



**Center for Organizational Development**

**2016 PROJECT ACCOMPLISHMENT REPORT**

**I. Project Information**

Project Code: KMRSG  
Project Title: Implementing a Competency-Based Assessment Process in the Screening and Selection of Department of Tourism (DOT) Officers and Staff for Deployment to Foreign Posts Stage II (2015 Retakers)  
Project Start: October 15, 2015  
Project End: June 30, 2016  
Project Price: P150,000.00  
Client Organization: Department of Tourism

**II. Project Team**

Project Manager: Flordeliza T. Martin  
Team Members: Loretta Y. Balanzat, Gloria B. Lim, Trygve A. Bolante  
Supervising Fellow: Marietta Q. Umbay  
Consultants/ Resource Person:

**III. Project Details**

Project Description: The Department of Tourism – Competency-Based Assessment (CBA) for Retakers project is a multiple stage/ hurdle assessment design based on the approved Competency Models for the positions – Supervising Tourism Officers/Attache and Tourism Administrative Officer. DOT-CBA for Retakers will adopt the Assessment Center technology which will entail activities to surface the candidate's behavior in group situations.

Project Objective: To assess candidates' competency level based on the Competency Model for Supervising Tourism Operations Officer (STOO) and Administrative Officer (AO) by means of the Assessment Center Technology.

Focus Area:  
Project Type: Regular  
Regional Coverage: National Capital Region

**IV. Project Accomplishments**

Key Activities Implemented The Stage II Assessment consists of the following activities:  
a. **Simulation Exercises** – are combination of standardized and customized case materials to surface candidate's ability to demonstrate the behaviors expected for each competency.



- b. **Power Interview** – is a one-on-one interview used to validate candidates' ability to perform the job based on the key behavioral indicators for each competency.

Major Outputs	Stage II List of Passers for STOO
Project Impact	A total of three (3) Supervising Tourism Operations Officer (STOO) applicants were screened in this retake of Stage 2 assessment. All 3 STOO applicants satisfactorily met the competency requirements of the position and are qualified to proceed to Stage 3, which is the Tourism Officers Development Program.
Lessons Learned	<ul style="list-style-type: none"><li>-All applicants to DOT foreign post shall go through the highly competitive and objective Competency-Based Assessment process.</li><li>-Only those who passed the Stage II Assessment shall be allowed to move on to Stage 3 In-depth Interview by DOT Management.</li><li>-The batch of retake candidates particularly to the AO positions will be accommodated in the next assessment conduct together with other applicants.</li></ul>

#### V. Attachments

- Transmittal letter for submission of Terminal Report in the Stage 2 Individual Assessment Reports for STOO **received** by Ms. Sofia C. Pagsuyuin dated October 17, 2016.

Prepared by:

  
**Flordeliza T. Martin**  
Project Manager

Noted/ Approved by:

  
**Trygve A. Bolante**  
Center Head

Notes:

1. Project details on Section I-III can be generated thru PMIS based on PMS Inputs.
2. Project Managers are required to accomplish Section IV & provide Section V to reflect results of project implementation
3. Project Managers can update/adjust the pre-filled sections (I-III) based on actual data