



“We do ordinary things, extraordinarily well”



Competency Checklist for the Profile of a CITE Graduate

Competencies in the Professional Aspect				
	Year/Month: _____	Remarks		
1	Get involved in group discussion			
2	Devote time in studying in every subject			
3	Apply problem solving tools and techniques			
4	Devote time in reading and research			
5	Perform room, lab, and canteen cleaning job assignments.			
6	Takes part in class reporting, fills out suggestion slips/forms and takes down notes.			
7	Applying safety practices			
8	Making productive use of time to meet the required assignments/tasks			
9	Reporting to school promptly and regularly			
10	Implementing order in the things and output done in the workplace			
11	Transmitting thoughts, ideas, and instructions effectively in oral or written form			
12	Leading small team			
13	finding ways and exhaust all possibilities to develop what is expected: initiating action			
14	Fulfill responsibilities and perform required jobs with minimum supervision			
15	Exemplifying hard work, diligence and perseverance as exhibited in the performance of his job			
16	Transmitting thoughts, ideas, and instructions effectively in oral or written form (school and company)			
	DTS			
17	Resolving problems and conflict in the workplace			
18	Developing and practicing negotiation skills			
19	Showing competence and acquiring new skills and continuing education and training			
20	Becoming accustomed to changing working conditions, requirements ideas or methods.			



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Competencies in the Social Oriented Aspect					
	Year/Month: _____	Remarks			
	1ST YEAR				
1	Able to mingle with peers				
2	Join CITE clubs				
3	Attends/joins monthly get-together well				
4	Engages in sports				
5	Observes social graces				
6	Chooses right circle of friends				
7	Observes table manners				
8	Supports wholesome activities in/outside of CITE				
	2nd/3rd year				
9	Performs job assignments with less supervision				
10	Organize programs/project for the community				
11	Joining seminars				
12	Overcome shyness				
13	Observe good speaking manners				
14	Contribute /help others in need				
15	Deal with co-workers properly				
16	Reports promptly for the job				
17	Joins company teambuilding				
18	Follow company rules				
19	Deal with the opposite sex properly				
20	Involves oneself in school campaign				



Competency Checklist for the Profile of a CITE Graduate

Competencies in the Values / Spiritual Aspect					
	Year/Month: _____	Remarks			
	Be able to do the;				
1	Morning Offering				
2	Angelus				
3	Holy Mass				
4	Communion				
5	Mental Prayer				
6	Holy Rosary				
7	Examination of Conscience				
8	3 Hail Marys				
9	Visit to the Blessed Sacrament				
10	Sacrifices				
11	Confession				
12	Spiritual Reading				
13	Gospel Reading				
14	Offer Study/work				
15	Spiritual Direction				