



COLLEGE OF ENGINEERING
First Semester, A Y 2019 - 2020

FACULTY PERFORMANCE EVALUATION INSTRUMENT ON INSTRUCTION

Name of Faculty: Engr. Crispin P. Noguerra
Course: IS 214 - Organizational and Management Concepts
Topic: Organizational Change

Date: 09-13-19
Time: 10:00 - 11:00 AM
Room: 312

INSTRUCTION: Please evaluate the faculty using the scale below.

Scale	Parameter	Descriptive Rating	Qualitative Description
5	4.50-5.00	Outstanding	The performance always exceeds the job requirements.
4	3.50-4.49	Very Satisfactory	The performance often exceeds the job requirements.
3	2.50-3.49	Satisfactory	The performance meets the job requirements.
2	1.50-2.49	Fair	The performance needs some development to meet the job requirements.
1	1.00-1.49	Poor	The performance fails to meet the job requirements.

	RATING
A. TEACHER'S PERSONALITY	
1. Well-groomed with complete uniform and ID in the classroom.	4
2. Free from mannerisms that tend to disturb the students' attention.	4
3. Teacher's personality is strong enough to command respect and attention.	5
4. Shows dynamism and enthusiasm.	5
5. Has a well-modulated voice.	5
Mean	4.6
B. CONTENT	
1. Demonstrates an in depth knowledge of the subject matter.	4
2. Relates lessons to actual life situations.	5
3. Keeps abreast of new ideas and understanding in the field.	4
4. Provides sufficient and concrete examples to create meaningful learning experiences.	5
5. Covers the topic/s as stipulated in the course syllabus.	5
Mean	4.6
C. TEACHING METHODS	
1. Uses methods suited to the needs and capabilities of the students.	4
2. Uses creativity to adapt his/her method to the students' capabilities.	4
3. Allows students to think independently and hold them accountable for their performance.	4
4. Allows student-professor interaction during the teaching-learning activities in the class.	4
5. Utilizes cooperative learning strategies.	3
Mean	3.8
D. MANAGEMENT OF LEARNING	
1. Checks students' attendance systematically.	5
2. Encourages students to learn beyond what is required and how to apply the concepts learned.	4
3. Sees to it that the room is clean and chairs are well-arranged.	5
4. Uses instructional materials to reinforce the learning processes.	5
5. Ensures students' discipline and decorum during classes.	5
Mean	4.8
E. QUESTIONING SKILLS	
1. Probes for learners' understanding.	5
2. Helps students articulate their ideas and thinking process.	4
3. Facilitates factual recall.	4
4. Encourages convergent and divergent thinking.	4
5. Stimulates class discussion and interaction.	5
Mean	4.4
Grand Mean	4.44

Descriptive Rating:

Remarks / Recommendations: There are students who come 20-30 minutes late, it is recommended to strictly implement the classroom policy.

Class Evaluator: Jessica E. Fernandez, Ph.D.
Program Chair, BSIS
Date: 09-13-19

Conforme: Engr. Crispin P. Noguerra
Faculty
Date: 09-13-19

Approved: Engr. Roberto Bacarro
Dean
Date: 16 Sept 19

VS



COLLEGE OF ENGINEERING
First Semester, A Y 2019 - 2020

FACULTY PERFORMANCE EVALUATION INSTRUMENT ON INSTRUCTION

Name of Faculty: Arvin E. Mag-usara
 Course: Infrastructure & Network Technologies
 Topic: Types of Networks

Date: 09-13-19
 Time: _____
 Room: _____

INSTRUCTION: Please evaluate the faculty using the scale below.

Scale	Parameter	Descriptive Rating	Qualitative Description
5	4.50-5.00	Outstanding	The performance always exceeds the job requirements.
4	3.50-4.49	Very Satisfactory	The performance often exceeds the job requirements.
3	2.50-3.49	Satisfactory	The performance meets the job requirements.
2	1.50-2.49	Fair	The performance needs some development to meet the job requirements.
1	1.00-1.49	Poor	The performance fails to meet the job requirements

	RATING
A. TEACHER'S PERSONALITY	
1. Well-groomed with complete uniform and ID in the classroom.	5
2. Free from mannerisms that tend to disturb the students' attention.	5
3. Teacher's personality is strong enough to command respect and attention.	5
4. Shows dynamism and enthusiasms.	5
5. Has a well-modulated voice.	5
Mean	5.0
B. CONTENT	
1. Demonstrates an in depth knowledge of the subject matter.	5
2. Relates lessons to actual life situations.	5
3. Keeps abreast of new ideas and understanding in the field.	5
4. Provides sufficient and concrete examples to create meaningful learning experiences.	5
5. Covers the topic/s as stipulated in the course syllabus.	3
Mean	4.6
C. TEACHING METHODS	
1. Uses methods suited to the needs and capabilities of the students.	5
2. Uses creativity to adapt his/her method to the students' capabilities.	4
3. Allows students to think independently and hold them accountable for their performance.	5
4. Allows student-professor interaction during the teaching-learning activities in the class.	5
5. Utilizes cooperative learning strategies.	5
Mean	4.8
D. MANAGEMENT OF LEARNING	
1. Checks students' attendance systematically.	5
2. Encourages students to learn beyond what is required and how to apply the concepts learned.	5
3. Sees to it that the room is clean and chairs are well-arranged.	5
4. Uses instructional materials to reinforce the learning processes.	4
5. Ensures students' discipline and decorum during classes.	5
Mean	4.8
E. QUESTIONING SKILLS	
1. Probes for learners' understanding.	5
2. Helps students articulate their ideas and thinking process.	5
3. Facilitates factual recall.	5
4. Encourages convergent and divergent thinking.	5
5. Stimulates class discussion and interaction.	5
Mean	5.0
Grand Mean	4.84

Descriptive Rating:

Remarks / Recommendations: Present the approved syllabus w/ student signature,

Class Evaluator:
JESSICA ROSE E. FERNANDEZ, PhD
 Program Chair, BSIS
 Date: 09-13-19

Conforme:
Arvin E. Mag-usara
 Faculty
 Date: 09-13-19

Approved:
Engr Robert Bacarro
 Dean
 Date: 16 Sept 19



COLLEGE OF ENGINEERING
First Semester, A Y 2019 - 2020

FACULTY PERFORMANCE EVALUATION INSTRUMENT ON INSTRUCTION

Name of Faculty: Eva Mary Birao
Course: BSCE - 15 Elective 4
Topic: Introduction to Project Management

Date: 09-13-19
Time: 11:00 - 12:00 NN
Room: 312

INSTRUCTION: Please evaluate the faculty using the scale below.

Scale	Parameter	Descriptive Rating	Qualitative Description
5	4.50-5.00	Outstanding	The performance always exceeds the job requirements.
4	3.50-4.49	Very Satisfactory	The performance often exceeds the job requirements.
3	2.50-3.49	Satisfactory	The performance meets the job requirements.
2	1.50-2.49	Fair	The performance needs some development to meet the job requirements.
1	1.00-1.49	Poor	The performance fails to meet the job requirements.

	RATING
A. TEACHER'S PERSONALITY	
1. Well-groomed with complete uniform and ID in the classroom.	4
2. Free from mannerisms that tend to disturb the students' attention.	5
3. Teacher's personality is strong enough to command respect and attention.	5
4. Shows dynamism and enthusiasm.	5
5. Has a well-modulated voice.	5
Mean	4.8
B. CONTENT	
1. Demonstrates an in depth knowledge of the subject matter.	5
2. Relates lessons to actual life situations.	4
3. Keeps abreast of new ideas and understanding in the field.	4
4. Provides sufficient and concrete examples to create meaningful learning experiences.	5
5. Covers the topic/s as stipulated in the course syllabus.	5
Mean	4.6
C. TEACHING METHODS	
1. Uses methods suited to the needs and capabilities of the students.	4
2. Uses creativity to adapt his/her method to the students' capabilities.	4
3. Allows students to think independently and hold them accountable for their performance.	4
4. Allows student-professor interaction during the teaching-learning activities in the class.	4
5. Utilizes cooperative learning strategies.	4
Mean	4.0
D. MANAGEMENT OF LEARNING	
1. Checks students' attendance systematically.	5
2. Encourages students to learn beyond what is required and how to apply the concepts learned.	4
3. Sees to it that the room is clean and chairs are well-arranged.	4
4. Uses instructional materials to reinforce the learning processes.	5
5. Ensures students' discipline and decorum during classes.	4
Mean	4.4
E. QUESTIONING SKILLS	
1. Probes for learners' understanding.	4
2. Helps students articulate their ideas and thinking process.	5
3. Facilitates factual recall.	4
4. Encourages convergent and divergent thinking.	4
5. Stimulates class discussion and interaction.	4
Mean	4.2
Grand Mean	4.4

Descriptive Rating:

Remarks / Recommendations: During the discussion there are students who are not paying attention in the given topic, just doing texting & some are watching videos. However, majority are listening and able to participate in the discussion.

Class Evaluator:
Jessica Rose E. Fernandez Pineda
Program Chair, BSIS
Date: 09-19-19

Conforme:
Eva Mary Birao
Faculty
Date: 09-19-19

Approved:
Engr. Rober A. Bacarro
Dean
Date: 16 Sept 19



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Effective Date	20 September 2018
Page No.	1 of 1

COLLEGE OF ENGINEERING & INFORMATION TECHNOLOGY
First Semester, Academic Year 2020-2021

FACULTY PERFORMANCE EVALUATION INSTRUMENT ON INSTRUCTION

Name of Faculty: **JADE G. CUARTERO**
Subject: **ELECH TECH- Quality Assurance**
Lesson: **5.1 Software Testing Strategies**

Date: **November 27, 2020**
Time: **3:00 - 4:00 PM**
Room: **EB 403**

INSTRUCTION: Please evaluate the faculty using the scale below.

