高階公務人員人才資料庫管理及運用要點Operating Guidelines for the Senior Civil Servants

Human Resource Database

中華民國104年1月13日保訓會公評字第1042260003號令訂定發布全文

一、公務人員保障暨培訓委員會（以下簡稱保訓會）為執行高階公務

人員中長期發展性訓練辦法（以下簡稱本辦法）第十六條至第十八條規定，規範高階公務人員人才資料庫（以下簡稱本資料庫）

之管理及運用事宜，特訂定本要點。

Article 1 To enforce Article 16 to Article 18 in the Regulations for the

Training of Senior Civil Servants Mid-Long Term

Development (hereinafter referred to as “the Regulations”), the Civil Service Protection and Training Commission (hereinafter referred to as “the CSPTC”) prescribes the Guidelines for the Senior Civil Servants Human Resource Database (hereinafter referred to as “the Database”).

二、參加高階公務人員中長期發展性訓練（以下簡稱本訓練）期滿並

經評鑑合格者，由保訓會納入本資料庫。

曾參加中華民國九十九年至一百零三年高階文官培訓飛躍方案訓練成績合格，並取得結業證書者，比照前項規定辦理。

Article 2 Personnel who participate in the Mid-Long Term

Development Training of Senior Civil Servants (hereinafter referred to as “the Training”) and pass the assessment will be included into the Database by the CSPTC.

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Personnel who participated and qualified in the Take Off Program For Senior Civil Service 2010~2014 with certificate fit in the preceding Paragraph.

三、本資料庫所包含之個人檔案資料如下：

（一）基本資料：姓名、性別、出生年月日、學歷、訓練年度、

班別、現職服務機關、官等職等、職稱及最近五年考績（成）等。

（二）學習紀錄：職務見習報告、職務見習業師紀錄、導師生活

考評觀察報告及回流學習紀錄等。

（三）職能成績：職能行為展現報告及評鑑結果報告書等。

（四）人格測驗：人格特質報告（包含考評項目內容、考評項目、

常模中位數及個人評量結果等）。

（五）職涯發展：專長、職務歷練、重大績優事蹟、重大獎懲紀

錄及訓練成效追蹤報告等。

前項個人檔案資料，須經受訓人員之書面同意，始得蒐集、處理及利用。

Article 3 Personal information included in the Database is listed below:

1. Basic information: name, gender, date of birth, education, year of training, class, agency served, official rank & grade, title, and performance ratings of the past five years,etc.
2. Record of learning: internship report, record by mentors,

daily life record by guidance personnel, and recurrent learning records, etc.

1. Competency results: competency performance report and

assessment report, etc.

1. Personality test: personality report (including evaluation contents, evaluation item, median of norm group and results

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of personal test, etc.)

1. Career development: expertise, duty practice, remarkable achievements, punishments, performance tracking reports, etc.

The aforementioned information can only be collected, processed and utilized with written permission from the trainees.

四、列入本資料庫之人員，參加本辦法第十七條保訓會或國家文官學 院（以下簡稱文官學院）辦理之回流學習活動，其服務機關（構）、

學校得核予公假。

前項人員應參加保訓會或文官學院辦理之專家諮詢或個人職涯發展等訓練成效追蹤活動，其服務機關（構）、學校得給予必要之

協助。

各機關（構）、學校得優先選送第一項人員參加國內、國外培訓課程，或進行職務歷練。

Article 4 Personnel included into the Database shall be issued leave for statutory reasons by agency/school served when participating

in the recurrent learning activities held by the CSPTC or the

National Academy of Civil Service (hereinafter referred to as “the NACS”).

The aforementioned personnel shall enjoy support from the agency/school served when necessary during their participation in the expert counseling, personal career development and performance tracking activities held by the CSPTC and the NACS.

Agency/school shall select the aforementioned personnel to

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domestic/overseas training courses and duty practice at top priority.

五、列入本資料庫人員，有本辦法第十八條第一項各款所列之事由者，

其服務機關（構）、學校應主動通知保訓會。

有本辦法第十八條第一項第四款及第五款應予以除名之事由者，保訓會應以書面通知該人員，該人員得於通知送達後二十日內，

以書面向保訓會陳述意見。

有本辦法第十八條第一項各款所列之事由者，保訓會應參酌前項陳述意見之內容及相關證明文件進行審核，依下列方式處理：

（一）自本資料庫予以除名。

（二）不予除名。

保訓會應將前項處理結果，以書面函知受訓人員及其服務機關（構）、學校。

Article 5 If personnel included into the Database is in any of the

circumstances listed in the Article 18. Paragraph 1 of the Regulations, the agency/school served shall inform the CSPTC actively.

