability to use computer in the workplace both on basic hardware and use appropriate						

COMPETENCY (1)	DEFINITION (2)	CRITICAL INCIDENTS (3)	RATING (1,2,3,4,5) Encircle one position below				
			Self (4)	Supv (5)	Peer (5)	Customer (6)	Subor (7)
	software						
<b>B. Core Leadership and Management Competencies</b>							
1 Role Modeling	The displayed ability to lead by example the different leadership and management expectations or competencies; displayed ability to lead others based on agreed set of actions, values or principles and make people in the organization support plans and programs						
2 People Management	The ability to lead, motivate, train, inspire, and encourage employees within his or her department						
3 Operations Management	The ability to administer business practices to create the highest level of efficiency possible within an organization						
4 Strategic Thinking	The displayed ability to translate and use required management processes and information into clear directions and points of actions with projected or anticipated results						
<b>C. Functional Competencies (department based)</b>							
1							
2							
3							
4							
5							
			<b>AVERAGE (9)</b>				
			<b>RATER NAME/ SIGNATURE/DATE (10)</b>				