Scale	Parameter	Descriptive Rating	Qualitative Description
5	4.50-5.00	Outstanding	The performance always exceed the job requirements.
4	3.50-4.49	Very Satisfactory	The performance often exceeds the job requirements.
3	2.50-3.49	Satisfactory	The performance meets the job requirements.
2	1.50-2.49	Fair	The performance needs some development to meet the job requirements.
1	1.00-1.49	Poor	The performance fails to meet the job requirements

		RATING
A. TEACHER'S PERSONALITY		
1. Well-groomed with complete uniform and ID in the classroom.		4.20
2. Free from mannerisms that tend to disturb the students' attention.		4.40
3. Teacher's personality is strong enough to command respect and attention.		4.20
4. Shows dynamism and enthusiasm.		4.15
5. Has a well-modulated voice.		4.35
	Mean	4.26
B. CONTENT		
1. Demonstrates an in depth knowledge of the subject matter.		4.10
2. Able to relate lessons to actual life situations.		4.15
3. Keeps abreast of new ideas and understanding in the field.		4.45
4. Provides sufficient and concrete examples to create meaningful learning experiences.		4.25
5. Covers the topic/s as stipulated in the course syllabus.		4.30
	Mean	4.25
C. TEACHING METHODS		
1. Uses methods suited to the needs and capabilities of the students.		4.10
2. Uses creativity to adapt his/her method to the students' capabilities.		4.05
3. Allows students to think independently and hold them accountable for their performance.		4.20
4. Allows student-professor interaction during the teaching-learning activities in the class.		4.35
5. Utilizes cooperative learning strategies.		4.20
	Mean	4.18
D. MANAGEMENT OF LEARNING		
1. Checks student's attendance systematically.		4.40
2. Encourages students to learn beyond what is required and how to apply the concepts learned.		4.35
3. Sees to it that the room is clean and chairs are well-arranged.		4.10
4. Uses instructional materials to reinforce the learning processes.		4.20
5. Observes student's discipline and decorum during classes.		4.25
	Mean	4.26
E. QUESTIONING SKILLS		
1. Probes for learner's understanding.		4.40
2. Helps students articulate their ideas and thinking process.		4.35
3. Facilitates factual recall.		4.15
4. Encourages convergent and divergent thinking.		4.20
5. Stimulates class discussion and interaction.		4.30
	Mean	4.28
	Grand Mean	4.25

Descriptive Rating: **Very Satisfactory**

Remarks / Recommendations: _____

Class Evaluator:

JOVIE M. GALLERA, MIT
Program Chair, BSIS
Date: _____

Conformer:

JADE G. CUARTERO, MIT
Faculty, BSIS
Date: _____

Approved by:

ENGR ROBERT R. BACARRO, MECE
Dean, CEIT
Date: _____



COLLEGE OF ENGINEERING & INFORMATION TECHNOLOGY
First Semester, Academic Year 2020-2021

FACULTY PERFORMANCE EVALUATION INSTRUMENT ON INSTRUCTION

Name of Faculty: **JADE G. CUARTERO**
Subject: **IS 212- Professional Issues in Information Systems**
Lesson: **4.1. Fixed Price Contracts for Bespoke Systems**

Date: **November 27, 2020**
Time: **1:00 - 2:00 PM**
Room: **EB 410**

INSTRUCTION: Please evaluate the faculty using the scale below.

Scale	Parameter	Descriptive Rating	Qualitative Description
5	4.50-5.00	Outstanding	The performance always exceed the job requirements.
4	3.50-4.49	Very Satisfactory	The performance often exceeds the job requirements.
3	2.50-3.49	Satisfactory	The performance meets the job requirements.
2	1.50-2.49	Fair	The performance needs some development to meet the job requirements.
1	1.00-1.49	Poor	The performance fails to meet the job requirements

		RATING
A. TEACHER'S PERSONALITY		
1. Well-groomed with complete uniform and ID in the classroom.		4.10
2. Free from mannerisms that tend to disturb the students' attention.		4.30
3. Teacher's personality is strong enough to command respect and attention.		4.20
4. Shows dynamism and enthusiasm.		4.25
5. Has a well-modulated voice.		4.45
	Mean	4.26
B. CONTENT		
1. Demonstrates an in depth knowledge of the subject matter.		4.15
2. Able to relate lessons to actual life situations.		4.20
3. Keeps abreast of new ideas and understanding in the field.		4.35
4. Provides sufficient and concrete examples to create meaningful learning experiences.		4.25
5. Covers the topic/s as stipulated in the course syllabus.		4.10
	Mean	4.21
C. TEACHING METHODS		
1. Uses methods suited to the needs and capabilities of the students.		4.05
2. Uses creativity to adapt his/her method to the students' capabilities.		4.15
3. Allows students to think independently and hold them accountable for their performance.		4.20
4. Allows student-professor interaction during the teaching-learning activities in the class.		4.30
5. Utilizes cooperative learning strategies.		4.25
	Mean	4.19
D. MANAGEMENT OF LEARNING		
1. Checks student's attendance systematically.		4.50
2. Encourages students to learn beyond what is required and how to apply the concepts learned.		4.40
3. Sees to it that the room is clean and chairs are well-arranged.		4.00
4. Uses instructional materials to reinforce the learning processes.		4.20
5. Observes student's discipline and decorum during classes.		4.25
	Mean	4.27
E. QUESTIONING SKILLS		
1. Probes for learner's understanding.		4.35
2. Helps students articulate their ideas and thinking process.		4.40
3. Facilitates factual recall.		4.10
4. Encourages convergent and divergent thinking.		4.25
5. Stimulates class discussion and interaction.		4.30
	Mean	4.28
	Grand Mean	4.24
Descriptive Rating: Very Satisfactory		

Remarks / Recommendations: _____

Class Evaluator:

JOVIE M. GALLERA, MIT
 Program Chair, BSIS
 Date: _____

Conformed:

JADE G. CUARTERO, MIT
 Faculty, BSIS
 Date: _____

Approved by:

ENGR ROBERT R. BACARRO, MECE
 Dean, CEIT
 Date: _____



COLLEGE OF ENGINEERING & INFORMATION TECHNOLOGY
First Semester, Academic Year 2020-2021

FACULTY PERFORMANCE EVALUATION INSTRUMENT ON INSTRUCTION

Name of Faculty: **ANTONIO JR. L. PILOTON**
Subject: **ITE 315 WEB BASED PROGRAMMING & APPLICATIONS**
Lesson: _____

Date: **11/29/2020**
Time: _____
Room: _____

INSTRUCTION: Please evaluate the faculty using the scale below.

Scale	Parameter	Descriptive Rating	Qualitative Description
5	4.50-5.00	Outstanding	The performance always exceed the job requirements.
4	3.50-4.49	Very Satisfactory	The performance often exceeds the job requirements.
3	2.50-3.49	Satisfactory	The performance meets the job requirements.
2	1.50-2.49	Fair	The performance needs some development to meet the job requirements.
1	1.00-1.49	Poor	The performance fails to meet the job requirements

	RATING
A. TEACHER'S PERSONALITY	
1. Well-groomed with complete uniform and ID in the classroom.	4
2. Free from mannerisms that tend to disturb the students' attention.	4
3. Teacher's personality is strong enough to command respect and attention.	4
4. Shows dynamism and enthusiasm.	4
5. Has a well-modulated voice.	5
Mean	4.2
B. CONTENT	
1. Demonstrates an in depth knowledge of the subject matter.	5
2. Able to relate lessons to actual life situations.	5
3. Keeps abreast of new ideas and understanding in the field.	4
4. Provides sufficient and concrete examples to create meaningful learning experiences.	5
5. Covers the topic/s as stipulated in the course syllabus.	4
Mean	4.6
C. TEACHING METHODS	
1. Uses methods suited to the needs and capabilities of the students.	4
2. Uses creativity to adapt his/her method to the students' capabilities.	4
3. Allows students to think independently and hold them accountable for their performance.	5
4. Allows student-professor interaction during the teaching-learning activities in the class.	5
5. Utilizes cooperative learning strategies.	4
Mean	4.5
D. MANAGEMENT OF LEARNING	
1. Checks student's attendance systematically.	5
2. Encourages students to learn beyond what is required and how to apply the concepts learned.	5
3. Sees to it that the room is clean and chairs are well-arranged.	5
4. Uses instructional materials to reinforce the learning processes.	4
5. Observes student's discipline and decorum during classes.	4
Mean	4.6
E. QUESTIONING SKILLS	
1. Probes for learner's understanding.	5
2. Helps students articulate their ideas and thinking process.	4
3. Facilitates factual recall.	5
4. Encourages convergent and divergent thinking.	4
5. Stimulates class discussion and interaction.	5
Mean	4.6
Grand Mean	4.5
Descriptive Rating:	Very Satisfactory

Remarks / Recommendations: _____

Class Evaluator:

JOVIE M. GALLERA, MIT
 Program Chair, BSIS
 Date: _____

Conforme:

ANTONIO JR. L. PILOTON
 Faculty, BSIS
 Date: _____

Approved by:

ENGR ROBERT R. BACARRO, MECE
 Dean, CEIT
 Date: _____



COLLEGE OF ENGINEERING & INFORMATION TECHNOLOGY
First Semester, Academic Year 2020-2021

FACULTY PERFORMANCE EVALUATION INSTRUMENT ON INSTRUCTION

Name of Faculty: **ALBERT T. PADILLA**
Subject: **Integrative and Programming Technologies II**
Lesson: _____

Date: **11/27/2020**
Time: **9:00 – 10:00 AM**
Room: **_**

INSTRUCTION: Please evaluate the faculty using the scale below.

