

Docu Code No.	FM-SSCT-ACAD-011
Revision No.	00
Effective Date	20 September 2018
Page No.	1 of 1

COLLEGE OF ENGINEERING

First Semester, A Y 2019 - 2020

FACULTY PERFORMANCE EVALUATION INSTRUMENT ON INSTRUCTION

	PACOLITY PERFORMANCE EVALUATION INSTRUMENT ON INSTRUCT	TION	
Name of Faculty	Engr. Crispin P. Noguerra	09-13-19	
Course: 19 2	14 - Organizational and Management Concots Time:	10:00 -	II: 00 AM
Topic: Orac	zni zahional Change Room:	: 312	
INSTRUCTION: P	lease evaluate the faculty using the scale below.		
Scale Para	ameter Descriptive Rating Qualitative Description		
	0-5.00 Outstanding The performance always exceeds the job requirem		
	0-4.49 Very Satisfactory The performance often exceeds the job requirement		
	0-3.49 Satisfactory The performance meets the job requirements.	nis.	
2 1.50	0-2.49 Fair The performance needs some development to mee	et the job requir	ements
1 1.00	0-1.49 Poor The performance fails to meet the job requirements	S	ciricitis.
		1	RATING
A. TEACHER'S PE	RSONALITY		
	ith complete uniform and ID in the classroom.		4
	erisms that tend to disturb the students' attention.		555
	nality is strong enough to command respect and attention.		5
4. Shows dynamism			5
5. Has a well-modu	lated voice.		5
B. CONTENT		Mean	46
	n in depth knowledge of the subject matter.		4
2 Relates lessons	to actual life situations.		
	of new ideas and understanding in the field.		5 4 5
	ent and concrete examples to create meaningful learning experiences.		7
5. Covers the topic	s as stipulated in the course syllabus.		5
		Mean	46
C. TEACHING MET	rhods		
1. Uses methods s	uited to the needs and capabilities of the students.		4
2. Uses creativity to adapt his/her method to the students' capabilities.		4	
Allows students to think independently and hold them accountable for their performance.		4	
Allows student-professor interaction during the teaching-learning activities in the class.		4	
5. Utilizes coopera	tive learning strategies.	14	3
D. MANAGEMENT	OF LEARNING	Mean	3.8
	'attendance systematically.		5
	lents 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. 3. Sees to it that the room is clean and chairs are well-arranged.			55
Uses instructional materials to reinforce the learning processes.		5	
5. Ensures students	s' discipline and decorum during classes.		5
		Mean	4.8
E. QUESTIONING			
1. Probes for learne			5
Facilitates factua	rticulate their ideas and thinking process.		4
Encourages convergent and divergent thinking. Stimulates class discussion and interaction.		4	
	and and an	Mean	4.4
		Grand Mean	(11 111)
Descriptive Rating:			4.44
Remarks / Recomm		e i it is	recommended
	to strictly implement the Classroom pources.	Alexon	Leve to-
		/)
Class Evaluator:	Conforme: Approved:		
Lexica Nose E. Fe	orbuder Millo Engr. Crispin P. Noquena Enon Robert P	Bacarro	
Program Chair, BSI			
Date: 09-13-19	Date: 09-13-19 Date: 16 150 19		

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Do nt Code No.	FM-SSCT-ACAD-011
Revision No.	00
Effective Date	20 September 2018
Page No.	1 of 1

