



Republic of the Philippines  
**Department of Environment and Natural Resources**  
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14 OCT 2022

**MEMORANDUM**

**TO :** **The Regional Executive Directors**  
DENR CAR, R3 and R11

**The Bureau Directors**  
BMB, ERDB, FMB and LMB

**ATTENTION :** **The Chief**  
HRD Unit/Section

**FROM :** **The Assistant Secretary**  
Human Resources, Strategic Communication and Sectoral Initiatives


**SUBJECT :** **CONDUCT OF SURVEY ON SOME IMPLEMENTED HUMAN  
RESOURCE PROGRAMS/ACTIVITIES**

In line with the efforts of the Human Resource Development Service to continuously improve and strengthen the DENR Competency-Based System, and its implementation in other HR systems, the Career Development Division (CDD) will be administering online surveys to selected employees this month (specific dates to be announced) via Zoom.

The survey on CBS aims to gauge how effective it is in relation to the implementation of some of the HR systems in the Department. Meanwhile, the survey on Career Development System and Succession Planning are for measuring the awareness of employees and supervisors on the said programs that support development and enrichment of current and potential competencies. Data that will be gathered from the responses shall be used for the systems' improvement.

The concerned CDD staff will conduct meetings, and coordinate with HR counterparts on this matter.

For information.

  
**HIRO V. MASUDA, DBA, CESO III**

MEMO NO. 2022 - 715

# Survey on the Effectiveness of the Competency Based System Implementation in the DENR (for Employees)



Department of  
Environment and  
Natural  
Resources

Dear Participant,

Thank you for your willingness to participate in this survey. We want to know your level of awareness about the DENR Competency-Based System (CBS), and how effective it has been in relation to the implementation of some of the HR systems in the Department. We will use the responses to further improve the system. Rest assured that your responses will be treated with utmost confidentiality.

Sincerely,  
Career Development Division

Name: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Office: \_\_\_\_\_

Email: \_\_\_\_\_

Sex:  Male  Female

Contact Number:  
\_\_\_\_\_

Age:

Current Position/ Job Title: \_\_\_\_\_

Salary Grade (SG): \_\_\_\_\_

Length of employment with the DENR: \_\_\_\_\_ (in years)

Were you able to attend any orientation/ workshop/ training related to Competency-Based System?  Yes  No

Were you able to participate in any competency-specific training/program?  Yes  No

The succeeding questions refer to the DENR Competency-Based System (CBS) Manual

1. For each item, please indicate your level of awareness on the following statements.

	Unaware	Slightly aware	Somewhat aware	Moderately Aware	Extremely Aware
1. The Department institutionalized the competency-based system approach to ensure right hiring and recruitment as well as the retention of high performing and competent DENR human resource.					
2. The Human Resource Development Service (HRDS)/HRD Section/Unit conducts orientation and webinars to inform employees about the concept and uses of CBS in HR Systems.					

# Survey on the Effectiveness of the Competency Based System Implementation in the DENR (for Employees)



Department of  
Environment and  
Natural  
Resources

	Unaware	Slightly aware	Somewhat aware	Moderately Aware	Extremely Aware
3. The Department adopts a CBS Manual which covers all functional, core, organizational, and leadership competencies needed by all DENR employees.					
4. As a DENR employee, I am aware of the proficiency level and competency required for my current job position.					
1. As part of Institutionalization of CBS, the HRDS conducts orientation and workshop to facilitate employees competency assessment.					
2. During competency assessment, employees are being assessed against the competencies and proficiency level of their current position.					
3. The result of the competency assessment serves basis for the employee's Individual Development Plan (IDP).					
4. The employee shall discuss the results of the competency assessment with his/her supervisor and plan development interventions to address competency gaps.					
1. All DENR permanent employees shall have an individual development plan (IDP) in place to serve as a guide for the employee's learning and development (L&D) interventions e.g. classroom training, workshops, etc. responsive to his/her needs in performing current position.					

# Survey on the Effectiveness of the Competency Based System Implementation in the DENR (for Employees)



Department of  
Environment and  
Natural  
Resources

	Unaware	Slightly aware	Somewhat aware	Moderately Aware	Extremely Aware
2. All learning and development programs to be attended by the employee must be based on his/her approved IDP.					
3. As DENR employee, I am aware that IDPs of employees are consolidated and used to formulate the office three (3)-year L&D plan.					
1. Aside from the Qualification Standards (QS) set by the CSC, the DENR also uses Competency-Based Recruitment (CBR) in selecting and placing the most qualified candidate for the job.					
2. The HRDS publishes the required set of competencies for a certain position on its publication of vacancies in the DENR Website/CSC Bulletin/DENR Bulletin.					
3. The DENR through the HRMPSB assesses the competencies of an applicant through submission of Personal Data Sheet (PDS) and Work Experience Sheet (WES) and conduct of job knowledge tests and Behavioral Event Interviews (BEIs).					
4. As DENR employee, I am aware of the Competency requirements needed for the job position I wish to apply.					



2. How easy is it for you to understand the CBS Manual?

- Very easy    Moderately easy    Neither easy nor difficult    Moderately difficult    Very difficult

If you perceived that the CBS Manual is moderately difficult to very difficult, please tell us why?

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3. Based on the content of the CBS Manual, how would you assess the functional competencies described for your job/position?

- Very accurate    Accurate    Neither inaccurate nor accurate    Inaccurate    Very inaccurate

If you feel that there are items in the functional competencies that are not accurate to your office, please enumerate and provide explanation.

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4. Were you able to use the DENR CBS Manual in the development of your Individual Development Plan (IDP)?

- Yes    No

If Yes, on what way does it help you in the development of the IDP?

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If No, what hinders you from using the CBS Manual in the development of your IDP?

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5. Were you able to use the DENR CBS Manual in the development of your Career Development Plan (CDP)?

- Yes    No

If Yes, on what way does it help you in the development of your Career Development Plan?

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If No, what hinders you from using CBS Manual in the development of your Career Development Plan?