Scale	Parameter	Descriptive Rating	Qualitative Description
5	4.50-5.00	Outstanding	The performance always exceed the job requirements.
4	3.50-4.49	Very Satisfactory	The performance often exceeds the job requirements.
3	2.50-3.49	Satisfactory	The performance meets the job requirements.
2	1.50-2.49	Fair	The performance needs some development to meet the job requirements.
1	1.00-1.49	Poor	The performance fails to meet the job requirements

	RATING
A. TEACHER'S PERSONALITY	
1. Well-groomed with complete uniform and ID in the classroom.	4
2. Free from mannerisms that tend to disturb the students' attention.	5
3. Teacher's personality is strong enough to command respect and attention.	5
4. Shows dynamism and enthusiasm.	4
5. Has a well-modulated voice.	4
Mean	4.4
B. CONTENT	
1. Demonstrates an in depth knowledge of the subject matter.	4
2. Able to relate lessons to actual life situations.	5
3. Keeps abreast of new ideas and understanding in the field.	5
4. Provides sufficient and concrete examples to create meaningful learning experiences.	4
5. Covers the topic/s as stipulated in the course syllabus.	4
Mean	4.4
C. TEACHING METHODS	
1. Uses methods suited to the needs and capabilities of the students.	5
2. Uses creativity to adapt his/her method to the students' capabilities.	5
3. Allows students to think independently and hold them accountable for their performance.	4
4. Allows student-professor interaction during the teaching-learning activities in the class.	4
5. Utilizes cooperative learning strategies.	5
Mean	4.6
D. MANAGEMENT OF LEARNING	
1. Checks student's attendance systematically.	5
2. Encourages students to learn beyond what is required and how to apply the concepts learned.	5
3. Sees to it that the room is clean and chairs are well-arranged.	5
4. Uses instructional materials to reinforce the learning processes.	4
5. Observes student's discipline and decorum during classes.	4
Mean	4.6
E. QUESTIONING SKILLS	
1. Probes for learner's understanding.	5
2. Helps students articulate their ideas and thinking process.	5
3. Facilitates factual recall.	4
4. Encourages convergent and divergent thinking.	4
5. Stimulates class discussion and interaction.	4
Mean	4.4
Grand Mean	22.4 = 4.4
Descriptive Rating:	Very Satisfactory

Remarks / Recommendations: _____

Class Evaluator:

JOVIE M. GALLERA, MIT
 Program Chair, BSIS

Conformed:

ALBERT T. PADILLA, MIT
 Faculty, BSIT

Approved by:

ENGR ROBERT R. BACARRO, MECE
 Dean, CEIT

Date: _____

Date: _____

Date: _____



COLLEGE OF ENGINEERING & INFORMATION TECHNOLOGY
First Semester, Academic Year 2020-2021

FACULTY PERFORMANCE EVALUATION INSTRUMENT ON INSTRUCTION

Name of Faculty: Crispin P. Noguerra, Jr
 Subject: _____
 Lesson: _____

Date: _____
 Time: _____
 Room: _____

INSTRUCTION: Please evaluate the faculty using the scale below.

Scale	Parameter	Descriptive Rating	Qualitative Description
5	4.50-5.00	Outstanding	The performance always exceed the job requirements.
4	3.50-4.49	Very Satisfactory	The performance often exceeds the job requirements.
3	2.50-3.49	Satisfactory	The performance meets the job requirements.
2	1.50-2.49	Fair	The performance needs some development to meet the job requirements.
1	1.00-1.49	Poor	The performance fails to meet the job requirements

		RATING
A. TEACHER'S PERSONALITY		
1.	Well-groomed with complete uniform and ID in the classroom.	4
2.	Free from mannerisms that tend to disturb the students' attention.	4
3.	Teacher's personality is strong enough to command respect and attention.	4
4.	Shows dynamism and enthusiasm.	4
5.	Has a well-modulated voice.	4
	Mean	4
B. CONTENT		
1.	Demonstrates an in depth knowledge of the subject matter.	4
2.	Able to relate lessons to actual life situations.	4
3.	Keeps abreast of new ideas and understanding in the field.	4
4.	Provides sufficient and concrete examples to create meaningful learning experiences.	4
5.	Covers the topic/s as stipulated in the course syllabus.	4
	Mean	4
C. TEACHING METHODS		
1.	Uses methods suited to the needs and capabilities of the students.	4
2.	Uses creativity to adapt his/her method to the students' capabilities.	4
3.	Allows students to think independently and hold them accountable for their performance.	4
4.	Allows student-professor interaction during the teaching-learning activities in the class.	4
5.	Utilizes cooperative learning strategies.	4
	Mean	4
D. MANAGEMENT OF LEARNING		
1.	Checks student's attendance systematically.	4
2.	Encourages students to learn beyond what is required and how to apply the concepts learned.	4
3.	Sees to it that the room is clean and chairs are well-arranged.	4
4.	Uses instructional materials to reinforce the learning processes.	4
5.	Observes student's discipline and decorum during classes.	4
	Mean	4
E. QUESTIONING SKILLS		
1.	Probes for learner's understanding.	4
2.	Helps students articulate their ideas and thinking process.	4
3.	Facilitates factual recall.	4
4.	Encourages convergent and divergent thinking.	4
5.	Stimulates class discussion and interaction.	4
	Mean	4
	Grand Mean	4

Descriptive Rating:

Remarks / Recommendations: _____

Class Evaluator:

JOVIE M. GAYLORA, MIT
 Program Chair, BSIS
 Date: _____

Conforme:

CRISPIN P. NOGUERRA, JR.
 Faculty, BSIS
 Date: _____

Approved by:

ENGR ROBERT R. BACARRO, MECE
 Dean, CEIT
 Date: _____



COLLEGE OF ENGINEERING & INFORMATION TECHNOLOGY
First Semester, Academic Year 2020-2021

FACULTY PERFORMANCE EVALUATION INSTRUMENT ON INSTRUCTION

Name of Faculty: LIEZL C. GALGO
Subject: PRE CALCULUS
Lesson: TRIGONOMETRIC IDENTITIES

Date: _____
Time: _____
Room: _____

INSTRUCTION: Please evaluate the faculty using the scale below.

Scale	Parameter	Descriptive Rating	Qualitative Description
5	4.50-5.00	Outstanding	The performance always exceed the job requirements.
4	3.50-4.49	Very Satisfactory	The performance often exceeds the job requirements.
3	2.50-3.49	Satisfactory	The performance meets the job requirements.
2	1.50-2.49	Fair	The performance needs some development to meet the job requirements.
1	1.00-1.49	Poor	The performance fails to meet the job requirements

		RATING
A. TEACHER'S PERSONALITY		
1. Well-groomed with complete uniform and ID in the classroom.		5
2. Free from mannerisms that tend to disturb the students' attention.		5
3. Teacher's personality is strong enough to command respect and attention.		5
4. Shows dynamism and enthusiasm.		5
5. Has a well-modulated voice.		5
	Mean	5
B. CONTENT		
1. Demonstrates an in depth knowledge of the subject matter.		5
2. Able to relate lessons to actual life situations.		4
3. Keeps abreast of new ideas and understanding in the field.		5
4. Provides sufficient and concrete examples to create meaningful learning experiences.		5
5. Covers the topic/s as stipulated in the course syllabus.		5
	Mean	4.8
C. TEACHING METHODS		
1. Uses methods suited to the needs and capabilities of the students.		5
2. Uses creativity to adapt his/her method to the students' capabilities.		5
3. Allows students to think independently and hold them accountable for their performance.		4
4. Allows student-professor interaction during the teaching-learning activities in the class.		4
5. Utilizes cooperative learning strategies.		5
	Mean	4.6
D. MANAGEMENT OF LEARNING		
1. Checks student's attendance systematically.		5
2. Encourages students to learn beyond what is required and how to apply the concepts learned.		5
3. Sees to it that the room is clean and chairs are well-arranged.		4
4. Uses instructional materials to reinforce the learning processes.		4
5. Observes student's discipline and decorum during classes.		5
	Mean	4.6
E. QUESTIONING SKILLS		
1. Probes for learner's understanding.		5
2. Helps students articulate their ideas and thinking process.		5
3. Facilitates factual recall.		4
4. Encourages convergent and divergent thinking.		5
5. Stimulates class discussion and interaction.		5
	Mean	4.8
	Grand Mean	4.76
Descriptive Rating: <u>VERY SATISFACTORY</u>		

Remarks / Recommendations: _____

Class Evaluator:
JOVIE M. GALLERA, MIT
Program Chair, BSIS
Date: _____

Conformed:
LIEZL C. GALGO
Faculty, BSIS
Date: _____

Approved by:
ENGR ROBERT R. BACARRO, MECE
Dean, CEIT
Date: _____



COLLEGE OF ENGINEERING & INFORMATION TECHNOLOGY
First Semester, Academic Year 2020-2021

FACULTY PERFORMANCE EVALUATION INSTRUMENT ON INSTRUCTION

Name of Faculty: EVA MARY A. BIRAO
Subject: BUSINESS PROCESS MANAGEMENT
Lesson: ADVANCED MODELING

Date: _____
Time: _____
Room: _____

INSTRUCTION: Please evaluate the faculty using the scale below.

Scale	Parameter	Descriptive Rating	Qualitative Description
5	4.50-5.00	Outstanding	The performance always exceed the job requirements.
4	3.50-4.49	Very Satisfactory	The performance often exceeds the job requirements.
3	2.50-3.49	Satisfactory	The performance meets the job requirements.
2	1.50-2.49	Fair	The performance needs some development to meet the job requirements.
1	1.00-1.49	Poor	The performance fails to meet the job requirements

		RATING
A. TEACHER'S PERSONALITY		
1. Well-groomed with complete uniform and ID in the classroom.		4
2. Free from mannerisms that tend to disturb the students' attention.		4
3. Teacher's personality is strong enough to command respect and attention.		4
4. Shows dynamism and enthusiasm.		5
5. Has a well-modulated voice.		5
	Mean	4.4
B. CONTENT		
1. Demonstrates an in depth knowledge of the subject matter.		5
2. Able to relate lessons to actual life situations.		5
3. Keeps abreast of new ideas and understanding in the field.		4
4. Provides sufficient and concrete examples to create meaningful learning experiences.		4
5. Covers the topic/s as stipulated in the course syllabus.		4
	Mean	4.4
C. TEACHING METHODS		
1. Uses methods suited to the needs and capabilities of the students.		5
2. Uses creativity to adapt his/her method to the students' capabilities.		5
3. Allows students to think independently and hold them accountable for their performance.		4
4. Allows student-professor interaction during the teaching-learning activities in the class.		4
5. Utilizes cooperative learning strategies.		
	Mean	4.4
D. MANAGEMENT OF LEARNING		
1. Checks student's attendance systematically.		5
2. Encourages students to learn beyond what is required and how to apply the concepts learned.		5
3. Sees to it that the room is clean and chairs are well-arranged.		5
4. Uses instructional materials to reinforce the learning processes.		5
5. Observes student's discipline and decorum during classes.		5
	Mean	5
E. QUESTIONING SKILLS		
1. Probes for learner's understanding.		4
2. Helps students articulate their ideas and thinking process.		5
3. Facilitates factual recall.		5
4. Encourages convergent and divergent thinking.		5
5. Stimulates class discussion and interaction.		5
	Mean	4.8
	Grand Mean	4.6
Descriptive Rating: <u>VERY SATISFACTORY</u>		

Remarks / Recommendations: _____

Class Evaluator:
JOVIE M. GALLERA, MIT
Program Chair, BSIS
Date: _____

Conforme:
EVA MARY A. BIRAO, MBA
Faculty/BSIS
Date: _____

Approved by:
ENGR ROBERT R. BACARRO, MECE
Dean, CEIT
Date: _____



COLLEGE OF ENGINEERING & INFORMATION TECHNOLOGY
2nd Semester, Academic Year 2018-2019

FACULTY PERFORMANCE EVALUATION INSTRUMENT ON INSTRUCTION

Name of Faculty: Mr. Hasmer Salubre
Subject: Computer Programming 2
Lesson: String Manipulation : Immutable String, Length, Index

Date: 4-30-19
Time: 2:00 - 3:00 PM
Room: 305

INSTRUCTION: Please evaluate the faculty using the scale below.