COLLEGE OF ENGINEERING

First Semester, A Y 2019 - 2020

FACULTY PERFORMANCE EVALUATION INSTRUMENT ON INSTRUCTION

Name of Faculty: Arvin E. Mag-usara	Date:6q- 3- 9	
Course: "Hyrashmohille " Network Jecunslogies Time:		
Topic: 19ps of Networks Room:		
INSTRUCTION: Please evaluate the faculty using the scale be	low.	
Scale Parameter Descriptive Rating	Qualitative Description	
5 4.50-5.00 Outstanding Th	ne performance always exceeds the job requirements.	
4 3.50-4.49 Very Satisfactory Th	ne performance often exceeds the job requirements.	
3 2.50-3.49 Satisfactory Th	ne performance meets the job requirements.	
2 1.50-2.49 Fair Th	ne performance needs some development to meet the job require	ements.
1 1.00-1.49 Poor Th	ne performance fails to meet the job requirements	
A. TEACHER'S PERSONALITY		RATING
Well-groomed with complete uniform and ID in the classroom		_
Free from mannerisms that tend to disturb the students' atten		5
Teacher's personality is strong enough to command respect a		S S
4. Shows dynamism and enthusiasm.	and attention.	8
5. Has a well-modulated voice.		5
	Mean	5.0
B. CONTENT		
 Demonstrates an in depth knowledge of the subject matter. 		5
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 meaning	gful learning experiences.	5
5. Covers the topic/s as stipulated in the course syllabus.		3
C TEACHING METHODS	Mean Mean	46
C. TEACHING METHODS		
Uses methods suited to the needs and capabilities of the students of the		ي ا
 Uses creativity to adapt his/her method to the students' capa Allows students to think independently and hold them accour 		4
Allows student-professor interaction during the teaching-learn		5
Utilizes cooperative learning strategies.	mig activities in the class.	5
	Mean	4.4
D. MANAGEMENT OF LEARNING		
Checks students' attendance systematically.		,¢
Encourages students to learn beyond what is required and ho		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	es.	4
5. Ensures students' discipline and decorum during classes.	Manu	5
E. QUESTIONING SKILLS	Mean	48
Probes for learners' understanding.		5
Helps students articulate their ideas and thinking process.		
3. Facilitates factual recall.		
Encourages convergent and divergent thinking.		
Stimulates class discussion and interaction.		5
	Mean	6.9
D	Grand Mean	4. 84
Descriptive Rating:		
Remarks / Recommendations: Present five a	proved syllabus of student	8i gradure
Class Evaluator: Conforme:	Approved:	
JESSICA KOSE E. FRANKINGER, Antilo Arvin E. Mag usara	11/10/	
Program Chair, BSIS Arvin E. Mag Ward Faculty	Enon Robert Bacarro	
Date: 09-13-19 Date: 09-18-19	Date: 16 Sapt 19	
Duto. V	Date. / 6 .) (F	



Do t Code No.	FM-SSCT-ACAD-011
Revision No.	00
Effective Date	20 September 2018
Page No.	1 of 1

COLLEGE OF ENGINEERING

First Semester, A Y 2019 - 2020

FACULTY PERFORMANCE EVALUATION INSTRUMENT ON INSTRUCTION

Name of Faculty: Eva Mary Biras	Date: 09-13-19	
Course: 15412 - 15 Elective 14	Time: 1:66 - (2:	or NN
Topic: Introduction to Project Management	Room: 312	20.11
INSTRUCTION: Please evaluate the faculty using the scale below.	-	
Cools		
Scale Parameter Descriptive Rating 5 4.50-5.00 Outstanding The performance	Qualitative Description	
4 2 50 4 40	e always exceeds the job requirements.	
very Sausiactory The performance	often exceeds the job requirements.	
1 50 0 40	e meets the job requirements.	
1 100 1 10	needs some development to meet the job requir	rements.
The performance	fails to meet the job requirements	
A. TEACHER'S PERSONALITY		RATING
Well-groomed with complete uniform and ID in the classroom.		5
Free from mannerisms that tend to disturb the students' attention.		5
3. Teacher's personality is strong enough to command respect and attention.4. Shows dynamism and enthusiasm.		5
Has a well-modulated voice.		5
o. Has a well-fillodulated voice.		5
B. CONTENT	Mean	48
Demonstrates an in depth knowledge of the subject matter. Relates lessons to actual life situations.		5
Keeps abreast of new ideas and understanding in the field.		4
Provides sufficient and concrete examples to create meaningful learning examples to create meaningful learning examples.		4
Covers the topic/s as stipulated in the course syllabus.	xperiences.	5
1 and an area of the state of t		3
C. TEACHING METHODS	Mean	4.6
Uses methods suited to the needs and capabilities of the students.		//
Uses creativity to adapt his/her method to the students' capabilities.		4
Allows students to think independently and hold them accountable for their	20060000000	
Allows student-professor interaction during the teaching-learning activities	in the class	4
Utilizes cooperative learning strategies.		4
	Mean	4 4.0
D. MANAGEMENT OF LEARNING		70
Checks students' attendance systematically.		5
2. Encourages students to learn beyond what is required and how to apply the	concepts learned	11
Sees to it that the room is clean and chairs are well-arranged.		4
Uses instructional materials to reinforce the learning processes.		5
Ensures students' discipline and decorum during classes.		4
	Mean	4.4
E. QUESTIONING SKILLS		
Probes for learners' understanding.		4
Helps students articulate their ideas and thinking process.		5
3. Facilitates factual recall.		4
Encourages convergent and divergent thinking.		4
5. Stimulates class discussion and interaction.		4
	Mean	42
Descriptive Rating:	Grand Mean	(4.4)
• /		
in the dimen land that the		
and able to participate in the discussion.	olding videos. However, majority	are listeni
K AC ALGRANA A SEC.	the transfer of the transfer of	party ger
Class Evaluator: Conforme:	Approved:	
estica Mose E. Februardes Phitalo EVA Mary Birow	tomas Palar Almania	
Program Chair, BSIS Faculty	Enot Rober AV Bacarro	
Date: 09-19-19 Date: 09-19-19	Date: 16 Sopof 19	
Dotto.	Date. 12 - 90/ 1/	



