**PACES TOOL FORM NO. 1**

(Self Assessment)



**Portfolio Assessment for the CES (PACES)**

**Name of Candidate**

**Position**

**Agency**

**PART 1: MANAGERIAL QUALIFICATIONS**

*(To be accomplished by the applicant)*

**I. AREAS OF EXPERTISE AND FIELDS OF EXPERIENCE**

Tick and describe your specific areas of leadership and management expertise

*Note: To accomplish, please see Executive / Managerial Competency Portfolio Guide* ***(Annex “A”)****. You may use extra sheets for your brief narrative.*

1. **Competencies**

◻ Strategic and Critical Thinking

◻ Leading in a Continuously Changing Environment

◻ Developing and Empowering others to Establish Collective Accountability for Results

◻ Linkaging and Networking for Productive Partnerships

◻ Planning and organizing for Greater Impact

◻ Driving Performance for Integrity and Service

1. **Cluster (National and Economic Development Authority’s [NEDA] service and industry clustering/cabinet-level inter-agency committees as per Executive Order No. 24 s 2017)**

◻ Participatory Governance Cluster

◻ Infrastructure Cluster

◻ Human Development and Poverty Reduction Cluster

◻ Security, Justice, and Peace Cluster

◻ Climate Change Adaptation and Mitigation and Disaster Risk Reduction Cluster

◻ Economic Development Cluster

**II. EXECUTIVE / MANAGERIAL EXPERIENCE (CURRENT TO PREVIOUS)**

|  |  |  |
| --- | --- | --- |
| **Position/Agency** | **Period** | **Major Accomplishments**  (Cite individual contributions in the last three years) |
|  |  |  |
|  |  |  |
|  |  |  |

**III. CHALLENGES ON THE JOB / DEVELOPMENT AREAS**

List and briefly describe the challenges experienced on the job and development areas to be addressed:

|  |  |
| --- | --- |
| Challenges on the Job |  |
| Development Areas |  |

**IV. RELEVANT MANAGEMENT/PROFESSIONAL DEVELOPMENT TRAININGS ATTENDED**

|  |  |  |
| --- | --- | --- |
| Title | Date/Duration | Learning Provider |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**PART 2: DEPARTMENT/ AGENCY COMPETENCY CHECKLIST**

*(To be accomplished by the Department/Agency where the Applicant is assigned.)*

What are the areas of responsibility of the CES candidate in the department/agency/office? What are the functional competencies of the agency/department/office where the CES candidate belongs?

|  |  |
| --- | --- |
|  | Area(s) of Responsibility and Functional Competencies |
| Mandate |  |
| Division/Office/Unit  /Bureau/Region/Service |  |

*Note: Please attach Organizational Chart identifying the position of the CES Candidate*

**I DECLARE UNDER THE PENALTIES OF PERJURY THAT THIS FORM HAS BEEN ACCOMPLISHED IN GOOD FAITH, VERIFIED BY ME AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, IS TRUE, CORRECT, AND COMPLETE STATEMENT PURSUANT TO THE PROVISIONS OF PERTINENT LAWS, RULES, AND REGULATIONS OF THE REPUBLIC OF THE PHILIPPINES.**

|  |  |  |
| --- | --- | --- |
| **Name and Position of the Applicant**  *(Signature over Printed Name)* |  | **Name and Position of the HR Head** *(Signature over Printed Name)* |

Subscribed and sworn to before me this \_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

|  |  |  |
| --- | --- | --- |
| **Name and Position of the Administering Officer**  *(Signature over Printed Name)* |  |  |

**Annex “A”**

**EXECUTIVE / MANAGERIAL COMPETENCY PORTFOLIO GUIDE**

Instructions: For the CES candidate to provide a brief summary of his/her executive/managerial experience in each of the competencies. Responses may include one or more examples of relevant experience that matches the CES Core competencies. Use the Situation, Task, Action and Results (STAR) Format, as follows:

***Situation or Task***: Talk about the candidate’s co-workers (individuals and groups) and/or the working environment, and the challenges/issues needed to be addressed or goal/s to be achieved.

***Action***: Discuss the specific actions taken.

***Result***: Describe the result of said action/s.

Use clear and concise statements written in first person.

1. Strategic and Critical Thinking Dimension examines what relevant data and information and how you obtain and process them to identify key issues and relationships relevant to achieving short/medium-term and long-range goals and how you manifest commitment to the organizational vision and national development goals.

In answering this dimension, you must describe the activities and processes you do and the key roles you perform leading to the formulation of the strategic plans of your unit/organization.

1. Leading in a Continuously Changing Environment examines how you encourage creativity and innovation in the workplace, commit the organization to managing continual improvement of governance and organizational performance, and deliver results. Under this dimension, you must be able to describe the following:
2. Managing continual improvement of governance and organizational performance. You should provide a detailed description as to:
   * 1. What changes or improvements have you introduced? How do you implement change and improvement initiatives? What are the steps and processes you undertake?
     2. How did these initiatives quantitatively and qualitatively improve performance?
   1. Awareness of new approaches, technologies and trends

How do you keep yourself updated with current information, trends and technology?

1. Developing and Empowering others to Establish Collective Accountability for Results Dimension examines how you maintain a healthy work environment, and how you ensure that your people are accountable, motivated and competent in performing their current and future job requirements. This requires a description of the activities you do to:
2. Assess and manage employee performance.
3. Implement Employee Development Program/s.
4. Maintain employee health, welfare, motivation, and well-being.
5. Linkaging and Networking for Productive Partnerships Dimension examines your ability to identify opportunities and take action to build strategic relationships between teams, units, departments and organizations to achieve goals.
6. Stakeholder Analysis and Relationship Building

Enumerate key stakeholders and discuss your stakeholder analysis (including resources to harness, positive influences to leverage, and critical issues to address to maximize relationship and stakeholder engagement) and how you analyze, build, and manage your relationship with them and deal with their particular issue / concern.

1. Collaborative Activities and Results

Enumerate the collaborative activities you have implemented and partnerships you were able to build. How these activities produced qualitative and quantitative results and improved public service delivery.

1. Planning and organizing for Greater Impact Dimension examines your ability to establish a course to achieve the organizational goals. Describes how you plan and implement rational assignments of personnel and appropriate allocation of time and other resources.
2. Planning (can be strategic plan, short/medium-term/long-range plan), resource allocation, execution, monitoring and evaluation. Your responses in this item must answer the following:
   * 1. What is your contribution to the goals of your agency? What criteria did you use in determining strategies to achieve the goals? How do you operationalize the strategic plans of the organization, why and what criteria did you use in determining priorities and strategies in operationalizing the plan? What are the steps you undertake or the planning framework you use? You may provide examples of actual operational plans of the units under you.
     2. How do you keep track of the performance of the individuals and groups under you?
3. Driving Performance for Integrity and Service examines your ability to address problems, maximize opportunities to create impact, make timely and appropriate decisions to ensure delivery of quality results. You must respond by providing relating situations on:
4. Solving Problems, Knowing Opportunities, and Making Decision

Specific challenging situations you have encountered and describe how it was managed and/or handled to resolve the situation.

1. Performance and Result

Specific projects, programs or policies you have successfully implemented.

1. Integrity

Gaining other people’s trust by demonstrating openness and honesty, behaving consistently, and acting in accordance with moral, ethical, professional and organizational values.

Describe situations where your integrity was challenged or put to a test. How did you handle and manage the situation?

What is your perspective of what and how a CESO should be? Why?