

Achievements:

Achievement/Appreciation Title	Achievement/Appreciation Description	Date

Computer Knowledge:

Can Use Computer for Daily Office Activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, Please Provide the details.	
Potential Job Specific Goals ²	<input type="checkbox"/> Efficiency <input type="checkbox"/> Effectiveness <input type="checkbox"/> Both <input type="checkbox"/> Any Other (Specify Below)

Trainings:

Training Needs	<input type="checkbox"/> Administration <input type="checkbox"/> Judicial <input type="checkbox"/> Secretarial <input type="checkbox"/> Planning & Development <input type="checkbox"/> Computer Related			
	<input type="checkbox"/> Other (Specify):			
Duration of Training	Name of the Training	Venue	Start Date	End Date

Interests:

Official	Academic		
<input type="checkbox"/> Administration <input type="checkbox"/> Judicial <input type="checkbox"/> Secretarial	(Reading = R, Writing = W, RW)		
<input type="checkbox"/> Planning & Development <input type="checkbox"/> Computer Related	Literature (e.g. Novel, Poetry, etc.)		
<input type="checkbox"/> Other	Research		

Signature.

Note:

1. Please Attach the most recent picture.
2. Efficiency means doing things right (in a specific time, with minimum resources but short-term). Effectiveness means doing the right things (aligned with goals, increased opportunities but long-term).