Scale	Parameter	Descriptive Rating	Qualitative Description
5	4.50-5.00	Outstanding	The performance always exceeds the job requirements.
4	3.50-4.49	Very Satisfactory	The performance often exceeds the job requirements.
3	2.50-3.49	Satisfactory	The performance meets the job requirements.
2	1.50-2.49	Fair	The performance needs some development to meet the job requirements.
1	1.00-1.49	Poor	The performance fails to meet the job requirements.

		RATING
A. TEACHER'S PERSONALITY		
1. Well-groomed with complete uniform and ID in the classroom.		4
2. Free from mannerisms that tend to disturb the students' attention.		5
3. Teacher's personality is strong enough to command respect and attention.		5
4. Shows dynamism and enthusiasm.		5
5. Has a well-modulated voice.		5
	Mean	4.8
B. CONTENT		
1. Demonstrates an in depth knowledge of the subject matter.		5
2. Able to relate lessons to actual life situations.		4
3. Keeps abreast of new ideas and understanding in the field.		5
4. Sufficient and concrete examples to create meaningful learning experiences.		3
5. Covers the topic/s as stipulated in the course syllabus.		
	Mean	3.4
C. TEACHING METHODS		
1. Uses methods that suited to the needs and capabilities of the students.		5
2. Uses creatively to adapt his/her method to the students' capabilities.		3
3. Allows students to think independently and holding them accountable for their performance.		4
4. Allows student-professor interaction during the teaching-learning activities in the class.		4
5. Utilizes cooperative learning strategies.		4
	Mean	4.0
D. MANAGEMENT OF LEARNING		
1. Checks student's attendance systematically.		5
2. Encourages students to learn beyond what is required and how to apply the concepts learned.		4
3. Sees to it that the room is clean and chairs are well-arranged.		4
4. Uses instructional materials to reinforce the learning processes.		4
5. Observes student's discipline and decorum during classes.		5
	Mean	4.4
E. QUESTIONING SKILLS		
1. Probes for learner's understanding.		5
2. Helps students articulate their ideas and thinking process.		5
3. Facilitates factual recall.		5
4. Encourages convergent and divergent thinking.		5
5. Stimulates class discussion and interaction.		5
	Mean	5.0
	Grand Mean	4.92

Descriptive Rating:

Remarks / Recommendations: The teacher required the students to deliver their topic in a form of reporting then after makes a follow-up and elaborate further the syntax and the flow of the sample program presented by the students.

Class Evaluator:

JESSICA ROSE E. FERNANDEZ
Program Chair, BSIS

Date: 4-30-19

Conforme:

MR. HASMER SALUBRE
Faculty, BSIS

Date: _____

Approved:

ENGR. ROBERT R. BACARRO, MECE, MBA
Dean, CEIT

Date: 5-6-19

VS



COLLEGE OF ENGINEERING & INFORMATION TECHNOLOGY
2nd Semester, Academic Year 2018-2019

FACULTY PERFORMANCE EVALUATION INSTRUMENT ON INSTRUCTION

Name of Faculty: Mr. Arvin E. Mag-usara
 Subject: Networks and Internet Technology
 Lesson: Ethernet Cabling / Ethernet Technologies

Date: 04-30-19
 Time: 9:00 - 10:00 AM
 Room: 401

INSTRUCTION: Please evaluate the faculty using the scale below.

Scale	Parameter	Descriptive Rating	Qualitative Description
5	4.50-5.00	Outstanding	The performance always exceeds the job requirements.
4	3.50-4.49	Very Satisfactory	The performance often exceeds the job requirements.
3	2.50-3.49	Satisfactory	The performance meets the job requirements.
2	1.50-2.49	Fair	The performance needs some development to meet the job requirements.
1	1.00-1.49	Poor	The performance fails to meet the job requirements.

		RATING
A. TEACHER'S PERSONALITY		
1. Well-groomed with complete uniform and ID in the classroom.		5
2. Free from mannerisms that tend to disturb the students' attention.		5
3. Teacher's personality is strong enough to command respect and attention.		5
4. Shows dynamism and enthusiasm.		5
5. Has a well-modulated voice.		5
	Mean	5.0
B. CONTENT		
1. Demonstrates an in depth knowledge of the subject matter.		5
2. Able to relate lessons to actual life situations.		5
3. Keeps abreast of new ideas and understanding in the field.		4
4. Sufficient and concrete examples to create meaningful learning experiences.		5
5. Covers the topic/s as stipulated in the course syllabus.		3
	Mean	4.4
C. TEACHING METHODS		
1. Uses methods that suited to the needs and capabilities of the students.		4
2. Uses creatively to adapt his/her method to the students' capabilities.		4
3. Allows students to think independently and holding them accountable for their performance.		3
4. Allows student-professor interaction during the teaching-learning activities in the class.		5
5. Utilizes cooperative learning strategies.		5
	Mean	4.2
D. MANAGEMENT OF LEARNING		
1. Checks student's attendance systematically.		5
2. Encourages students to learn beyond what is required and how to apply the concepts learned.		4
3. Sees to it that the room is clean and chairs are well-arranged.		4
4. Uses instructional materials to reinforce the learning processes.		5
5. Observes student's discipline and decorum during classes.		4
	Mean	4.4
E. QUESTIONING SKILLS		
1. Probes for learner's understanding.		4
2. Helps students articulate their ideas and thinking process.		5
3. Facilitates factual recall.		5
4. Encourages convergent and divergent thinking.		4
5. Stimulates class discussion and interaction.		4
	Mean	4.4
	Grand Mean	4.48

Descriptive Rating:

Remarks / Recommendations: The teacher conducted demonstration and allowed / required the students to perform cabling. Shared his actual experiences and observation in relation to the topic in making sure that the students can really relate and connect in the lab condition. Familiar in the standard operating procedure.

Class Evaluator:

JESSICA ROSE E. FERNANDEZ
Program Chair, BSIS

Date: 4-30-19

Conforme:

MR. ARVIN E. MAG-USARA
Faculty, BSIS

Date: 4-30-19

Approved:

ENGR. ROBERT R. BACARRO, MECE, MBA
Dean, CEIT

Date: 5.6.19



COLLEGE OF ENGINEERING & INFORMATION TECHNOLOGY
2nd Semester, Academic Year 2018-2019

FACULTY PERFORMANCE EVALUATION INSTRUMENT ON INSTRUCTION

Name of Faculty: Ms. Jessa G. Hambre
Subject: Computer Programming 2
Lesson: Java while loop

Date: 4/5/2019
Time: 9-10 AM
Room: 208

INSTRUCTION: Please evaluate the faculty using the scale below.

Scale	Parameter	Descriptive Rating	Qualitative Description
5	4.50-5.00	Outstanding	The performance always exceeds the job requirements.
4	3.50-4.49	Very Satisfactory	The performance often exceeds the job requirements.
3	2.50-3.49	Satisfactory	The performance meets the job requirements.
2	1.50-2.49	Fair	The performance needs some development to meet the job requirements.
1	1.00-1.49	Poor	The performance fails to meet the job requirements.

	RATING
A. TEACHER'S PERSONALITY	
1. Well-groomed with complete uniform and ID in the classroom.	3
2. Free from mannerisms that tend to disturb the students' attention.	5
3. Teacher's personality is strong enough to command respect and attention.	4
4. Shows dynamism and enthusiasm.	5
5. Has a well-modulated voice.	5
Mean	4.4
B. CONTENT	
1. Demonstrates an in depth knowledge of the subject matter.	4
2. Able to relate lessons to actual life situations.	3
3. Keeps abreast of new ideas and understanding in the field.	5
4. Sufficient and concrete examples to create meaningful learning experiences.	5
5. Covers the topic/s as stipulated in the course syllabus.	5
Mean	4.4
C. TEACHING METHODS	
1. Uses methods that suited to the needs and capabilities of the students.	5
2. Uses creatively to adapt his/her method to the students' capabilities.	4
3. Allows students to think independently and holding them accountable for their performance.	5
4. Allows student-professor interaction during the teaching-learning activities in the class.	5
5. Utilizes cooperative learning strategies.	4
Mean	4.6
D. MANAGEMENT OF LEARNING	
1. Checks student's attendance systematically.	5
2. Encourages students to learn beyond what is required and how to apply the concepts learned.	4
3. Sees to it that the room is clean and chairs are well-arranged.	5
4. Uses instructional materials to reinforce the learning processes.	5
5. Observes student's discipline and decorum during classes.	4
Mean	4.6
E. QUESTIONING SKILLS	
1. Probes for learner's understanding.	4
2. Helps students articulate their ideas and thinking process.	4
3. Facilitates factual recall.	5
4. Encourages convergent and divergent thinking.	4
5. Stimulates class discussion and interaction.	4
Mean	4.2
Grand Mean	4.44

Descriptive Rating:

Remarks / Recommendations: Starts the class on time, allows the students to discover the output of the given program, and students are provided w/ enough examples / program sample for them to identify its effect and functions etc. However, wearing of ID is not observed during the class.

Class Evaluator:

JESSICA ROSE E. FERNANDEZ
Program Chair, BSIS

Date: 04-05-19

Conforme:

MS. JESSA G. HAMBRE
Faculty, BSIS

Date: 04-05-19

Approved:

ENGR. ROBERT R. BACARRO, MECE, MBA
Dean, CEIT

Date: 5-6-19



COLLEGE OF ENGINEERING & INFORMATION TECHNOLOGY
2nd Semester, Academic Year 2018-2019

FACULTY PERFORMANCE EVALUATION INSTRUMENT ON INSTRUCTION

Name of Faculty: Engr. Crispin P. Noguerra
Subject: _____
Lesson: Marketing Management Segmentation

Date: 04-04-19
Time: 5:30 - 6:20 PM
Room: 405

INSTRUCTION: Please evaluate the faculty using the scale below.