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6. Since the adoption of the CBS Manual in 2018, how would you assess the effectiveness of its implementation in the DENR?

- Not Effective     Less Effective     Moderately Effective     Effective     Highly Effective

If you perceived that CBS is somewhat ineffective, on what area? Please briefly discuss.

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7. In the past three (3) years, have you been promoted to a higher position?     Yes     No

If Yes, did the CBS play a vital role in the recruitment, selection, and placement process?     Yes     No

How? 

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If No, what factors or instances do you think contribute to the shortcomings of CBS in the recruitment, selection, and placement process?

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8. Do you have any suggestions/proposals regarding the improvement of the Competency-Based System of the Department?

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I hereby consent CDD to collect, process, transmit and store the data provided herein subject to the rules and regulations set by Republic Act No. 10173, otherwise known as the Data Privacy Act of 2012.

**Name and Signature**

For clarification, please contact Career Pathing and Succession Planning Section of the Career Development Division – HRDS at nos. 927-9107 or VOIP 1063

# Survey on the Effectiveness of the Competency Based System Implementation in the DENR (for Supervisors)



Department of  
Environment and  
Natural  
Resources

Dear Participant,

Thank you for your willingness to participate in this survey. We want to know your level of awareness about the DENR Competency-Based System (CBS), and how effective it has been in relation to the implementation of some of the HR systems in the Department. We will use the responses to further improve the system. Rest assured that your responses will be treated with utmost confidentiality.

Sincerely,  
Career Development Division

Name: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Office: \_\_\_\_\_

Email: \_\_\_\_\_

Sex:  Male  Female

Contact Number: \_\_\_\_\_

Age:

Current Position/ Job Title: \_\_\_\_\_

Salary Grade (SG): \_\_\_\_\_

Length of employment with the DENR: \_\_\_\_\_ (in years)

Were you able to attend any orientation/ workshop/ training related to Competency-Based System?  Yes  No

Were you able to participate in any competency-specific training/program?  Yes  No

The succeeding questions refer to the DENR Competency-Based System (CBS) Manual

1. For each item, please indicate your level of awareness on the following statements.

	Unaware	Slightly aware	Somewhat aware	Moderately Aware	Extremely Aware
<b>Competency-Based System (CBS)</b>					
1. The Department institutionalized the competency-based system approach to ensure right hiring and recruitment as well as the retention of high performing and competent DENR human resource.					
2. The Human Resource Development Service (HRDS)/HRD Section/Unit conducts orientation and webinars to inform employees about the concept and uses of CBS in HR Systems.					
3. The Department adopts a CBS Manual which covers functional, core, organizational, and leadership competencies needed by all DENR employees.					



	Unaware	Slightly aware	Somewhat aware	Moderately Aware	Extremely Aware
<b>Competency-Based System (CBS)</b>					
4. As a supervisor, I am aware of the proficiency levels and competencies needed by my subordinates in order to perform their duties efficiently and effectively.					
<b>Competency Assessment (CA)</b>					
1. As part of institutionalization of CBS, the HRDS conducts orientation and workshop to facilitate employees' CA.					
2. During CA, employees are being assessed against the competencies and proficiency level of their current position.					
3. The employee and supervisor shall discuss the final rating as a form of "calibration" to establish the current profile of the employee as against to those required of the position.					
4. The employee together with the supervisor shall discuss the results of the CA, and plan development interventions to address competency gaps. The result of the CA serves as basis for the employee's Individual Development Plan (IDP).					
5. As supervisor, I am aware of the competency gaps and developmental interventions needed by my subordinates.					
<b>Individual Development Plan (IDP)</b>					
1. All DENR permanent employees shall have an IDP in place to serve as a regular guide for the employee's short-term learning and development (L&D) interventions e.g. classroom training, workshops etc.					
2. As supervisor, I am aware of my leadership competency in people development and ensure that my subordinates receive the right set of L&D interventions to effectively address their gaps and enrich current and future competencies.					
<b>Recruitment, Selection, and Placement (RSP)</b>					
1. Aside from the Qualification Standards (QS) set by the Civil Service Commission, the DENR also uses Competency-Based Recruitment (CBR) in selecting and placing the most qualified candidate for the job.					





	Unaware	Slightly aware	Somewhat aware	Moderately Aware	Extremely Aware
Recruitment, Selection, and Placement (RSP)					
2. The DENR through the Human Resource Merit, Placement and Selection Board assesses the competencies of an applicant through submission of Personal Data Sheet (PDS) and Work Experience Sheet (WES), and conduct of job knowledge tests and behavioral event interview.					
3. As supervisor, I should take part in ensuring that the Department hires the right people by updating the competencies needed by my Unit/ Section/ Division to be at par with the current demands of our work and clients.					

2. Based on the content of the CBS Manual, how would you assess the functional competencies described for your office?

- Very accurate
- Accurate
- neither inaccurate nor accurate
- Inaccurate
- Very inaccurate

If you feel that there are items in the functional competencies that are not accurate to your office, please tell us why?

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3. Based on the content of the CBS Manual, how would you assess the core competencies described in the manual?

- Very accurate
- Accurate
- neither inaccurate nor accurate
- Inaccurate
- Very inaccurate

If you feel that there are items in the core competencies that are not accurate, please enumerate and provide explanation.

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4. Based on the content of the CBS Manual, how would you assess the organizational competencies described in the manual?

- Very accurate
- Accurate
- Neither inaccurate nor accurate
- Inaccurate
- Very inaccurate

If you feel that there are items in the organizational competencies that are not accurate, please enumerate and provide explanation.

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5. Based on the content of the CBS Manual, how would you assess the leadership competencies described in the manual?

- Very accurate
- Accurate
- neither inaccurate nor accurate
- Inaccurate
- Very inaccurate

If you feel that there are items in the leadership competencies that are not accurate, kindly enumerate and provide explanation.

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6. Since the adoption of the CBS Manual in 2018, how would you assess the effectiveness of its implementation in the DENR?

