

## Performance and Competency Analysis Template<sup>1</sup>

Key Result Area (KRA)	Objectives	Performance Indicators	Current Status			Competency Gaps	Priority Score	Job Performers		
			Accomplishments	Performance Gaps	Reasons for Gaps			Office/s	Position/s	Status of Employment

Get KRAs, Objectives and Performance Indicators from relevant documents, e.g., Office Performance Commitment and Review (OPCR) Form, and others

Referring to Objectives and Performance Indicators, what has been done?

Referring to Objectives and Performance Indicators, what has not been done?

Indicate reasons for gaps, e.g., lack of resources, inadequate staff, lack of competencies, etc.

From Reasons for Gaps, isolate factors related to competency gaps  
  
Determine the **Priority Score** for each identified competency gap. You may use the prioritization template in Annex...

Identify the office/s, position/s, and status of employment of targeted job performers/ groups with competency gaps

<sup>1</sup> Adapted from the Department of Education Learning and Development Manual (2019). Unpublished manuscript.

<b>1</b>	Cull <b>Goals and Objectives</b> from the ELA.
<b>2</b>	Capture corresponding <b>Performance Indicators</b> , also from the ELA.
<b>3</b>	Identify actual <b>Accomplishments</b> on each indicator, to date.
<b>4</b>	Describe the <b>Performance Gap</b> , if any, i.e., if the indicator has not been met, what is the shortfall in performance?
<b>5</b>	Analyse <b>Reasons for the Gaps</b> . Performance gaps may be the result of inefficient systems or processes, inadequate resources, lack of competencies, among others.
<b>6</b>	From the Reasons for the Gaps, isolate the factors related to <b>Competency Gaps</b> .
<b>7</b>	Determine the <b>Priority Score</b> for each identified competency gap. You may use the prioritisation process in the next page.
<b>8</b>	Identify the <b>Offices</b> to be targeted. An office may be a department, division or unit.
<b>9</b>	Determine the <b>Position/s</b> of the targeted job performers and their <b>Current Status of Employment</b> .