Document Code No.	FM-SSCT-ACAD-006
Revision No.	00
Effective Date	20 September 2018
Page No.	1 of 1

First Semester, Academic Year 2020-2021

FACULTY PERFORMANCE EVALUATION INSTRUMENT ON INSTRUCTION

Name of Faculty: <u>JADE G. CUARTERO</u>
Subject: <u>ELECH TECH- Quality Assurance</u>
Lesson: <u>5.1 Software Testing Strategies</u>

Date: <u>November 27, 2020</u> Time: <u>3:00 - 4:00 PM</u> Room: <u>EB 403</u>

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	
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	
Uses methods suited to the needs and capabilities of the students.	4.10
Uses creativity to adapt his/her method to the students' capabilities.	4.05
Allows students to think independently and hold them accountable for their performance.	
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	
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

4. Encourages convergent and divergent thinking.				
5. Stimulates class discussion and			4.30	
		Mean	4.28	
		Grand Mean	4.25	
Descriptive Rating: Very Satisfactor	у			
Remarks / Recommendations:				
Class Evaluator:	Conformel:	Approved by:		
JOVIE M. GROLERA, MIT Program Chair, BSIS	JADE G. CUARTERO, MIT Faculty, ESIS	ENGR ROBERT R. BACARRO Dean, CEIT	, MECE	
Date:	Date:	Date:		



Document Code No.	FM-SSCT-ACAD-006
Revision No.	00
Effective Date	20 September 2018
Page No.	1 of 1

First Semester, Academic Year 2020-2021

FACULTY PERFORMANCE EVALUATION INSTRUMENT ON INSTRUCTION

Name of Faculty: <u>JADE G. CUARTERO</u> Subject: <u>IS 212- Professional Issues in Information Systems</u> 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	
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
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	
Demonstrates an in depth knowledge of the subject matter.	4.15
2. Able to relate lessons to actual life situations.	4.20
Keeps abreast of new ideas and understanding in the field.	4.35
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	
Uses methods suited to the needs and capabilities of the students.	4.05
Uses creativity to adapt his/her method to the students' capabilities.	4.15
Allows students to think independently and hold them accountable for their performance.	4.20
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	
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

 Encourages convergent and give 	rgent thinking.		4.20
5. Stimulates class discussion and i	nteraction.		4.30
		Mean	4.28
		Grand Mean	4.24
Descriptive Rating: Very Satisfactor	Y		
Remarks / Recommendations:			
Class,Evaluator:	Conformel:	Approved by:	
JOVIE M. GALLERA, MIT Program Chair, BSIS	JADE G. CUARTERO, MIT Faculty, BSIS	ENGR ROBERT R. BACARRO Dean, CEIT	, MECE

Date: __

Date: __

Date: ___



Document Code No.	FM-SSCT-ACAD-006
Revision No.	00
Effective Date	20 September 2018
Page No.	1 of 1

