



Co-operation that counts

TRADE RELATED TECHNICAL ASSISTANCE PROJECT 2

BRIEF ACTIVITY REPORT

Activity Title:	Translate the Competency Grid at Function Level into Position Level and based thereon prepare Job Description for all Positions in Collection Districts (3-Part Series)¹
Component:	Trade Facilitation
Activity Number:	3.8.1.1
Dates:	9 March 2010: BOC Competency Development Proficiency Leveling Workshop 17-19 March 2010: BOC Competency Development Calibration and Validation Workshop
Partner Agency:	Bureau of Customs



Calibrating and validating human resource mix. Corazon Azaña (above), BOC chief for administration and head of the Technical Working Group for Strategic Plan and Change, addresses the customs personnel in establishing the proper competencies for the planned upgrading of customs operations.

Objectives:	<p>BOC Competency Development Proficiency Leveling Workshop</p> <ul style="list-style-type: none"> • Draft BOC Competency Proficiency Level Grid <p>BOC Competency Development Calibration and Validation Workshop</p> <ul style="list-style-type: none"> • Validate BOC Position Descriptions and BOC Competency Proficiency Level Grid
Methodology:	<p>BOC Competency Development Proficiency Leveling Workshop</p> <ul style="list-style-type: none"> • Plenary presentation on the overview of Competency Development and Proficiency Leveling • Plenary presentation of existing BOC Competency Grid (sample copies) • Sample group presentation of one Proficiency Level Grid developed per group <p>BOC Competency Development Calibration and Validation Workshop</p> <ul style="list-style-type: none"> • Plenary presentation on the highlights of BOC's Competency Development, Position Description Development and Proficiency Level Grid • Group review and calibration of the appropriate content for the position descriptions and competency level per Position Title assigned to the group • A facilitator is assigned to assist the group in their work
Participants' Profile:	BOC Division chiefs, representatives from Assessment and Operations Coordination Group (AOCG), Management Information System Technology Group (MISTG), Internal Administration Group (IAG), Post Entry Audit Group (PEAG), Revenue Collection Monitoring Group (RCMG), Intelligence Group (IG), Enforcement Group, and Collection Districts
Resource-Person:	Ma. Diana M. Cuna (short term expert for Competency Development)

¹The first part of the three-part series, *BOC Position Description Writing Workshop*, is presented earlier in a separate brief activity report

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