The CSPTC will submit written notification to him/her once incidents that lead to removal occur in the Article 18 Paragraph

1 Subparagraph 4 and 5 of the Regulations. Aforementioned

personnel may submit written expression of opinion to the CSPTC within 20 days of the notification arrived.

Once personnel included into the Database is in any of the

circumstances listed in the Article 18 Paragraph 1 of the Regulations, the CSPTC will review along with his/her expression of opinion and relevant documents with the

following ways:

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1. Removal from the Database.
2. No removal.

The CSPTC should submit the written result both to the personnel involved and his/her agency/school served.

六、第三點第一項第一款及第五款資料之更正維護作業如下：

（一）保訓會應於每年三月及九月，函請銓敘部提供最新銓審相

關資料。

（二）列入本資料庫之人員，如有資料異動之情形，服務機關（構）、

學校應主動通知保訓會更正或補充之。

（三）列入本資料庫之人員，如有資料異動之情形，得主動告知

服務機關（構）、學校通知保訓會更正或補充之。

第三點第一項第二款之回流學習紀錄，及第五款之訓練成效追蹤報告等資料，保訓會或文官學院應於活動結束後即時予以登錄。

保訓會應指派專人負責本資料庫之維護及管理。

Article 6 Data correction and maintenance listed in the Article 3

Paragraph 1 Subparagraph 1 and 5 are performed as follow:

1. The CSPTC should notify the Ministry of Civil Service for the latest qualification in March and September annually.
2. Agency/school served of the personnel included into the

Database should actively inform the CSPTC to update the information when personal information changes.

1. Personnel listed into the Database should actively notify

agency/school served to inform the CSPTC to update the information.

Recurrent learning record mentioned in the Article 3 Paragraph

1 Subparagraph 2 and performance tracking report in the

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Subparagraph 5 should be documented in time right after the activities. The CSPTC shall assign staff responsible for the operation and maintenance of the Database.

七、各機關（構）、學校如有簡任第十職等或相當職務以上用人需求

時，得以書面（免備文）向保訓會提出查詢申請。

本資料庫查詢採二階段方式辦理：

（一）各機關（構）、學校得依職務需求條件填具第一階段申請表

（如附表一），由保訓會提供符合條件人員之資料。

（二）各機關（構）、學校為應實際需要，得自第一階段名冊中，擇定至多五名人員，並填具第二階段申請表（如附表二）

進行進階查詢，由保訓會提供上開人員之學習紀錄及職能成績等資料。

保訓會收到各機關（構）、學校查詢申請後，應於五日內以密件查復之；如有特殊情形不能如期查復時，得酌予延長，但以十日

為限，並通知申請機關（構）、學校。

各機關（構）、學校所填具之申請表有內容錯誤、缺漏者，保訓會應請其補正。

各機關（構）、學校查詢申請不符合本要點規定，經請其補正未

予補正，或不符合本資料庫之使用目的者，保訓會得不予提供。

Article 7 When recruiting senior staff (rank 10) or above, agency/school

may submit written application (document not needed) to the CSPTC for accessing the Database.

Application for accessing the Database runs in two phases:

1. agency/school may fill in the phase I application form (see attachment 1) according to their position requirement. The CSPTC will provide the personnel information that fit the criteria.

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1. For practical need, agency/school may choose up to five persons in the phase I list and fill in the phase II application form (see attachment 2) for advanced information. The CSPTC will provide the learning records and competency results of these persons.

Once applications are received, the CSPTC should reply in confidential way within five days; during special occasions the reply can be made within ten days.

The CSPTC shall notify agency/school when application form is found incorrect or incomplete for revision.

The CSPTC will not provide data to the agency/school under these conditions: application form does not comply with the Guidelines and revision is not made; application that does not comply with the purpose of the Database.

八、各機關（構）、學校依據本資料庫提供之資料，遴用高階公務人

員，應將其核派情形通知保訓會。

Article 8 Agency/school should notify the recruitment result to the

CSPTC when utilizing the Database for the selection of senior civil servants.

九、保訓會建置及管理本資料庫，及各機關（構）、學校利用本資料庫

之資料，應確實遵守個人資料保護法及其他相關規定。

如有違法、不當使用或洩漏前項資料者，應依法負民事、刑事及行政責任。

Article 9 The CSPTC and agency/school should firmly abide by the

Personal Information Protection Law and relevant regulations

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when accessing information of the Database.