- Not Effective
- Less Effective
- Moderately Effective
- Effective
- Highly Effective

If you perceived that CBS is somewhat ineffective, on what area? Please briefly discuss.

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7. Which of the following uses of the CBS are you familiar with? (check all that applies)

- |  |  |
|--|--|
| <input type="checkbox"/> Recruitment, Selection, and Placement | <input type="checkbox"/> Succession Planning     |
| <input type="checkbox"/> Learning and Development              | <input type="checkbox"/> Performance Management  |
| <input type="checkbox"/> Career Development                    | <input type="checkbox"/> Rewards and Recognition |



8. In your own words, how would you define "competence"?

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9. Do you believe that your staff will have clearer career choices by using the CBS?

Yes  No

If Yes, in what way?

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If No, in what way?

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10. In general, do you see improvements in the job performance of your staff after attending competency-based L & D intervention?

Yes  No

If Yes, in what way?

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If No, in what way?

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11. Do you have any suggestions, proposals regarding the improvement of the Competency-Based System of the Department?

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I hereby authorize the Career Development Division of the Human Resource Development Service to collect, process, transmit and store the data provided herein subject to the rules and regulations set by Republic Act No. 10173, otherwise known as the Data Privacy Act of 2012.

Name and Signature

# Survey on the Awareness of Career Development System and Career Development Plan in DENR



Department of  
Environment and  
Natural  
Resources

Dear Participant,

Thank you for your willingness to participate in this survey. We want to know your level of awareness about the DENR Career Development System and Career Development Plan. We will use the responses to improve the system. Rest assured that your responses will be treated with utmost confidentiality.

Sincerely,  
Career Development Division

Name: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Office: \_\_\_\_\_

Email: \_\_\_\_\_

Sex:  Male  Female

Contact Number: \_\_\_\_\_

Age:

Current Position/ Job Title: \_\_\_\_\_

Salary Grade (SG): \_\_\_\_\_

Length of employment with the DENR: \_\_\_\_\_ (in years)

Were you able to attend any orientation/workshop/training related to DENR Career Development System and preparation of career development plan (CDP)?  Yes  No

Were you able to prepare and submit your CDP two (2) years ago?  Yes  No

If No, what hindered you from accomplishing your CDP?

\_\_\_\_\_  
\_\_\_\_\_

1. For each item, please indicate your level of awareness on the following statements.

	Unaware	Slightly aware	Somewhat aware	Moderately Aware	Extremely Aware
<b>Career Development System</b>					
1. The DENR supports the development and retention of a competent and efficient workforce, hence, the establishment of a career development system.					
2. Career pathing is the systematic approach to career development, enabling employees to map multiple career path scenarios, review job competencies, and evaluate skill gaps.					
3. The DENR Career Development Framework is comprised of six (6) stages: (1) competency assessment; (2) career pathing; (3) career plan development; (4) career plan implementation; (5) career development monitoring and evaluation; and (6) career goal realization.					

# Survey on the Awareness of Career Development System and Career Development Plan in DENR



	Unaware	Slightly aware	Somewhat aware	Moderately Aware	Extremely Aware
<b>Career Development Plan</b>					
1. Human Resource Development Service of the Central Office through its respective HRD unit/section in the Regional Offices and Bureaus, cascaded the DENR Career Development System, and preparation of Career Development Plan or CDP.					
2. The CDP is a useful tool to progress deliberately through a personally-determined career path. It lists down short-and long-term goals that employees have pertaining to their current position and career options.					
3. All permanent employees shall have CDP in place and serve as their guide in achieving their career goals.					
4. The interventions provided in the CDP shall be used for the development of my current competencies, and professional enrichment. The CDP also provides an opportunity to demonstrate career potential, and is not a guarantee of promotion.					
5. The supervisors and HR counterparts are responsible for guiding employees throughout the career development process via coaching and mentoring.					

2. In the past two (2) years, were you able to attend any L&D interventions as stated in your CDP?

Yes

No

If Yes, what type/s of intervention helped you attain your career goals?

Classroom Training

Self Development (books, videos, etc.)

Special Assignments

Webinars

Coaching/Mentoring

Field Observations

Others (please specify): \_\_\_\_\_

If No, what hinders you from accomplishing your planned L&D interventions as stated in your CDP?

\_\_\_\_\_

\_\_\_\_\_

3. Do you have any suggestions/proposals regarding the improvement of the Career Development System and Career Development Plan of the Department?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Survey on the Awareness of Succession Planning in DENR (for Supervisors)



Department of  
Environment and  
Natural  
Resources

Dear Participant,

Thank you for your willingness to participate in this survey. We want to know your level of awareness about the DENR Succession Plan. We will use this opportunity and your responses to improve the said system. Rest assured that your responses will be treated with utmost confidentiality.

Sincerely,  
Career Development Division

Name: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Office: \_\_\_\_\_

Email: \_\_\_\_\_

Sex:  Male  Female

Contact Number: \_\_\_\_\_

Age:

Current Position/ Job Title: \_\_\_\_\_

Salary Grade (SG): \_\_\_\_\_

Length of employment with the DENR: \_\_\_\_\_ (in years)

Were you able to attend any orientation/workshop/training related to DENR Succession Planning and its preparation?  Yes  No

Were you able to prepare and submit succession plan of your unit two (2) years ago?  Yes  No

If No, what hindered you from preparing the Succession Plan?

\_\_\_\_\_  
\_\_\_\_\_

1. For each item, please indicate your level of awareness on the following statements.

	Unaware	Slightly aware	Somewhat aware	Moderately Aware	Extremely Aware
<b>Succession Planning</b>					
1. The Human Resource Development Service of the Central Office through its respective HRD unit/section in the Regional Offices cascaded DENR Succession Planning, and preparation of succession bench.					
2. Succession planning is the process of preparing an individual who will fill key or critical positions in the organization by developing appropriate competencies, and providing experiences to ensure continuity of management.					
3. Succession planning process begins with the identification of key/critical position/s and candidates.					
4. After the candidates have been identified, their profile and level of competence are reviewed, and preparedness to take the available key/critical position will be assessed. Competency assessment results weighs the highest (50%) in the over-all criteria distribution to emphasize competency-based succession planning.					