Scale	Parameter	Descriptive Rating	Qualitative Description
5	4.50-5.00	Outstanding	The performance always exceeds the job requirements.
4	3.50-4.49	Very Satisfactory	The performance often exceeds the job requirements.
3	2.50-3.49	Satisfactory	The performance meets the job requirements.
2	1.50-2.49	Fair	The performance needs some development to meet the job requirements.
1	1.00-1.49	Poor	The performance fails to meet the job requirements

	RATING
A. TEACHER'S PERSONALITY	
1. Well-groomed with complete uniform and ID in the classroom.	4
2. Free from mannerisms that tend to disturb the students' attention.	5
3. Teacher's personality is strong enough to command respect and attention.	5
4. Shows dynamism and enthusiasm.	5
5. Has a well-modulated voice.	5
Mean	4.8
B. CONTENT	
1. Demonstrates an in depth knowledge of the subject matter.	5
2. Able to relate lessons to actual life situations.	5
3. Keeps abreast of new ideas and understanding in the field.	4
4. Sufficient and concrete examples to create meaningful learning experiences.	5
5. Covers the topic/s as stipulated in the course syllabus.	
Mean	3.8
C. TEACHING METHODS	
1. Uses methods that suited to the needs and capabilities of the students.	4
2. Uses creatively to adapt his/her method to the students' capabilities.	3
3. Allows students to think independently and holding them accountable for their performance.	4
4. Allows student-professor interaction during the teaching-learning activities in the class.	5
5. Utilizes cooperative learning strategies.	4
Mean	4.0
D. MANAGEMENT OF LEARNING	
1. Checks student's attendance systematically.	5
2. Encourages students to learn beyond what is required and how to apply the concepts learned.	5
3. Sees to it that the room is clean and chairs are well-arranged.	5
4. Uses instructional materials to reinforce the learning processes.	3
5. Observes student's discipline and decorum during classes.	5
Mean	4.6
E. QUESTIONING SKILLS	
1. Probes for learner's understanding.	4
2. Helps students articulate their ideas and thinking process.	4
3. Facilitates factual recall.	5
4. Encourages convergent and divergent thinking.	4
5. Stimulates class discussion and interaction.	4
Mean	4.2
Grand Mean	4.28

Descriptive Rating:

Remarks / Recommendations: Starts the class on time ; students are provided w/ softcopy and hard copy of handouts.

Class Evaluator:

Jessica Rose E. Fernandez
Program Chair, BSIS

Date: 04-04-19

Conforme:

ENGR. CRISPIN P. NOGUERRA
Faculty, BSIS

Date: 04-04-19

Approved:

ENGR. ROBERT R. BACARRO, MECE, MBA
Dean, CEIT

Date: 05-06-19

NOTICE OF VACANCY

Position : College Librarian I
Monthly Salary : P 28,276.00
Status : Contract of Service
Place of Assignment : Surigao State College of Technology

CSC Minimum QUALIFICATION Guide

Education : Bachelor's Degree In Library Science /Information Science, Bachelor's Degree In Education / Arts major In Library Science
Training : None required
Work Experience : None required
Eligibility : RA 1080 (Library)

SSCT Preferred Qualification Guide

Education : Bachelor's Degree In Library Science /Information Science, Bachelor's Degree In Education / Arts major In Library Science
Training : Ten (10) hours of training in the specified skills
Work Experience : 1 year experience by the position required
Eligibility : RA 1080 (Library)
Other : Proficiency in MS Office applications;
: Strong planning and problem solving skills; analytical and strong organizational skills;
: With knowledge in verbal and written communication skills; keen to details.

Job Summary and Responsibilities

The primary tasks include but not limited to the following:

- Manage an automated circulation system and performs statistical analysis and summarizes findings in applicable reports, surveys and other communication mediums
- Serves as liaison with other departments and students within the College in order to provide information on available resources, programs and/or services.
- Collates and summarizes the statistical report of the library resources.
- Answers queries regarding library resources.
- Do other relevant tasks as needed.

Interested and qualified applicants may submit their application at the HR office with the following documents on or before **March 12, 2021**.

1. Application letter addressed to the College President Gregorio Z. Gamboa, Jr., EdD
2. Updated Personal Data Sheet (CSC Form 212, Revised 2017).
3. Authenticated copy of Transcript of Records, Diploma and Certificate of Authentication and Verification (CAV).
4. Certificates of relevant trainings and seminars attended;
5. Photocopy of Certificate of eligibility/rating/license;
6. Performance Rating in the last rating period (if applicable)

For online application, submit your application to sscthrrecruitment@gmail.com with complete attachments as above-mentioned. Be reminded to write and indicate **APPLICATION FOR COLLEGE LIBRARIAN I** as the subject.

Note: Applications submitted beyond the deadline with incomplete documents shall not be entertained. The agency values diversity in its workplace and highly encourages qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity and expression, political affiliation, religion, and others.


ROWENA A. FLANDO, PhD
Chairperson, HRMPSB

Position : College Librarian I
Monthly Salary : P 28,276.00
Status : Contract of Service
Place of Assignment : Surigao State College of Technology

CSC Minimum QUALIFICATION Guide

Education : Bachelor's Degree in Library Science /Information Science, Bachelor's Degree in Education / Arts major in Library Science
Training : None required
Work Experience : None required
Eligibility : RA 1080 (Library)

SSCT Preferred Qualification Guide

Education : Bachelor's Degree in Library Science /Information Science, Bachelor's Degree in Education / Arts major in Library Science
Training : Ten (10) hours of training in the specified skills
Work Experience : 1 year experience by the position required
Eligibility : RA 1080 (Library)
Other : Proficiency in MS Office applications;
: Strong planning and problem solving skills; analytical and strong organizational skills;
: With knowledge in verbal and written communication skills; keen to details.

Job Summary and Responsibilities

The primary tasks include but not limited to the following:


- Process and catalog newly acquired library resources.
- Maintain backup copies of data files
- Assists with the evaluation and development of collections
- Assists acquisition librarian in the preparation of library references as requested by users.
- Encode important reports requested and do other relevant tasks as needed

Interested and qualified applicants may submit their application at the HR office with the following documents on or before **March 12, 2021**.

1. Application letter addressed to the College President Gregorio Z. Gamboa, Jr., EdD
2. Updated Personal Data Sheet (CSC Form 212, Revised 2017).
3. Authenticated copy of Transcript of Records, Diploma and Certificate of Authentication and Verification (CAV).
4. Certificates of relevant trainings and seminars attended;
5. Photocopy of Certificate of eligibility/rating/license;
6. Performance Rating in the last rating period (if applicable)

For online application, submit your application to sscthrrecruitment@gmail.com with complete attachments as above-mentioned. Be reminded to write and indicate **APPLICATION FOR COLLEGE LIBRARIAN I** as the subject.

Note: Applications submitted beyond the deadline with incomplete documents shall not be entertained. The agency values diversity in its workplace and highly encourages qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity and expression, political affiliation, religion, and others.


ROWENA A. PLANDO, PhD
Chairperson, HRMPSB



**SURIGAO STATE COLLEGE
OF TECHNOLOGY**

"For Nation's Greater Heights"

Narciso St., 8400 Surigao City, Philippines

Urgent **HIRING**
Guest Lecturers

FOR MALIMONO CAMPUS

QUALIFICATION

- 1 Master of Science in Social Science
- 1 Master of Science in English

All interested/qualified applicants may send
your application below.



sscthrrecruitment@gmail.com



"For Nation's Greater Heights"

SURIGAO STATE COLLEGE OF TECHNOLOGY

Narciso St., 8400 Surigao City, Philippines

Urgent **HIRING** Guest Lecturers

FOR MAINIT CAMPUS

QUALIFICATION

- 1 Master of Science in English
- 1 Master of Science in Fisheries
- 1 MIE Major in Industrial Arts

All interested/qualified applicants may send
your application below.



sscthrrecruitment@gmail.com

Source: <https://www.facebook.com/ssct.hrmo>

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Job Opportunities List

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Position: SURIGAO STATE COLLEGE OF Region: CARAGA Agency Name: SURIGAO STATE COLLEGE OF

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Agency	Region	Position Title	Plantilla Item No.	Posting Date	Closing Date	Action
SURIGAO STATE COLLEGE OF TECHNOLOGY	CARAGA	ADMINISTRATIVE AIDE VI (Disbursing Officer I)	SSCTB-ADA6-4-2011	10 Jun 2022	20 Jun 2022	view details
SURIGAO STATE COLLEGE OF TECHNOLOGY	CARAGA	ADMINISTRATIVE OFFICER I (Cashier I)	SSCTB-ADCFI-10-2004	10 Jun 2022	20 Jun 2022	view details
SURIGAO STATE COLLEGE OF TECHNOLOGY	CARAGA	ADMINISTRATIVE AIDE I (Utility Worker I)	SSCTB-ADA1-S-2004	07 Mar 2022	17 Mar 2022	view details
SURIGAO STATE COLLEGE OF TECHNOLOGY	CARAGA	ADMINISTRATIVE AIDE I (Utility Worker I)	SSCTB-ADA1-4-2004	07 Mar 2022	17 Mar 2022	view details
SURIGAO STATE COLLEGE OF TECHNOLOGY	CARAGA	ADMINISTRATIVE ASSISTANT II (Administrative Assistant)	SSCTB-ADAS2-14-2004	07 Mar 2022	17 Mar 2022	view details
SURIGAO STATE COLLEGE OF TECHNOLOGY	CARAGA	ADMINISTRATIVE OFFICER I (Cashier I)	SSCTB-ADCFI-10-2004	07 Mar 2022	17 Mar 2022	view details
SURIGAO STATE COLLEGE OF TECHNOLOGY	CARAGA	ADMINISTRATIVE AIDE I	SSCTB-ADA1-S-2004	11 Feb 2022	21 Feb 2022	view details
SURIGAO STATE COLLEGE OF TECHNOLOGY	CARAGA	ADMINISTRATIVE AIDE I	SSCTB-ADA1-4-2004	11 Feb 2022	21 Feb 2022	view details
SURIGAO STATE COLLEGE OF TECHNOLOGY	CARAGA	ADMINISTRATIVE AIDE III (Clerk I)	SSCTB-ADAS-6-2004	11 Feb 2022	21 Feb 2022	view details

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Position: Agency Name: SURIGAO STATE COLLEGE OF Region: CARAGA