Those who commit illegal use or spoil are liable to civil, criminal and administrative sentence.

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Attachment 1

附表一

高階公務人員人才資料庫查詢申請

Accessing Application for the Senior Civil Servants Human

Resource Database

歡迎使用高階公務人員人才資料庫查詢簡任第十職等或相當職務以上公務人員資料，查詢申請分為二階段辦理，請依下列說明進行查詢：

一、第一階段請各機關(構)、學校(以下簡稱申請機關)依所需人員之條件填列第一階段

申請表，本會將提供符合條件之人員資料，包括姓名、性別、出生年月日、學歷、 訓練年度、班別、現職服務機關、官等職等、職稱、最近五年考績（成）、專長、職務歷練、重大績優事蹟、重大獎懲紀錄等，提供遴用之參考。

二、申請機關為應實際需要，得自本會提供之第一階段人員中擇定至多 **5**名，並填列第

二階段申請表，以取得上開人員之學習紀錄及職能成績等檔案資料。

公務人員保障暨培訓委員會 敬啟

Welcome to the Accessing Application for the Senior Civil Servants Human Resource

Database for senior staff (rank 10) or above information. The application runs in two phases. Please follow the instruction listed below:

1. Phase I,

Agency/school (hereinafter referred to a“the Applicant”) may fill in the phase I application form according to the position requirement. The CSPTC will provide the

personnel information that fit the criteria.

1. Phase II,

For practical needs, the Applicant may choose up to five persons in the phase I list and fill in the phase II application form for advanced information. The CSPTC will provide the learning records and competency results of these persons.

CSPTC

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高階公務人員人才資料庫查詢申請第一階段申請表

Senior Civil Servants Database Human Resource Database Phase I

Application Form

壹、申請機關職缺（以下資料必填）

1. **Vacancy of the Applicant Institution (required)**

一、機關名稱：

1.Name of agency

二、職系：

2.Series

三、官等職等：簡任第 職等

3.Rank: senior rank \_\_\_

四、職稱：

4.Position title

貳、該職缺所需之人員條件：

1. **Requirements of the vacancy**

一、現職職等：簡任第 職等【必填】（如：第十一職

等；第十二職等）

1. Current rank: senior rank\_\_\_ (required) (e.g. rank 10, rank 12)

二、職缺所需條件（以下資料請依職務需要選填，如無特殊需求，可免勾選或

填具，本會將依據您勾選及填具條件進行人員篩選，並提供符合條件之人員）：

1. Eligibilities of the vacancy (optional; can be skipped if no special requirement. We will filter and provide the personnel according to the checked criteria)

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□ 曾任機關屬性 （如：中央；地方）

Level of the former agency (e.g. central; local)

□ 職組職系

Group of position / Series

□ 學歷

Education

□ 年齡： 歲（如：45~55歲；50歲以下）

Age (e.g. 45~55; under 50 years old)

□ 特定職能表現（本訓練評鑑成績為優秀以上） 【可複選】

Specific competency (great or higher in the assessment results) (multiple choice)

（）策略分析 （）全球視野 （）問題解決 （）決斷力

Strategic analysis Global outlook Problem solving Decisiveness

（）政策行銷 （）溝通協調 （）創新能力 （）外(英)語能力

Policy marketing Communication and

coordination

Innovation

ability

Foreign Language

ability (English)

（）發展人才 （）團隊建立 （）績效管理 （）建立協力關係

Talent development Team building Performance Collaboration

management

（）領導變革 （）跨域治理 （）型塑願景 （）危機管理

Leading change Cross-boundary Vision shaping Crisis management

governance

（）談判能力

Negotiation skills

□ 特定人格特質樣態（人格測驗得分達常模中位數以上）【可複選】

Specific personality (achieved norm median or higher in personality test ) (multiple

choice)

（）嚴謹性 （）領導性 （）使命感

Rigor Leadership Sense of Mission

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（）情緒穩定性 （）友善性 （）創新學習

Emotional stability Friendliness Innovative learning

□ 其他： （如：模範公務人員或傑出貢獻獎等重大績優事

蹟、重大獎勵紀錄）

Other (e.g. Model Civil Servants, Extraordinary Contribution Medal, other remarkable achievements)

聯絡人姓名： 電話：

Contact:

Phone:

人事單位承辦人

Personnel office coordinator 人事單位主管

Personnel office manager

機關(構)學校首長

Head of agency/school

（ 請 蓋 職 名 章 ） Stamp of title and name （ 請 蓋 職 名 章 ） Stamp of title and name

（ 請 蓋 職 名 章 ） Stamp of title and name

申請日期：民國 年 月 日

（請務必填寫）

Date of application:\_\_\_ (required)