# Survey on the Awareness of Succession Planning in DENR (for Supervisors)



Department of  
Environment and  
Natural  
Resources

	Unaware	Slightly aware	Somewhat aware	Moderately Aware	Extremely Aware
5. Readiness levels, which is determined by measuring the time when the development gaps will be addressed, include ready now, ready soon, ready later and not ready.					
6. A succession bench indicates incumbent and information for position, list of candidates and their basic profile, experience, education, training and CA ratings, and readiness level.					
7. A development plan for the candidate shall be prepared to identify and address competency gaps, reinforce required skills and accelerate their readiness for the role.					
8. Succession plan is prepared by supervisors/ Division Chiefs with the assistance from the HRD section/unit, and may be used as reference for the better staffing decision and tracking the overall strength of the succession bench.					

2. How easy is it for you to accomplish the Succession Bench Sheet (SBS)?

Very easy  
  Moderately easy  
  Neither easy nor difficult  
  Moderately difficult  
  Very difficult

If you perceived that the SBS is moderately difficult to very difficult, please tell us why:

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3. Do you have any suggestions/proposals regarding the improvement of the Succession Planning of the Department?

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I hereby consent GDD to collect, process, transmit and store the data provided herein subject to the rules and regulations set by Republic Act No. 10173, otherwise known as the Data Privacy Act of 2012.

**Name and Signature**

For clarification, please contact Career Pathing and Succession Planning Section of the Career Development Division - HRDS at nos. 927-9107 or VOIP 1063

# Survey sa Kamalayan ng Succession Planning sa DENR (para sa mga Supervisor)



Department of  
Environment and  
Natural  
Resources

Dear Participant,

Maraming salamat sa iyong pagpayag na lumahok sa survey na ito. Kamalayan tungkol sa DENR Succession Plan. Ang pagkakataong ito mas mapabuti ang nasabing sistema. Makatitiyak na ang iyong tugon ay aming

*Tagalog Version*

Career Development Division

Pangalan: \_\_\_\_\_

Petsa: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Opisina: \_\_\_\_\_

Email: \_\_\_\_\_

Kasarian:  Lalaki  Babae

Contact Number: \_\_\_\_\_

Edad:

Kasalukuyang Posisyon/ Job Title: \_\_\_\_\_

Salary Grade (SG): \_\_\_\_\_

Length of Employment with DENR: \_\_\_\_\_ (in years)

Nakadalo ka ba sa anumang orientation/workshop/training na may kaugnayan sa DENR Succession Planning at sa paghahanda nito?

Oo  Hindi

Nagawa mo bang maghanda at magsumite ng succession plan ng iyong unit noong nakaraang dalawang (2) taon?

Oo  Hindi

Kung Hindi, ano ang humadlang sa iyo sa paghahanda ng Succession Plan?

\_\_\_\_\_

1. Mangyaring ipahiwatig ang antas ng iyong kamalayan sa mga sumusunod na pahayag.

	Unaware	Slightly Aware	Somewhat Aware	Moderately Aware	Extremely Aware
<b>Succession Planning</b>					
1. Ang Human Resource Development Service ng Central Office, sa tulong ng HRD unit/section ng Regional Offices, ay nag-cascade ukol sa DENR Succession Planning at paghahanda ng succession bench.					
2. Ang succession planning ay isang proseso kung saan inihahanda ang indibidwal upang gampanan ang isang key or critical position sa organisasyon sa pamamagitan nang paglinang sa kanyang kakayahan o competencies, at pagbibigay ng iba't-ibang karanasan upang matiyak ang tuluy-tuloy na pamamahala sa organisasyon.					
3. Ang proseso ng succession planning ay nagsisimula sa pagtukoy ng key/critical positions at job candidates.					
4. Matapos matukoy ang job candidates, sunod nang susuriin ang kanilang profile, antas ng kakayahan at kahandaang gampanan ang naturang key/critical position. Upang bigyang diin ang competency-based succession planning, binibigyan ng					



	Unaware	Slightly aware	Somewhat aware	Moderately Aware	Extremely Aware
pinakamataas na timbang (50%) sa over-all criteria distribution ang resulta ng competency assessment.					
5. Ang antas ng kahandaan or readiness level ay natutukoy sa pamamagitan nang pagsukat sa oras kung kailan matutugunan ang developmental needs ng job candidate. Maaring ang readiness level ng candidate ay ready now, ready soon, ready later at not ready.					
6. Ang succession bench ay naglalaman ng pangalan ng kasalukuyang nanunungkulan, impormasyon ukol sa posisyon, listahan ng mga job candidates at ang kanilang pangunahing profile, karanasan, edukasyon, pagsasanay, CA ratings, at antas ng kahandaan.					
7. Kinakailangan maghanda ang job candidate ng developmental plan upang matukoy at matugunan ang kaniyang competency gaps, mapagtibay ang kanyang kakayahan, at maging handa para sa tungkuling gagampanan.					
8. Ang succession plan ay inihahanda ng supervisors/ Division Chiefs katuwang ang HRD section/unit, at ito'y maaring gawing sanggunian para sa mas pinahusay na pagdesisyon sa staffing at pagsubaybay sa succession bench.					

2. Gaano kadali para sa iyo na magawa ang Succession Bench Sheet (SBS)?

Napakadali  
  Medyo madali  
  Hindi madali o mahirap  
  Medyo mahirap  
  Napakahirap

Kung naramdaman mo na ang SBS ay medyo mahirap o napakahirap gawin, mangyaring sabihin sa amin kung bakit:

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3. Mayroon ka bang anumang mungkahi/panukala patungkol sa pagpapabuti ng Succession Planning ng ating Kagawaran?

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Pinapahintulutan ko ang CDD na kolektahin, iproseso, ipadala at iimbak ang tugon na ibinigay ko sa survey na ito base sa mga patakaran at mga regulasyong itinakda ng Republic Act No. 10173, o kilala bilang Data Privacy Act of 2012.