First Semester, Academic Year 2020-2021

FACULTY PERFORMANCE EVALUATION INSTRUMENT ON INSTRUCTION

Subject:		O JR. L. PILOTON SED PROGRAMMING &	APPLICATIONS Date: 11/ APPLICATIONS Time: Room:		
INSTRUC	TION: Please evalua	ate the faculty using the sca			
<u>Scale</u> 5 4 3 2	Parameter 4.50-5.00 3.50-4.49 2.50-3.49 1.50-2.49	Descriptive Rating Outstanding Very Satisfactory Satisfactory Fair	Qualitative Description The performance always exceed the job requirements. The performance often exceeds the job requirements. The performance meets the job requirements. The performance needs some development to meet the		ements.
1	1.00-1.49	Poor	The performance fails to meet the job requirements		
A TEACH	IER'S PERSONALIT	v			RATING
		- MIC.			4
		uniform and ID in the class			4
		end to disturb the students'			4
		ng enough to command res	pect and attention.		4
	dynamism and enthu	siasm.			5
5. Has a w	vell-modulated voice.			Moon	
P CONT	INT			Mean	4.2
B. CONTE		noviladas -f.tl			5
		nowledge of the subject ma	tter.		5
	relate lessons to act		-11		5 4
		and understanding in the fi			5
		rete examples to create me ited in the course syllabus.	aningful learning experiences.		4
0. 000013	tire topiers as supule	ited in the course syllabus.		Mean	4.6
C TEACH	IING METHODS			Weari	4.0
		noods and sanabilities of th	a atudanta		4
		needs and capabilities of the her method to the students			4
			countable for their performance.		5
			g-learning activities in the class.		5
	cooperative learning		j-learning activities in the class.		4
J. Othizes	cooperative learning	strategies.		Mean	4.5
D. MANA	GEMENT OF LEARN	IING		Widdii	7.0
	student's attendance				5
			nd how to apply the concepts learned.		5
		ean and chairs are well-arra			5
		to reinforce the learning pro			4
		and decorum during class			4
				Mean	4.6
E. QUEST	IONING SKILLS				
1. Probes	for learner's understa	anding.			5
		ir ideas and thinking proces	S.		4
	es factual recall.				5
4. Encoura	ages convergent and	divergent thinking.			4
	tes class discussion a				5
				Mean	4.6
			Gra	and Mean	4.5
Descriptive	e Rating:		7/m	Solich	make
Remarks /	Recommendations:				0
JOVIE M. Program C	luator: GALLERA, MIT Chair, BSIS	Conforme: ANTONIO JF Faculty, BSIS	Approved by: L. PILOTON ENGR ROBERT R. Dean, CEIT	BACARRO	D, MECE
Date:	V	Date:	Date:	1	



Document Code No.	FM-SSCT-ACAD-006
Revision No.	00
Effective Date	20 September 2018
Page No.	1 of 1

First Semester, Academic Year 2020-2021

FACULTY PERFORMANCE EVALUATION INSTRUMENT ON INSTRUCTION

		TT. PADILLA Programming Technolog	Date: 11/27/2020 ies II Time: 9:00 – 10:00 Room: _	AM
INSTRUC	TION: Please evalu	ate the faculty using the scal	le below.	
Scale 5 4 3 2	Parameter 4.50-5.00 3.50-4.49 2.50-3.49 1.50-2.49	Descriptive Rating Outstanding Very Satisfactory Satisfactory Fair	Qualitative Description The performance always exceed the job requirements. The performance often exceeds the job requirements. The performance meets the job requirements. The performance needs some development to meet the job requirements.	rements.
ī	1.00-1.49	Poor	The performance fails to meet the job requirements	RATING
A. TEACH	ER'S PERSONALIT	ГҮ		
1. Well-arc	comed with complete	e uniform and ID in the class	room	4
		tend to disturb the students'		5
		ng enough to command resp		5
	dynamism and enthu		occi and attention.	4
	ell-modulated voice			4
5. 1 ld5 d W	o. modulated voice.		Mean	4.4
B. CONTE	NT			
		nowledge of the subject mat	ter	4
	relate lessons to ac		itor.	5
		s and understanding in the fi	ald	5
			aningful learning experiences.	4
		ated in the course syllabus.	annigraticatining experiences.	4
			Mean	4.4
C. TEACH	ING METHODS			A STATE
		needs and capabilities of th	e students	5
		/her method to the students'		5
	THE RESERVE OF THE PERSON OF T		countable for their performance.	4
			-learning activities in the class.	4
	cooperative learning		Tourning douvises in the class.	5
		<u> </u>	Mean	4.6
D. MANAC	SEMENT OF LEAR	NING		
1. Checks	student's attendance	e systematically.		5
			nd how to apply the concepts learned.	5
		ean and chairs are well-arra		5
		to reinforce the learning pro-		4
		e and decorum during classe		4
			Mean	4.6
E. QUEST	IONING SKILLS			1.7
1. Probes t	for learner's understa	anding.		5
		eir ideas and thinking process	S.	5
	es factual recall.			4
4. Encoura	iges convergent and	divergent thinking.		4
	es class discussion			4
			Mean	4.4
			Grand Mean	22.4=0
Descriptive	e Rating:		Very Satisfa	ctory
Remarks /	Recommendations:		0	0 _
Class Eval	uator:.	Conforme:	Approved by:	
JOVIE M.	GALLERA, MIT	ALBERT T. P Faculty, BSIT	ADILLA, MIT ENGR ROBERT R. BACARRO Dean, CEIT	D, MECE
Date:		Date:	Date:	