填表說明：

Instruction:

一、特定職能表現：本訓練之評鑑成績採五等級制，依序分為傑出、優秀、良好、 普通及不佳，列入本資料庫人員之各項職能評鑑成績均達良好等級以上。為

篩選本資料庫中特定職能表現績優之人員，爰以「優秀」等級以上為篩選條件。

1. Specific competency: assessment results of the Training are classified into five levels: outstanding, excellent, great, normal and weak. All personnel listed into the Database have achieved “great” or higher mark in each competency category. To filter specific

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outstanding personnel in certain category, we set “excellent” and “outstanding” as searching criteria.

二、特定人格特質樣態：依據本會研究結果建立六大構面人格特質及各構面常模，

藉由PR值的概念，以呈現「個人分數」在「常模分數」中每百人之相對位置。為篩選本資料庫中特定人格特質樣態之人員，爰以「測驗得分達常模中位數以上」為篩選條件。

1. Specific personality: six dimensions of personality and norms have been established according to percentile rank which demonstrate his/her relative position in 100 persons

of one’s personal score in norm score. To filter personnel with specific characteristic,

we set “score higher than median of norm group” as searching criteria.

三、申請機關運用本資料庫之資料，請確實遵守個人資料保護法及相關規定，如

有違法、不當使用或洩漏者，應依法負民事、刑事及行政責任。

3. Applicant should firmly abide by the Personal Information Protection Law and relevant regulations when accessing information the Database. Those who commit illegal use or spoil are liable to civil, criminal and administrative sentence.

四、本表格請至本會網站(http://www.csptc.gov.tw/)首頁「高階公務人員中長期發展 性訓練」下載填妥，依行政程序陳核後，正本留存機關（構）、學校，另以電

子郵件（a21@csptc.gov.tw）或傳真（02-82366969）傳送至本會辦理。

1. Please download and complete this form at our website homepage “Mid-Long Term Development Training of Senior Civil Servants” (http://www.csptc.gov.tw/). Via administrative procedure the original copy shall be kept in the agency/school and submit this form by email (a21@csptc.gov.tw) or fax (02-82366969) to CSPTC.

五、填寫本申請表時，如有任何疑義，請洽連絡電話：02-82366973或02-82366974。

1. Should you have any question when filling this application form, please feel free to contact us by phone 02-82366973 or 02-82366974

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Attachment 2

附表二

高階公務人員人才資料庫查詢申請第二階段申請表

Senior Civil Servants Database Human Resource Database Phase I

Application Form

壹、申請機關職缺（以下資料必填）

I. Vacancy of the Applicant Institution (required)

一、機關名稱：

1.Name of the agency

二、職系：

2.Series

三、官等職等：簡任第 職等

3.Rank: senior rank \_\_\_

四、職稱：

4.Position title

貳、所需人員姓名：（請依第一階段人員名冊中選出至多 **5**名人員）

II. Name of the personnel required (you may choose up to five people in the phase I

list)

一、

二、

三、

四、

五、

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聯絡人姓名： 電話：

Contact: Phone:

人事單位承辦人

Personnel office coordinator 人事單位主管

Personnel office manager

機關(構)學校首長

Head of agency/school

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（ 請 蓋 職 名 章 ） Stamp of title and name

申請日期：民國 年 月 日

（請務必填寫）

Date of application: \_\_\_ (required)

填表說明：

Instruction:

一、申請機關運用本資料庫之資料，請確實遵守個人資料保護法及相關規定，如

有違法、不當使用或洩漏者，應依法負民事、刑事及行政責任。

1. Applicants should firmly abide by the Personal Information Protection Law and relevant regulations when accessing information the Database. Those who commit illegal use or spoil are liable to civil, criminal and administrative sentence.

二、本表格請至本會網站(http://www.csptc.gov.tw/)首頁「高階公務人員中長期發展 性訓練」下載填妥，依行政程序陳核後，正本留存機關（構）、學校，另以電

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1. Please download and complete this form at our website homepage “Mid-Long Term Development Training of Senior Civil Servants” (http://www.csptc.gov.tw/). Via administrative procedure the original copy shall be kept in the agecny/school and submit this form by email (a21@csptc.gov.tw) or fax (02-82366969) to us.

三、填寫本申請表時，如有任何疑義，請洽連絡電話：02-82366973或02-82366974。

1. Should you have any question when filling this application form, please feel free to contact us by phone 02-82366973 or 02-82366974.

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