Pangalan at Lagda

Para sa paglilinaw, mangyaring makipag-ugnayan sa Career Pathing and Succession Planning Section ng Career Development Division – HRDS sa mga numerong 927-9107 o VOIP 1063.

# Survey sa Kabisaan nang Pagpapatupad ng Competency Based System sa DENR (para sa mga Empleyado)



Department of  
Environment and  
Natural  
Resources

Dear Participant,

Maraming salamat sa pakikilahok sa survey na ito. Nais namin malaman ang antas ng inyong kamalayan tungkol sa DENR Competency-Based System (CBS) at kung gaano ito kaepektibo sa pagpapatupad ng iba't-ibang HR systems sa ating Kagawaran. Ang inyong mga tugon ay aming gagamitin upang mas mapagbuti ang ating sistema. Nakasisiguro kayo na ang inyong mga tugon ay aming ituturing na kompidensyal.

Career Development Division

Pangalan: \_\_\_\_\_

Petsa: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Opisina: \_\_\_\_\_

Email: \_\_\_\_\_

Kasarian:  Lalaki  Babae

Contact Number: \_\_\_\_\_

Edad:

Kasalukuyang Posisyon/ Job Title: \_\_\_\_\_

Salary Grade (SG): \_\_\_\_\_

Length of Employment with DENR: \_\_\_\_\_ (in years)

Nakadalo ka ba sa anumang orientation/ workshop/ training na may kinalaman sa Competency-Based System?

Oo  Hindi

Nakalahok ka ba sa anumang competency-specific training/program?

Oo  Hindi

## Ang mga sumusunod na tanong ay tumutukoy sa DENR Competency-Based System (CBS) Manual

1. Mangyaring ipahiwatig ang antas ng inyong kamalayan sa mga sumusunod na pahayag.

	Unaware	Slightly aware	Somewhat aware	Moderately Aware	Extremely Aware
<b>Competency-Based System (CBS)</b>					
1. Ang Kagawaran ay nagpatupad ng competency-based system approach upang matiyak ang tamang pangangalap at pagkuha, gayundin ang pagpapanatili ng high performing at competent na empleyado sa DENR.					
2. Ang Human Resource Development Service (HRDS)/ HRD Section/ Unit ay nagsasagawa ng mga orientation at webinar upang ipagbigay alam sa mga empleyado ang konsepto at iba't-ibang gamit ng CBS sa HR systems ng Kagawaran.					



	Unaware	Slightly aware	Somewhat aware	Moderately Aware	Extremely Aware
<b>Competency-Based System (CBS)</b>					
3. Ang Kagawaran ay naglunsad ng CBS Manual na sumasaklaw sa lahat ng mga functional, core, organizational, at leadership competencies na kinakailangan ng lahat ng empleyado ng DENR.					
4. Bilang isang empleyado ng DENR, alam ko ang antas ng kahusayan at mga kakayahan o competencies na kinakailangan para sa kasalukuyang trabaho/posisyon na aking ginagampanan.					
<b>Competency Assessment (CA)</b>					
1. Bilang parte ng pagpapatupad ng CBS, and HRDS ay nagsasagawa ng mga orientation at workshop upang tulungan ang mga empleyado na gumawa ng kanilang competency assessment.					
2. Sa competency assessment, ang mga empleyado ay sinusuri base sa antas ng kahusayan at kakayahan o competencies na kinakailangan sa kasalukuyang trabaho/posisyon na kanilang ginagampanan.					
3. Ang resulta ng competency assessment ay nagsisilbing batayan para sa Individual Development Plan (IDP) ng mga empleyado.					
4. Dapat talakayin ng empleyado ang resulta ng competency assessment sa kanyang supervisor upang mapagplanuhan ang mga developmental interventions na kinakailangan para tugunan ang mga competency gaps ng empleyado.					



	Unaware	Slightly aware	Somewhat aware	Moderately Aware	Extremely Aware
<b>Individual Development Plan (IDP)</b>					
1. Lahat ng permanenteng empleyado ng Kagawaran ay kinakailangan magkaroon ng Individual Development Plan (IDP) upang magsilbing gabay sa kanilang learning and development (L&D) interventions (e.g. class room training, workshops, etc.) na tumutugon sa mga pangangailangan sa kasalukuyang trabaho/posisyon na kanilang ginagampanan.					
2. Lahat ng learning and development programs na dadaluhan ng empleyado ay nakabatay sa kanyang <del>naaprubahang</del> <i>naaprubahang</i> IDP.					
3. Bilang empleyado ng DENR, alam ko na ang IDP ng mga empleyado ay pinagsasama-sama at ginagamit upang makabuo ng three (3)-year Learning & Development (L&D) Plan ng opisina.					
<b>Recruitment, Selection, and Placement (RSP)</b>					
1. Maliban sa Qualification Standards (QS) na itinalaga ng Civil Service Commission (CSC), ang DENR ay gumagamit din ng Competency-Based Recruitment (CBR) sa pagpili at paglalagay ng pinaka-kwalipikadong aplikante para sa isang naturang trabaho/posisyon.					
2. Ang HRDS ay naglalathala ng hanay ng mga kakayahan o set of competencies na kinakailangan para sa isang naturang posisyon/trabaho sa publication of vacancies na makikita sa DENR website/ CSC Bulletin/ DENR Bulletin.					



	Unaware	Slightly aware	Somewhat aware	Moderately Aware	Extremely Aware
Recruitment, Selection, and Placement (RSP)					
3. Ang DENR, sa pamamagitan ng HRMPSB, ay nagsusuri ng mga kakayahan o competencies ng isang aplikante sa pamamagitan nang pagpapa-sumite ng Personal Data Sheet (PDS) at Work Experience Sheet (WES) at sa pagsasagawa ng job knowledge tests at Behavioral Event Interviews (BEIs).					
4. Bilang empleyado ng DENR, alam ko ang mga kakayahan o competencies na kinakailangan para sa trabaho/posisyon na nais ko aplayan.					