Document Code No.	FM-SSCT-ACAD-006
Revision No.	00
Effective Date	20 September 2018
Page No.	1 of 1

First Semester, Academic Year 2020-2021

Subject:	Faculty: Crispin	P. Noguerra, Jr	Date: Time:	
_esson: _			Room:	
NSTRUCT	ION: Please evalua	ate the faculty using the sca	le below.	
<u>Scale</u> 5 4 3 2	Parameter 4.50-5.00 3.50-4.49 2.50-3.49 1.50-2.49	Descriptive Rating Outstanding Very Satisfactory Satisfactory Fair	Qualitative Description The performance always exceed the job requirements. The performance often exceeds the job requirements. The performance meets the job requirements. The performance needs some development to meet the job requirements.	ements.
1	1.00-1.49	Poor	The performance fails to meet the job requirements	RATING
A. TEACHI	ER'S PERSONALIT	Υ		IVATINO
1. Well-gro	omed with complete	uniform and ID in the class	room.	4
		tend to disturb the students'		4
3. Teacher	's personality is stro	ng enough to command res	pect and attention.	4
4. Shows d	ynamism and enthu	ısiasm.		4
5. Has a we	ell-modulated voice.			4
			Mean	4
B. CONTE				
		nowledge of the subject ma	tter.	4
	relate lessons to act			4
		and understanding in the fi		4
			eaningful learning experiences.	4
5. Covers	the topic/s as stipula	ated in the course syllabus.		4
			Mean	9
	NG METHODS			
1. Uses me	ethods suited to the	needs and capabilities of th	e students.	4
2. Uses cre	eativity to adapt his/	her method to the students'	capabilities.	4
			ccountable for their performance.	4
			learning activities in the class.	4
5. Utilizes	cooperative learning	g strategies.		4
			Mean	4
	EMENT OF LEARN			,
	student's attendance			4
			nd how to apply the concepts learned.	4
		ean and chairs are well-arra		4
		to reinforce the leaming pro		4
. Observe	s student's discipline	e and decorum during class		4
			Mean	4
a water and the	ONING SKILLS			
	or learner's understa			4
		ir ideas and thinking proces	S.	4
	es factual recall.			4
	ges convergent and			4
. Stimulate	es class discussion	and interaction.	Mana	7
			Mean	
Descriptive	Rating:		Grand Mean	4)
			nry satisf	why
cemarks / I	recommendations:			
Class Evalu	uator:	Conforme:	Approved by:	
		Collionne.	Approved by.	
/ \	. /		y V	
JOVIEM. O	ALLERA, MIT	CRISPIN P. I Faculty, BSIS	NOGUERRA, JR. ENGR ROBERT R. BACARRO Dean, CEIT), MECE



Document Code No.	FM-SSCT-ACAD-006
Revision No.	00
Effective Date	20 September 2018
Page No.	1 of 1