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Agency	Region	Position Title	Plantilla Item No.	Posting Date	Closing Date	Action
SURIGAO STATE COLLEGE OF TECHNOLOGY	CARAGA	ASSISTANT PROFESSOR I	SSCTB-AP1-6-2013	11 Feb 2022	21 Feb 2022	view details
SURIGAO STATE COLLEGE OF TECHNOLOGY	CARAGA	ASSISTANT PROFESSOR I	SSCTB-AP1-3-2015	11 Feb 2022	21 Feb 2022	view details
SURIGAO STATE COLLEGE OF TECHNOLOGY	CARAGA	ASSISTANT PROFESSOR II	SSCTB-AP2-3-2013	11 Feb 2022	21 Feb 2022	view details
SURIGAO STATE COLLEGE OF TECHNOLOGY	CARAGA	ASSISTANT PROFESSOR II	SSCTB-AP2-27-2008	11 Feb 2022	21 Feb 2022	view details
SURIGAO STATE COLLEGE OF TECHNOLOGY	CARAGA	ASSISTANT PROFESSOR II	SSCTB-AP2-28-2008	11 Feb 2022	21 Feb 2022	view details
SURIGAO STATE COLLEGE OF TECHNOLOGY	CARAGA	ASSISTANT PROFESSOR II	SSCTB-AP2-7-2013	11 Feb 2022	21 Feb 2022	view details
SURIGAO STATE COLLEGE OF TECHNOLOGY	CARAGA	ASSISTANT PROFESSOR II	SSCTB-AP2-5-2013	11 Feb 2022	21 Feb 2022	view details
SURIGAO STATE COLLEGE OF TECHNOLOGY	CARAGA	ASSISTANT PROFESSOR II	SSCTB-AP2-3-2013	11 Feb 2022	21 Feb 2022	view details
SURIGAO STATE COLLEGE OF TECHNOLOGY	CARAGA	ASSISTANT PROFESSOR II	SSCTB-AP2-27-2004	11 Feb 2022	21 Feb 2022	view details

Source:

<http://csc.gov.ph/career/index.php>

<http://csc.gov.ph/career/job/2249506>

Place of Assignment : Surigao State College of Technology

Position Title : ASSISTANT PROFESSOR I

Plantilla Item No. : SSCTB-API-6-2013

Salary/Job/Pay Grade : 15

Monthly Salary : Php 35,097.00

Eligibility : SUC None required except RA 1080 (For courses requiring BAR of BOARD eligibility)

Education : Master's Degree in the area of specialization

Training : Four (4) hours of relevant Training

Work Experience : 1 year relevant experience

Competency :

Instructions/Remarks :

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than February 21, 2021.

Documents:

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

GREGORIO Z. GAMBOA, JR., EdD

SUC President III

Narciso St., Surigao City
sscthrrecruitment@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : February 11, 2022

Closing Date : February 21, 2022

INTERVIEW SHEET

Name: _____ Agency: _____

Field of Study _____ Position: _____

Rate the Candidate in each dimension with the following points:

Dimension / Traits	Rating
1. Communication Skills/Alertness	25%
2. Conscientiousness and Determination	25%
3. Creativity and Innovativeness	25%
4. Judgement/Analytical Skills	25%
TOTAL	100%

I. COMMUNICATION SKILLS/ALERTNESS

The ability to present ideas – the manner the nominee speaks, the voice modulation, the way of expressing oneself and the command of the English language. The ability of the candidate to easily grasp meaning and appropriately respond to questions shall also be observed.

Rating _____

II. CONSCIENTIOUSNESS AND DETERMINATION

Commitment, patience, perseverance or the act of deciding definitely and firmly and the idea of not giving up until the goal of completing the tasks/degree is achieved.

Rating _____

III. CREATIVITY AND INNOVATIVENESS

The ability to develop new methods, systems, processes, using one's innovativeness. Creativity to apply learnings on the job is also a crucial factor.

Rating _____

IV. JUDGEMENTAL/ANALYTICAL SKILLS

Candidate's ability to think of alternative courses of action and making sound decisions. Does the candidate impress you as a person whose judgment would be dependable even under stress? Does the interviewee's reply give you reassuring evidence of being able to solve and analyze a problem in a logical systematic way?

Rating _____

Remarks/Comments:

____ PASSED

____ FAILED

Interviewer's Signature Overprinted Name

Noted:

Chairman/Date Interviewed:

A candidate who gets a general rating of 80% passes the ORAL INTERVIEW. The interview will indicate in the final rating PASSED or FAILED only.

A Failing mark must be validated by the PSB Chairman by conducting another interview.

This interview sheet shall remain with the PSB Chairman. Only a list of interviewees with the corresponding rating will be sent to HRD Office.

PSBF-B

EDUCATION, TRAINING AND EXPERIENCE (ETE) RATING FORM (15%)

Name of Applicant :

Current Position :

Office :

EDUCATION (40 pts)		Candidate's Points/Rating	Remarks Other Information
Completion of:			
- Baccalaureate Degree	25 pts		
- Masteral Degree	30 pts		
- Another Masteral Degree/LLB	5		
- Ph.D.	5		
- Units Earned(Ph.D. or Masteral):			
3 - 15 units	1		
16 - 30	2		
31 - 45	3		
Finished Academic requirements	4		
		TOTAL:	
TRAINING (20 pts)			
Meets the minimum requirement of the position: 24 hours of training in management and supervision	10 pts		
With additional relevant training hours	10		
Note: An additional 1 point is given for every 8 hours of additional relevant training. Only for the training programs/seminars attended for the last 5 years should be considered. A maximum of 10 points shall be given to either additional or relevant training			
		TOTAL:	
EXPERIENCE (40 pts)			
Meets the minimum supervisory work requirements of the position: 4 years of supervisory work experience	20 pts		
With additional supervisory work experience	5		
With relevant work experience	5		
Note: An additional 2 points are given for every year of supervisory work experience in excess of the required work experience and 1 point for every year of non-supervisory work experience in the second level. A maximum of 10 points each shall be given/allowed to either additional or relevant work experience.			
		TOTAL:	
TOTAL ETE:			X 15%
			Total ETE Points

- 1-4 months of supervisory work experience in excess of the required work experience = .5 point
- 5-8 months = 1.0 point
- 9-11 months = 1.5 points
- 1-5 months of non-supervisory work experience in the second level = .5 point
- 6-11 months = .75 points

POTENTIAL ASSESSMENT FORM
(To be accomplished by the Rater)

Name of Candidate: _____

INSTRUCTIONS

As the immediate supervisor of the candidate, you are to rate him/her on certain factors concerning human relations, leadership and personal attributes which would indicate the potential of an individual to perform, not only the duties of the position to be filled but also those of higher and more responsible positions. Base your rating on the following levels of standards with their corresponding point score.

LEVEL	POINT SCORE
Excellent - a standard of performance that may be considered exceptionally good	5 (96% - 100%)
Good - a standard of performance above the average and meets all the normal requirements of the position	4 (90% - 95%)
Average - a standard of performance that meets the normal requirements of the position	3 (85% - 89%)
Fair - a standard of performance which is below the normal requirements of the position, but one that may be regarded as marginally or temporarily acceptable	2 (80% - 84%)
Poor - a standard of performance regarded unacceptable for the position	1 (79% & below)

(Be sure to record your rating of the candidate on each of the factors. Do not omit any item. After rating the candidate, add the point score.)

I. HUMAN RELATIONS

POINTS

1. Ability to adapt/adjust to the Organization:

1.1 Is he/she able to adjust to the variety of personalities, rank and in formal groups present in the organization?

1.2 Does he/she internalize work changes with ease and vigor?

2. Ability to Relate to Supervisors:

2.1 How well does he/she respond to your request, demands and expectations?

2.2 Does he/she appraise you of the significant problems in his/her work, their causes and appropriate steps to be taken to correct them?

2.3 In the face of differences in behavior between him and you, can he/she maintain his/her individual point of view?

3. Ability to Interface with Peers:

- 3.1 Does he/she have the respect and acceptance of his/her peers?
3.2 Does he/she try to help his/her peers in clarifying points they are trying to resolve?

4. Ability to Deal with the Clientele/Public:

- 4.1 Is he/she always cordial and respectful in dealing with Transacting public?
4.2 Does he/she show enthusiasm in providing the clients' public the necessary advice and assistance they sought for?

II. LEADERSHIP:

1. Is he/she able to encourage his peers and subordinates to contribute and participate in problem-solving and decision-making?
2. Can he/she influence your thinking attitude and behavior and that of his/her peers?
3. When assigned with an hoc external groups, does he/she lead the members to do willingly the assigned tasks/projects?
4. When assigned to be a leader/chairman of the working group, does he/she assume responsibility for the work of the other members?

III. PERSONAL QUALIFICATIONS AND ATTRIBUTES:

1. Ingenuity and Innovativeness

- 1.1 Is he/she intellectually critical of existing standards, systems and policies?
1.2 Does he/she takes the initiative to organize or develop programs, systems and procedures and standards that will benefit the organization?

2. Stress Tolerance

- 2.1 Does he/she have a high degree of tolerance for tension resulting from increasing volume of work, organization change, environmental conflict, etc?
2.2 Is he/she able to control and handle his/her anger and negative emotions?
2.3 Does he/she accept criticism objectively whether from his subordinates, peers or superiors?

3. Decisiveness

- 3.1 When you seek from him/her in solving problems, does he/she submit considered analysis of alternatives and recommend suggestions or solutions?
3.2 When the needs to make a decision is immediate, is he/she able to act quickly and make the best decision possible?

TOTAL POINTS SCORE

RATER: _____

INTERVIEW ASSESSMENT FORM
 (For Physical Characteristics & Personality Traits (PCPT))
 (To be accomplished by the Promotion Board)

INSTRUCTIONS:

You are to rate five candidates on certain characteristics and traits which can be observed when you talk with him/her face to face. Consider whether his/her personal characteristics as manifested during the interview, will be an asset or liability to the position being considered. Make your rating of the candidate's characteristics solely on evidence observed during the interview by putting a check-mark on the proper scale. (Each part of the scale has an equivalent point score).

Be sure to record your rating of the candidate on each of the trait. Do not omit any item. After rating the candidate, accomplish the summary rating form by indicating the point scale obtained in each characteristic. Add the total point scores.