2. Gaano kadali para sayo na intindihin ang CBS Manual?

- Napakadali   
  Medyo madali   
  Hindi madali o mahirap   
  Mahirap   
  Napakahirap

Kung nararamdaman mong medyo mahirap o napakahirap intindihin ng CBS Manual, mangyaring sabihin sa amin kung bakit:

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3. Batay sa nilalaman ng CBS Manual, paano mo susuriin ang functional competencies na nakalahad para sa iyong posisyon/trabaho?

- Sobrang Tumpak *Tama*   
  Tumpak *Tama*   
  Hindi tama o mali   
  Hindi Tumpak *Fama*   
  Sobrang Hindi Tumpak *Tama*

Kung naraamdaman mong may mga item sa functional competencies na hindi tumpak sa iyong opisina, mangyaring sabihin kung anu-ano ang mga ito at magbigay ng maikling paliwanag ukol dito.

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3. Mayroon ka bang anumang mungkahi/panukala patungkol sa pagpapabuti ng Career Development System at Career Development Plan ng ating Kagawaran?

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Pinapahintulutan ko ang CDD na kolektahin, iproseso, ipadala at iimbak ang tugon na ibinigay ko sa survey na ito base sa mga patakaran at mga regulasyong itinakda ng Republic Act No. 10173, o kilala bilang Data Privacy Act of 2012.

Pangalan at Lagda

Para sa paglilinaw, mangyaring makipag-ugnayan sa Career Pathing and Succession Planning Section ng Career Development Division – HRDS sa mga numerong 927-9107 o VOIP 1063.



4. Nagamit mo ba ang DENR CBS Manual sa paggawa ng iyong Individual Development Plan?

Oo  Hindi

Kung Oo, paano ito nakatulong sa paggawa mo ng IDP?

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Kung Hindi, ano ang humahadlang sa paggamit mo ng CBS Manual sa paggawa ng iyong IDP?

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5. Nagamit mo ba ang DENR CBS Manual sa paggawa ng iyong Career Development Plan?

Oo  Hindi

Kung Oo, paano ito nakatulong sa paggawa mo ng CDP?

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Kung Hindi, ano ang humahadlang sa paggamit mo ng CBS Manual sa paggawa ng iyong CDP?

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6. Mula noong magkaroon ng CBS Manual 2018, paano mo susuriin ang kabisaan ng implementasyon nito sa DENR?

Hindi Epektibo  Hindi gaanong epektibo  Medyo Epektibo  Epektibo  Sobrang Epektibo

Kung sa tingin mo ay hindi gaanong kaepektibo ang CBS, saang aspeto? Mangyaring talakayin.

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7. Sa nakaraang tatlong (3) taon, na-promote ka na ba sa mas mataas na posisyon?

Oo  Hindi

Kung Oo, may mahalagang papel ba ang CBS sa recruitment, selection, and placement process?

Meron  Wala

Kung meron, sa paanong paraan?

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Kung wala, anong mga salik o pagkakataon ang sa tingin mo ay nakaapekto sa mga kakulangan ng CBS pagdating sa recruitment, selection, and placement process?

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8. Mayroon ka bang anumang mungkahi/panukala patungkol sa pagpapabuti ng Succession Planning ng ating Kagawaran?

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Pinapahintulutan ko ang CDD na kolektahin, iproseso, ipadala at iimbak ang tugon na ibinigay ko sa survey na ito base sa mga patakaran at mga regulasyong itinakda ng Republic Act No. 10173, o kilala bilang Data Privacy Act of 2012.

Pangalan at Lagda

Para sa paglilinaw, mangyaring makipag-ugnayan sa Career Pathing and Succession Planning Section ng Career Development Division – HRDS sa mga numerong 927-9107 o VOIP 1063.



# Survey sa Kabisaan nang Pagpapatupad ng Competency Based System sa DENR (para sa mga Supervisor)



Department of  
Environment and  
Natural  
Resources

Dear Participant,

Maraming salamat sa pakikilahok sa survey na ito. Nais namin malaman ang antas ng inyong kamalayan tungkol sa DENR Competency-Based System (CBS) at kung gaano ito kaepektibo sa pagpapatupad ng iba't-ibang HR systems sa ating Kagawaran. Ang inyong mga tugon ay aming gagamitin upang mas mapagbuti ang ating sistema. Nakasisiguro kayo na ang inyong mga tugon ay aming ituturing na kompidensyal.

Career Development Division

Pangalan: \_\_\_\_\_

Petsa: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Opisina: \_\_\_\_\_

Email: \_\_\_\_\_

Kasarian:  Lalaki  Babae

Contact Number: \_\_\_\_\_

Edad:

Kasalukuyang Posisyon/ Job Title: \_\_\_\_\_

Salary Grade (SG): \_\_\_\_\_

Length of Employment with DENR: \_\_\_\_\_ (in years)

Nakadalo ka ba sa anumang orientation/ workshop/ training na may kinalaman sa Competency-Based System?

Oo  Hindi

Nakalahok ka ba sa anumang competency-specific training/program?

Oo  Hindi

## Ang mga sumusunod na tanong ay tumutukoy sa DENR Competency-Based System (CBS) Manual

1. Mangyaring ipahiwatig ang antas ng iyong kamalayan sa mga sumusunod na pahayag.

	Unaware	Slightly aware	Somewhat aware	Moderately Aware	Extremely Aware
<b>Competency-Based System (CBS)</b>					
1. Ang Kagawaran ay nagpatupad ng competency-based system approach upang matiyak ang tamang pangangalap at pagkuha, gayundin ang pagpapanatili ng high performing at competent na empleyado sa DENR.					
2. Ang Human Resource Development Service (HRDS)/ HRD Section/ Unit ay nagsasagawa ng mga orientation at webinar upang ipagbigay alam sa mga empleyado ang konsepto at iba't-ibang gamit ng CBS sa HR systems ng Kagawaran.					