First Semester, Academic Year 2020-2021

Name of Fa	aculty: LIEZL	C- 6ALLO	Date:	
Subject:	PRE CA	NOMETRIC IDENTITIES	Time:	
_esson:	TRILLO	NOMBETRIC LOGNITHES	Room:	
NSTRUCTIO	ON: Please evaluat	te the faculty using the sca	le below.	
			Qualitative Description	
Scale 5	<u>Parameter</u> 4.50-5.00	Descriptive Rating 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			
	1.50-2.49	Satisfactory	The performance meets the job requirements.	romonto
2		Fair	The performance needs some development to meet the job requi	ements.
1	1.00-1.49	Poor	The performance fails to meet the job requirements	
TEACHE	R'S PERSONALITY	,		RATING
			****	5
		uniform and ID in the class and to disturb the students'		5
		g enough to command res		5
7000	namism and enthus		bod and ditornion.	5
	I-modulated voice.			5
			Mean	5
. CONTEN	Т			
1. Demonstr	rates an in depth kn	owledge of the subject ma	tter.	5
2. Able to re	late lessons to actu	ial life situations.		4
		and understanding in the fi		5
			eaningful learning experiences.	5
. Covers th	e topic/s as stipulat	ted in the course syllabus.	Man	#
TEAGUN	O METHODO		Mean	4.8
	IG METHODS			
		needs and capabilities of the ner method to the students'		+
			countable for their performance.	4
			g-learning activities in the class.	4
	ooperative learning		growthing doubline or the order.	5
			Mean	4.6
. MANAGE	MENT OF LEARN	NG		
	udent's attendance			5
			and how to apply the concepts learned.	5
		an and chairs are well-arra		4
		o reinforce the learning pro		4
. Observes	student's discipline	and decorum during class	es. Mean	5
OUESTIO	WINC CKILLS		iviean	4.6
	NING SKILLS r learner's understa	ndina		5
		r ideas and thinking proces	re .	
	factual recall.	rideas and trimiting proces		5
		divergent thinking.		5
	class discussion a			5
		The state of the s	Mean	4.8
			Grand Mean	4.76
escriptive F	Rating:	VERY !	ATISFACTORY	
emarks / R	ecommendations: _			
claș s Ę valµa	ator:	Conform∉: ∕	Approved by: Approved by:	
Chark	in,		\$	
	ALLERA, MIT	LIEZL C. GA		O, MECE
Program Cha		Faculty, BSIS	Dean, CEIT /	
ate:		Date:	Date:	



Document Code No.	FM-SSCT-ACAD-006
Revision No.	00
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: EVA MARY A. BIRAO Date:	
Subject: BUSINESS PROCESS MANAGEMENT Time:	Marian Company of the
Lesson: ADVANCED MODELING 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 jol	b requirements.
1 1.00-1.49 Poor The performance fails to meet the job requirements	
	RATING
A. TEACHER'S PERSONALITY	
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. Shows dynamism and enthusiasm.	5
5. Has a well-modulated voice.	5
	Mean 4.4
B. CONTENT	
Demonstrates an in depth knowledge of the subject matter.	5
Able to relate lessons to actual life situations.	5
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
	Vlean 4.4
C. TEACHING METHODS	\$
Uses methods suited to the needs and capabilities of the students.	\$
2. Uses creativity to adapt his/her method to the students' capabilities.	
 Allows students to think independently and hold them accountable for their performance. Allows student-professor interaction during the teaching-learning activities in the class. 	4
Utilizes cooperative learning strategies.	
	Mean 4.4
D. MANAGEMENT OF LEARNING	\$
Checks student's attendance systematically.	*
2. Encourages students to learn beyond what is required and how to apply the concepts learned.	É
3. Sees to it that the room is clean and chairs are well-arranged.	5
Uses instructional materials to reinforce the learning processes.	5
Observes student's discipline and decorum during classes.	5
	Mean 5
E. QUESTIONING SKILLS	
Probes for learner's understanding.	4
Helps students articulate their ideas and thinking process.	5
3. Facilitates factual recall.	- 5
Encourages convergent and divergent thinking.	5
Stimulates class discussion and interaction.	
	Vlean 4.8
Grand I	Mean 4.6
Descriptive Rating: VERY SATIS FACTORY	
Remarks / Recommendations:	
Class Evaluator: Conforme: Approved by:	/
Class Evaluator: Conforme: Approved by:	
JOVIEM. GALLERA, MIT EVA MARY A. BIRAO, MBA ENGR ROBERT R. BAG	CARRO MECE
Program Chair, BSIS Faculty/BSIS Dean, CEIT	PARTO, MEGE
Date: Date:	
Date: Date:	