TRAITS

1. **VOICE AND SPEECH.** Is his/her voice inviting or pleasant? Can you easily hear what he/she says? Is his/her speech clear and distinct? Is his/her voice resonant and well-modulated?
 - 1 - Irritating or indistinct
 - 2 - Understandable but rather unpleasant
 - 3 - Neither conspicuously pleasant or unpleasant
 - 4 - Definitely pleasant and distinct
 - 5 - Exceptionally clear and pleasing

2. **APPEARANCE.** Does he/she look like a well-set-up, healthy, energetic person? Has he/she bodily or social characteristics which might seriously hamper him? Is he/she well-groomed or unattractive in appearance?
 - 1 - Unprepossessing or unsuitable
 - 2 - Create rather unfavorable impression
 - 3 - Suitably accepting
 - 4 - Create distinctly favorable impression
 - 5 - Impressive, commands admiration

3. **ALERTNESS.** Does he/she readily grasp the meaning of a question? Is he/she slow to apprehend even the more obvious points? Or does he/she understand quickly even through the idea is new, involved or difficult?
 - 1 - Showing, grasping obvious questions; often misunderstands meaning of questions.
 - 2 - Slow to understand subtle points. Require explanation.
 - 3 - Neatly grasps intent of interviewer's questions.
 - 4 - Rather quick to grasping questions and new ideas.
 - 5 - Exceptionally keen and qualified to understand.

4. **SELF-CONFIDENCE.** Does he/she seem to be uncertain of himself/herself, hesitant, lacking in assurance, easily bluffed? Or is he/she wholesomely self-confident and assured?
 - 1 - Timid, hesitant, easily influenced
 - 2 - Appears to be over self-conscious
 - 3 - Moderately confident of himself/herself
 - 4 - Wholesomely self-confident
 - 5 - Shows superb self-assurance

5. **EMOTIONAL MATURITY.** Is he/she emotionally mature? Is he/she touchy, sensitive to criticism, easily upset? Is he/she irritated or impatient when things go wrong? Or does he keep an even keel?
 - 1 - Over sensitive; easily disconcerted.
 - 2 - Occasionally impatient or irritated.
 - 3 - Well poised most of the time.
 - 4 - Superior self command
 - 5 - Exceptionally poised, calm and good humor under stress.

6. **ABILITY TO PRESENT IDEAS.** Does he/she speak logically and convincingly or does he/she tend to be vague, confused, or illogical?

- 1 - Confused and illogical
- 2 - Tends to scatter or to become involved
- 3 - Usually gets his ideas across well
- 4 - Shows superior ability to express himself
- 5 - Unusually logical and confident

7. **JUDGMENT.** Does he impress you as a person whose judgment would be dependable even under stress? Or is he/she hasty, erratic, biased, swayed by his feelings?

- 1 - Notably lacking in balance and restraint
- 2 - Show some tendency to react impulsively and without restraint
- 3 - Acts judiciously or ordinary circumstances
- 4 - Gives reassuring evidence of considered judgment
- 5 - Inspires unusual confidence in probable soundness of judgment

SUMMARY RATING FORM

TRAITS

POINTS

- 1. Voice and Speech
- 2. Appearance
- 3. Alertness
- 4. Self-Confidence
- 5. Emotional Stability
- 6. Ability to Present Ideas
- 7. Judgment

- 5 = 96% - 100%
- 4 = 90% - 95%
- 3 = 86% - 89%
- 2 = 80% - 85%
- 1 = 79% & below

RATER: _____

Date: _____

PSBF-G-1

PCPT Rating Form (5%)

Name : _____

Current Position : _____

Office : _____

Position Applied for : _____

Physical Characteristics and Personality Traits (10%)	Points Allocation	Candidates Rating	Remarks/ Other Information
Appearance (Pleasing Personality)	20		
Alertness (Assertiveness / Group Discussion)	20		
Self-Confidence (Eye contact)	20		
Emotional Maturity (Stress Tolerance)	20		
Decorum (respect, courtesy, good manners and right conduct)	20		
TOTAL	100 points		

Applicant's Total Points =

X 5%

Rater: _____

Date : _____

POTENTIAL ASSESSMENT FORM
(To be accomplished by the Rater)

Name of Candidate: _____

INSTRUCTIONS

As the immediate supervisor of the candidate, you are to rate him/her on certain factors concerning human relations, leadership and personal attributes which would indicate the potential of an individual to perform, not only the duties of the position to be filled but also those of higher and more responsible positions. Base your rating on the following levels of standards with their corresponding point score.

LEVEL	POINT SCORE
Excellent - a standard of performance that may be considered exceptionally good	5 (96% - 100%)
Good - a standard of performance above the average and meets all the normal requirements of the position	4 (90% - 95%)
Average - a standard of performance that meets the normal requirements of the position	3 (85% - 89%)
Fair - a standard of performance which is below the normal requirements of the position, but one that may be regarded as marginally or temporarily acceptable	2 (80% - 84%)
Poor - a standard of performance regarded unacceptable for the position	1 (79% & below)

(Be sure to record your rating of the candidate on each of the factors. Do not omit any item. After rating the candidate, add the point score.)

I. HUMAN RELATIONS

POINTS

1. Ability to adopt/adjust to the Organization:

1.1 Is he/she able to adjust to the variety of personalities, rank and in formal groups present in the organization?

1.2 Does he/she internalize work changes with ease and vigor?

2. Ability to Relate to Supervisors:

2.1 How well does he/she respond to your request, demands and expectations?

2.2 Does he/she appraise you of the significant problems in his/her work, their causes and appropriate steps to be taken to correct them?

2.3 In the face of differences in behavior between him and you, can he/she maintain his/her individual point of view?

3. Ability to Interface with Peers:

3.1 Does he/she have the respect and acceptance of his/her peers? _____

3.2 Does he/she try to help his/her peers in clarifying points they are trying to resolve? _____

4. Ability to Deal with the Clientele/Public:

4.1 Is he/she always cordial and respectful in dealing with Transacting public? _____

4.2 Does he/she show enthusiasm in providing the clients' public the necessary advice and assistance they sought for? _____

II. LEADERSHIP:

1. Is he/she able to encourage his peers and subordinates to contribute and participate in problem-solving and decision-making? _____

2. Can he/she influence your thinking attitude and behavior and that of his/her peers? _____

3. When assigned with an hoc external groups, does he/she lead the members to do willingly the assigned tasks/projects? _____

4. When assigned to be a leader/chairman of the working group, does he/she assume responsibility for the work of the other members? _____

III. PERSONAL QUALIFICATIONS AND ATTRIBUTES:

1. Ingenuity and Innovativeness

1.1 Is he/she intellectually critical of existing standards, systems and policies? _____

1.2 Does he/she takes the initiative to organize or develop programs, systems and procedures and standards that will benefit the organization? _____

2. Stress Tolerance

2.1 Does he/she have a high degree of tolerance for tension resulting from increasing volume of work, organization change, environmental conflict, etc? _____

2.2 Is he/she able to control and handle his/her anger and negative emotions? _____

2.3 Does he/she accept criticism objectively whether from his subordinates, peers or superiors? _____

3. Decisiveness

3.1 When you seek from him/her in solving problems, does he/she submit considered analysis of alternatives and recommend suggestions or solutions? _____

3.2 When the needs to make a decision is immediate, is he/she able to act quickly and make the best decision possible? _____

TOTAL POINTS SCORE _____

RATER: _____

PSBF-G

INTERVIEW ASSESSMENT FORM (For Physical Characteristics & Personality Traits)

INSTRUCTIONS:

You are to rate the candidate on certain characteristics and traits which can be observed when you talk with him/her face to face. Consider whether his/her personal characteristics as manifested during the interview will be an asset or liability to the position being considered. Make your rating of the candidate's characteristics solely on evidence observed during the interview by putting a checkmark on the proper scale. (Each part of the scale has an equivalent point score).

Be sure to record your rating of the candidate on each of the trait. Do not omit any item. After rating the candidate, accomplish the summary rating form by indicating the point score obtained in each characteristic. Add the total point scores.

TRAITS

1. **APPEARANCE.** Does he/she look like a well-set-up, healthy, energetic person? Has he bodily or social characteristics which might seriously hamper him? Is he/she well-groomed or unattractive in appearance?
 - 1 - Unprepossessing or unsuitable
 - 2 - Create rather unfavorable impression
 - 3 - Suitably accepting
 - 4 - Create distinctly favorable impression
 - 5 - Impressive, commands admiration

2. **ALERTNESS.** Does he/she readily grasp the meaning of a question? Is he/she slow to apprehend even the more obvious points? Or does he/she understand quickly even though the idea is new, involved or difficult?
 - 1 - Showing, grasping obvious questions; often misunderstands meaning of questions.
 - 2 - Slow to understand subtle points. Require explanation.
 - 3 - Nearly grasps intent of interviewer's questions.
 - 4 - Rather quick to grasping questions and new ideas.
 - 5 - Exceptionally keen and qualified to understand.

3. **SELF-CONFIDENCE.** Does he/she seem to be uncertain of himself/herself, hesitant, lacking in assurance, easily bluffed? Or is he/she wholly self-confident and assured?
 - 1 - Timid, hesitant, easily influenced
 - 2 - Appears to be over self-conscious
 - 3 - Moderately confident of himself/herself
 - 4 - Wholesomely self-confident
 - 5 - Shows superb self-assurance

4. **EMOTIONAL MATURITY.** Is he/she emotionally mature? Is he/she touchy, sensitive to criticism, easily upset? Is he/she irritated or impatient when things go wrong? Or does he keep an even keel?
 - 1 - Over sensitive; easily disconcerted
 - 2 - Occasionally impatient or irritated
 - 3 - Well poised most of the time
 - 4 - Superior self command
 - 5 - Exceptionally poised, calm and good humor under stress.

5. **DECORUM.**
 - 1 - Shows some tendency to reach impulsively and without restraint
 - 2 - Occasionally use street speak and filler words
 - 3 - Shows respect and courteous in manners and speech
 - 4 - Has shown a great deal of respect
 - 5 - Incorporate professional words and a polished attitude into his presentation

INTERVIEW SHEET

Name: _____ Agency: _____

Field of Study _____ Position: _____

Rate the Candidate in each dimension with the following points:

Dimension / Traits	Rating
1. Communication Skills/Alertness	25%
2. Conscientiousness and Determination	25%
3. Creativity and Innovativeness	25%
4. Judgement/Analytical Skills	25%
TOTAL	100%

I. COMMUNICATION SKILLS/ALERTNESS

The ability to present ideas – the manner the nominee speaks, the voice modulation, the way of expressing oneself and the command of the English language. The ability of the candidate to easily grasp meaning and appropriately respond to questions shall also be observed.