	Unaware	Slightly aware	Somewhat aware	Moderately Aware	Extremely Aware
<b>Competency-Based System (CBS)</b>					
3. Ang Kagawaran ay naglunsad ng CBS Manual na sumasaklaw sa lahat ng mga functional, core, organizational, at leadership competencies na kinakailangan ng lahat ng empleyado ng DENR.					
4. Bilang supervisor, alam ko ang antas ng kahusayan at mga kakayahan na kinakailangan ng aking mga subordinates upang maisagawa ang kanilang mga tungkulin nang mahusay at mabisa.					
<b>Competency Assessment (CA)</b>					
1. Bilang parte ng pagpapatupad ng CBS, and HRDS ay nagsasagawa ng mga orientation at workshop upang tulungan ang mga empleyado na gumawa ng kanilang competency assessment.					
2. Sa competency assessment, ang mga empleyado ay sinusuri base sa antas ng kahusayan at kakayahan o competencies na kinakailangan sa kasalukuyang trabaho/posisyon na kanilang ginagampanan.					
3. Kailangang pag-usapan ng empleyado at supervisor ang final rating ng competency assessment bilang "calibration" upang magawa ang kasalukuyang profile ng empleyado kumpara sa mga kinakailangan sa posisyon.					



	Unaware	Slightly aware	Somewhat aware	Moderately Aware	Extremely Aware
<b>Competency Assessment (CA)</b>					
4. Dapat talakayin ng empleyado at supervisor ang resulta ng competency assessment upang mapagplanuhan ang mga developmental interventions na kinakailangan para tugunan ang mga competency gaps ng empleyado. Ang resulta ng competency assessment ay nagsisilbing batayan para sa Individual Development Plan (IDP) ng mga empleyado.					
5. Bilang supervisor, alam ko ang mga competency gaps at developmental interventions na kinakailangan ng aking mga subordinate.					
<b>Individual Development Plan (IDP)</b>					
1. Lahat ng permanenteng empleyado ng Kagawaran ay kinakailangan magkaroon ng Individual Development Plan (IDP) upang magsilbing gabay sa kanilang short-term learning and development (L&D) interventions (e.g. class room training, workshops, etc.)					
2. Bilang isang supervisor, alam ko ang aking kakayahan sa pamumuno partikular sa people development, at aking tinitiyak na ang aking mga subordinate ay nakakatanggap ng tamang hanay ng mga interbensyon sa L&D upang epektibong matugunan ang kanilang mga kakulangan at pagyamanin ang kanilang mga kakayahan sa kasalukuyan at hinaharap.					



	Unaware	Slightly aware	Somewhat aware	Moderately Aware	Extremely Aware
<b>Recruitment, Selection, and Placement (RSP)</b>					
1. Maliban sa Qualification Standards (QS) na itinalaga ng Civil Service Commission (CSC), ang DENR ay gumagamit din ng Competency-Based Recruitment (CBR) sa pagpili at paglalagay ng pinaka-kwalipikadong aplikante para sa isang naturang trabaho/posisyon.					
2. Ang DENR, sa pamamagitan ng HRMPSB, ay nagsusuri ng mga kakayahan o competencies ng isang aplikante sa pamamagitan nang pagpapa-sumite ng Personal Data Sheet (PDS) at Work Experience Sheet (WES) at sa pagsasagawa ng job knowledge tests at Behavioral Event Interviews (BEIs).					
4. Bilang isang supervisor, dapat akong makilahok sa pagtiyak na ang Kagawaran ay makakakuha ng mga tamang tao sa pamamagitan ng pag-update ng mga kakayahan o competencies na kailangan ng aking yunit/seksyon/dibisyon upang matugunan ang kasalukuyang pangangailangan ng aming trabaho at mga kliyente.					

2. Batay sa nilalaman ng CBS Manual, paano mo susuriin ang functional competencies na nakalahad para sa iyong posisyon/trabaho?

- Sobrang Tumpak   
  Tumpak   
  Hindi tama o mali   
  Hindi Tumpak   
  Sobrang Hindi Tumpak

Kung naraamdaman mong may mga item sa functional competencies na hindi tumpak sa iyong opisina, mangyaring sabihin kung anu-ano ang mga ito at magbigay ng maikling paliwanag ukol dito.

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3. Batay sa nilalaman ng CBS Manual, paano mo susuriin ang core competencies na nakalahad para sa iyong posisyon/trabaho?

- Sobrang Tumpak    Tumpak    Hindi tama o mali    Hindi Tumpak    Sobrang Hindi Tumpak

Kung naraamdaman mong may mga item sa core competencies na hindi tumpak sa iyong opisina, mangyaring sabihin kung anu-ano ang mga ito at magbigay ng maikling paliwanag ukol dito.

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4. Batay sa nilalaman ng CBS Manual, paano mo susuriin ang organizational competencies na nakalahad para sa iyong posisyon/trabaho?

- Sobrang Tumpak    Tumpak    Hindi tama o mali    Hindi Tumpak    Sobrang Hindi Tumpak

Kung naraamdaman mong may mga item sa organizational competencies na hindi tumpak sa iyong opisina, mangyaring sabihin kung anu-ano ang mga ito at magbigay ng maikling paliwanag ukol dito.

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5. Batay sa nilalaman ng CBS Manual, paano mo susuriin ang leadership competencies na nakalahad para sa iyong posisyon/trabaho?

- Sobrang Tumpak    Tumpak    Hindi tama o mali    Hindi Tumpak    Sobrang Hindi Tumpak

Kung naraamdaman mong may mga item sa leadership competencies na hindi tumpak sa iyong opisina, mangyaring sabihin kung anu-ano ang mga ito at magbigay ng maikling paliwanag ukol dito.

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6. Mula noong magkaroon ng CBS Manual 2018, paano mo susuriin ang kabisaan ng implementasyon nito sa DENR?

- Hindi Epektibo    Hindi gaanong epektibo    Medyo Epektibo    Epektibo    Sobrang Epektibo

Kung sa tingin mo ay hindi gaanong kaepektibo ang CBS, saang aspeto? Mangyaring talakayin.