Rating _____

II. CONSCIENTIOUSNESS AND DETERMINATION

Commitment, patience, perseverance or the act of deciding definitely and firmly and the idea of not giving up until the goal of completing the task/degree is achieved.

Rating _____

III. CREATIVITY AND INNOVATIVENESS

The ability to develop new methods, systems, processes, using one's innovativeness. Creativity to apply learnings on the job is also a crucial factor.

Rating _____

IV. JUDGEMENTAL/ANALYTICAL SKILLS

Candidate's ability to think of alternative courses of action and making sound decisions. Does the candidate impress you as a person whose judgment would be dependable even under stress? Does the interviewee's reply give you reassuring evidence of being able to solve and analyze a problem in a logical systematic way?

Rating _____

Remarks/Comments:

____ PASSED

____ FAILED

Interviewer's Signature Overprinted Name

Noted:

Chairman/Date Interviewed:

A candidate who gets a general rating of 80% passes the ORAL INTERVIEW. The interview will indicate in the final rating PASSED or FAILED only.

A Failing mark must be validated by the PSB Chairman by conducting another interview.

This interview sheet shall remain with the PSB Chairman. Only a list of interviewees with the corresponding rating will be sent to HRD Office.

P8BF-8

EDUCATION, TRAINING AND EXPERIENCE (ETE) RATING FORM (15%)

Name of Applicant :
 Current Position :
 Office :

EDUCATION (40 pts)		Candidate's Points/Rating	Remarks Other Information
Completion of:			
- Baccalaureate Degree	25 pts		
- Masteral Degree	30 pts		
- Another Masteral Degree/LLB	5		
- Ph.D.	5		
- Units Earned(Ph.D. or Masteral):			
3 - 15 units	1		
16 - 30	2		
31 - 45	3		
Finished Academic requirements	4		
		TOTAL:	
TRAINING (20 pts)			
Meets the minimum requirement of the position: 24 hours of training in management and supervision	10 pts		
With additional relevant training hours	10		
Note: An additional 1 point is given for every 3 hours of additional relevant training. Only for the training programs/seminars attended for the last 5 years should be considered. A maximum of 10 points shall be given to either additional or relevant training			
		TOTAL:	
EXPERIENCE (40 pts)			
Meets the minimum supervisory work requirements of the position: 4 years of supervisory work experience	20 pts		
With additional supervisory work experience	5		
With relevant work experience	5		
Note: An additional 2 points are given for every year of supervisory work experience in excess of the required work experience and 1 point for every year of non-supervisory work experience in the second level. A maximum of 10 points each shall be given/allowed to either additional or relevant work experience.			
		TOTAL:	
TOTAL ETE:			X 15%
			Total ETE Points

- 1-4 months of supervisory work experience in excess of the required work experience = .5 point
- 5-8 months = 1.0 point
- 9-11 months = 1.5 points
- 1-5 months of non-supervisory work experience in the second level = .5 point
- 6-11 months = .75 points

POTENTIAL ASSESSMENT FORM
(To be accomplished by the Rater)

Name of Candidate: _____

INSTRUCTIONS

As the immediate supervisor of the candidate, you are to rate him/her on certain factors concerning human relations, leadership and personal attributes which would indicate the potential of an individual to perform, not only the duties of the position to be filled but also those of higher and more responsible positions. Base your rating on the following levels of standards with their corresponding point score.

LEVEL	POINT SCORE
Excellent - a standard of performance that may be considered exceptionally good	5 (96% - 100%)
Good - a standard of performance above the average and meets all the normal requirements of the position	4 (90% - 95%)
Average - a standard of performance that meets the normal requirements of the position	3 (85% - 89%)
Fair - a standard of performance which is below the normal requirements of the position, but one that may be regarded as marginally or temporarily acceptable	2 (80% - 84%)
Poor - a standard of performance regarded unacceptable for the position	1 (79% & below)

(Be sure to record your rating of the candidate on each of the factors. Do not omit any item. After rating the candidate, add the point score.)

I. HUMAN RELATIONS

POINTS

1. Ability to adopt/adjust to the Organization:

- 1.1 Is he/she able to adjust to the variety of personalities, rank and in formal groups present in the organization?
- 1.2 Does he/she internalize work changes with ease and vigor?

2. Ability to Relate to Supervisors:

- 2.1 How well does he/she respond to your request, demands and expectations?
- 2.2 Does he/she appraise you of the significant problems in his/her work, their causes and appropriate steps to be taken to correct them?
- 2.3 In the face of differences in behavior between him and you, can he/she maintain his/her individual point of view?

3. Ability to Interface with Peers:

- 3.1 Does he/she have the respect and acceptance of his/her peers? _____
- 3.2 Does he/she try to help his/her peers in clarifying points they are trying to resolve? _____

4. Ability to Deal with the Clientele/Public:

- 4.1 Is he/she always cordial and respectful in dealing with Transacting public? _____
- 4.2 Does he/she show enthusiasm in providing the clients' public the necessary advice and assistance they sought for? _____

II. LEADERSHIP:

- 1. Is he/she able to encourage his peers and subordinates to contribute and participate in problem-solving and decision-making? _____
- 2. Can he/she influence your thinking attitude and behavior and that of his/her peers? _____
- 3. When assigned with an hoc external groups, does he/she lead the members to do willingly the assigned tasks/projects? _____
- 4. When assigned to be a leader/chairman of the working group, does he/she assume responsibility for the work of the other members? _____

III. PERSONAL QUALIFICATIONS AND ATTRIBUTES:

1. Ingenuity and Innovativeness

- 1.1 Is he/she intellectually critical of existing standards, systems and policies? _____
- 1.2 Does he/she takes the initiative to organize or develop programs, systems and procedures and standards that will benefit the organization? _____

2. Stress Tolerance

- 2.1 Does he/she have a high degree of tolerance for tension resulting from increasing volume of work, organization change, environmental conflict, etc? _____
- 2.2 Is he/she able to control and handle his/her anger and negative emotions? _____
- 2.3 Does he/she accept criticism objectively whether from his subordinates, peers or superiors? _____

3. Decisiveness

- 3.1 When you seek from him/her in solving problems, does he/she submit considered analysis of alternatives and recommend suggestions or solutions? _____
- 3.2 When the needs to make a decision is immediate, is he/she able to act quickly and make the best decision possible? _____

TOTAL POINTS SCORE _____

RATER: _____

INTERVIEW ASSESSMENT FORM
 (For Physical Characteristics & Personality Traits (PCPT))
 (To be accomplished by the Promotion Board)

INSTRUCTIONS:

You are to rate five candidates on certain characteristics and traits which can be observed when you talk with him/her face to face. Consider whether his/her personal characteristics as manifested during the interview, will be an asset or liability to the position being considered. Make your rating of the candidate's characteristics solely on evidence observed during the interview by putting a check-mark on the proper scale. (Each part of the scale has an equivalent point score).

Be sure to record your rating of the candidate on each of the trait. Do not omit any item. After rating the candidate, accomplish the summary rating form by indicating the point scale obtained in each characteristic. Add the total point scores.

TRAITS

1. **VOICE AND SPEECH.** Is his/her voice inviting or pleasant? Can you easily hear what he/she says? Is his/her speech clear and distinct? Is his/her voice resonant and well-modulated?
 - 1 - Irritating or indistinct
 - 2 - Understandable but rather unpleasant
 - 3 - Neither conspicuously pleasant or unpleasant
 - 4 - Definitely pleasant and distinct
 - 5 - Exceptionally clear and pleasing

2. **APPEARANCE.** Does he/she look like a well-set-up, healthy, energetic person? Has he/she bodily or social characteristics which might seriously hamper him? Is he/she well-groomed or unattractive in appearance?
 - 1 - Unprepossessing or unsuitable
 - 2 - Creates rather unfavorable impression
 - 3 - Suitably accepting
 - 4 - Create distinctly favorable impression
 - 5 - Impressive, commands admiration

3. **ALERTNESS.** Does he/she readily grasp the meaning of a question? Is he/she slow to apprehend even the more obvious points? Or does he/she understand quickly even through the idea is new, involved or difficult?
 - 1 - Showing, grasping obvious questions; often misunderstands meaning of questions.
 - 2 - Slow to understand subtle points. Require explanation.
 - 3 - Neatly grasps intent of interviewer's questions.
 - 4 - Rather quick to grasping questions and new ideas.
 - 5 - Exceptionally keen and qualified to understand.

4. **SELF-CONFIDENCE.** Does he/she seem to be uncertain of himself/herself, hesitant, lacking in assurance, easily bluffed? Or is he/she wholesomely self-confident and assured?
 - 1 - Timid, hesitant, easily influenced
 - 2 - Appears to be over self-conscious
 - 3 - Moderately confident of himself/herself
 - 4 - Wholesomely self-confident
 - 5 - Shows superb self-assurance

5. **EMOTIONAL MATURITY.** Is he/she emotionally mature? Is he/she touchy, sensitive to criticism, easily upset? Is he/she irritated or impatient when things go wrong? Or does he keep an even keel?
 - 1 - Over sensitive; easily disconcerted.
 - 2 - Occasionally impatient or irritated.
 - 3 - Well poised most of the time.
 - 4 - Superior self command
 - 5 - Exceptionally poised, calm and good humor under stress.

6. **ABILITY TO PRESENT IDEAS.** Does he/she speak logically and convincingly or does he/she tend to be vague, confused, or illogical?

- 1 - Confused and illogical
- 2 - Tends to scatter or to become involved
- 3 - Usually gets his ideas across well
- 4 - Shows superior ability to express himself
- 5 - Unusually logical and confident

7. **JUDGMENT.** Does he impress you as a person whose judgment would be dependable even under stress? Or is he/she hasty, erratic, biased, swayed by his feelings?

- 1 - Notably lacking in balance and restraint
- 2 - Show some tendency to react impulsively and without restraint
- 3 - Acts judiciously or ordinary circumstances
- 4 - Gives reassuring evidence of considered judgment
- 5 - Inspires unusual confidence in probable soundness of judgment

SUMMARY RATING FORM

TRAITS

POINTS

- 1. Voice and Speech
- 2. Appearance
- 3. Alertness
- 4. Self-Confidence
- 5. Emotional Stability
- 6. Ability to Present Ideas
- 7. Judgment

- 5 = 96% - 100%
- 4 = 90% - 95%
- 3 = 86% - 89%
- 2 = 80% - 85%
- 1 = 79% & below

RATER: _____

Date: _____