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7. Alin sa mga sumusunod na gamit ng CBS ang pamilyar sa iyo? (lagyan ng tsek lahat ng naaangkop)

Recruitment, Selection, and Placement

Succession Planning

Learning and Development

Performance Management

Career Development

Rewards and Recognition

8. Sa iyong sariling salita, paano mo ipapaliwanag ang salitang "competence"?

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9. Naniniwala ka ba na ang iyong mga staff at magkakaroon ng mas malinaw na career choices sa pamamagitan ng paggamit ng CBS?

Oo

Hindi

Kung Oo, sa paanong paraan?

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Kung Hindi, sa paanong paraan?

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10. Sa pangkalahataa, may nakikita ka bang mga pagbabago sa pagtatrabaho ng iyong mga subordinate pagkatapos dumalo sa competency-based L & D intervention?

Oo

Hindi

Kung Oo, sa paanong paraan?

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Kung Hindi, sa paanong paraan?

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11. Mayroon ka bang anumang mungkahi/panukala patungkol sa pagpapabuti ng Competency-Based System ng ating Kagawaran?

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Pinapahintulutan ko ang CDD na kolektahin, iproseso, ibadala at iimbak ang tugon na ibinigay ko sa survey na ito base sa mga patakaran at mga regulasyong itinakda ng Republic Act No. 10173, o kilala bilang Data Privacy Act of 2012.

Pangalan at Lagda

Para sa paglilinaw, mangyaring makipag-ugnayan sa Career Pathing and Succession Planning Section ng Career Development Division – HRDS sa mga numerong 927-9107 o VOIP 1063.

# Survey sa Kamalayan ng Career Development System and Career Development Plan sa DENR



Department of  
Environment and  
Natural  
Resources

Dear Participant,

Maraming salamat sa iyong pagpayag na lumahok sa survey na ito. Nais namin malaman ang antas ng inyong kamalayan tungkol sa DENR Succession Plan. Ang pagkakataong ito at ang iyong mga tugon ay aming gagamitin upang mas mapabuti ang nasabing sistema. Makatitiyak na ang iyong tugon ay aming ituturing na kompidensyal.

Career Development Division

Pangalan: \_\_\_\_\_

Petsa: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Opisina: \_\_\_\_\_

Email: \_\_\_\_\_

Kasarian:  Lalaki  Babae

Contact Number: \_\_\_\_\_

Edad:

Kasalukuyang Posisyon/ Job Title: \_\_\_\_\_

Salary Grade (SG): \_\_\_\_\_

Length of Employment with DENR: \_\_\_\_\_ (in years)

Nakadalo ka ba sa anumang orientation/workshop/training na may kaugnayan sa DENR Career Development system at sa paghahanda ng Career Development Plan(CDP)  Yes  No

Nakapaghanda at nakapagsumite ka na ba ng iyong CDP noong nakaraang dalawang (2) taon?  Yes  No

Kung Hindi, ano ang humadlang sa iyo sa paggawa ng iyong Career Development Plan?

\_\_\_\_\_

\_\_\_\_\_

1. Mangyaring ipahiwatig ang antas ng iyong kamalayan sa mga sumusunod na pahayag.

	Unaware	Slightly aware	Somewhat aware	Moderately Aware	Extremely Aware
<b>Career Development System</b>					
1. Ang DENR ay sumusuporta sa paglinang at pagpapanatili ng mga maabilidad at mahusay na empleyado, kung kaya't ang Kagawaran ay naglunsad ng career development system.					
2. Ang career pathing ay isang sistematikong pamamaraan sa career development na nagbibigay-daan sa mga empleyado upang makalikha ng iba't-ibang career path scenarios, siyasin ang mga kakayahan o competencies na kanilang kinakailangan, at suriin ang kanilang competency gaps.					
3. Ang DENR Career Development Framework ay binubuo ng anime (6) na stages: (1) competency assessment; (2) career pathing; (3) career plan development; (4) career plan implementation; (5) career development monitoring and evaluation; and (6) career goal realization.					



	Unaware	Slightly aware	Somewhat aware	Moderately Aware	Extremely Aware
<b>Career Development Plan</b>					
1. Ang Human Resource Development Service ng Central Office, sa tulong ng HRD unit/section ng Regional Offices, ay nag-cascade ukol sa DENR Career Development System at sa paghahanda ng Career Development Plan (CDP).					
2. Ang CDP ay isang instrumento na ginagamit sa pagpapa-unlad ng karera sa pamamagitan ng personally-determined career path. Nakalakahad dito ang mga short- at long-term goals ng empleyado kaugnay sa kanyang kasalukuyang posisyon at ibang career options.					
3. Lahat ng permanenteng empleyado ng DENR ay kinakailangang mayroong CDP upang magsilbing gabay sa pagkamit ng kanilang career goals.					
4. Ang mga intervention na nakalahad sa CDP ay gagamitin para sa paglinang ng kakayahan o competencies ng mga empleyado at sa pagpapaunlad ng kanilang propesyunal na karera. Ang CDP ay nagbibigay ng pagkakataon upang makita ang potensyal ng isang empleyado sa napiling karera, at hindi ito kasiguraduhan ng promosyon sa trabaho.					
5. Ang mga supervisor at HR Unit/Section/Division ay responsable sa pag-gabay sa mga empleyado sa kabuuan ng career development process sa pamamagitan ng coaching at mentoring.					

2. Sa nakaraang dalawang (2) taon, nakadalo ka na ba sa anumang L&D interventions batay sa nakasaad sa inyong CDP?  Oo  Hindi

Kung Oo, anu-anong mga interbensyon ang nakatulong sa'yo upang makamit mo ang iyong career goals?

- Classroom Training     
  Self Development (books, videos, etc.)     
  Special Assignments  
 Webinars     
  Coaching/Mentoring     
  Field Observations  
 Others (please specify): \_\_\_\_\_

Kung hindi, ano ang humahadlang sa'yo upang maisagawa mo ang L&D interventions na nakasaad sa iyong CDP?

\_\_\_\_\_

\_\_\_\_\_