Document Code No.	FM-SSCT-ACAD-006
Revision No.	00
Effective Date	20 September 2018
Page No.	26 of 1

2nd Semester, Academic Year 2018-2019

FACULTY PERFORMANCE EVALUATION INSTRUMENT ON INSTRUCTION

Name of Faculty	y: Mr. Has				Date: 4-30-	19
		ramming 2			Time: 2:00 -	3:00 PM
Lesson: Shi	ng Mampulat	tion: Immuhible st	ring, length,	hardele	Room: 365	
INSTRUCTION: P	Please evaluate t	he faculty using the scal	e below.			
Scale Par	ameter	Descriptive Rating		Qualitative D	escription	
	50-5.00	Outstanding	The performance	always exceeds the job		
	50-4.49	Very Satisfactory		often exceeds the job re		
	50-3.49	Satisfactory		meets the job requirem		
	50-2.49	Fair	The performance	needs some developme	ent to meet the job requi	rements.
1 1.0	00-1.49	Poor	The performance	fails to meet the job req	uirements	
						RATING
A. TEACHER'S PE	FRSONALITY					7211111
		form and ID in the classr				4
		to disturb the students'				5
		nough to command resp				5
4. Shows dynamisi	The state of the s		ect and attention.			5
5. Has a well-modu		111.				5
5. mas a well-mode	liated voice.				Mean	4.9
P CONTENT					iviedii	7.8
B. CONTENT		lada afila al l'ari				
		ledge of the subject mat	ter.			5
2. Able to relate le						4
		understanding in the fie				5
		s to create meaningful le	earning experience	S.		3
5. Covers the topic	c/s as stipulated	in the course syllabus.				
					Mean	3.4
C. TEACHING ME	THODS					
		needs and capabilities of				5
2. Uses creatively	to adapt his/her	method to the students'	capabilities.			3
3. Allows students	to think indepen	dently and holding them	accountable for th	eir performance.		4
4. Allows student-p	professor interact	tion during the teaching-	learning activities i	n the class.		4
Utilizes coopera	tive learning stra	itegies.				4
					Mean	4.0
D. MANAGEMENT	OF LEARNING					
1. Checks student's	s attendance syst	tematically.				5
Encourages stud	ients to learn bey	ond what is required an	d how to apply the	concepts learned.		4
3. Sees to it that the	e room is clean a	and chairs are well-arran	ged.			4
		inforce the learning proc				4
		decorum during classes				5
		9			Mean	4.4
E. QUESTIONING	SKILLS				Modif	1-1
1. Probes for learne		a.				
		as and thinking process.				5
3. Facilitates factua						
4. Encourages conv	vergent and diver	rgent thinking.				5
5. Stimulates class						
					Mean	5.0
					Grand Mean	
Descriptive Rating:					Grand Mean	4.32
Remarks / Recomm	endations: The	teacher required	fre 8traters	to deliver the	in the -	2
reporting fren		arece or frum-4		to deliter the	, ,	U
Alon of the so	emble brodum		the Straterys.	photo to be	fre synthix and	- fre
	1,5	Tr.	* /			
Non-E-1			1			
Class Evaluator:		Conforme:	1	Approved:	\sim /	
IESSICA ROSE E	5	(10)			My /	
rogram Chair, BSIS	FERNANDEZ	MR. HASMER S	ALUBRE	ENGR.ROI	The same of the sa	MECE, MB/
11		Faculty, BSIS		Dean, CEI	T / 1	
Date: 4-30-19		Date:		Date:	6-19	



Document Code No.	FM-SSCT-ACAD-006
Revision No.	00
Effective Date	20 September 2018
Page No.	22 of 1

2nd Semester, Academic Year 2018-2019

	FACULT	Y PERFORMANCE EV	ALUATION INSTRU	IMENT ON INSTRUCTION	
Name of F	acuity.	truin E. Mag-usar	Α.	Date: 04-36-19	
Subject: _	Networks and 1	interviet te cu no lo gy		Time: 9:∞ -10	
Lesson:	Ethernet Cabling	1 Ethoret Technolo	ogice	Room: 401	
INSTRUCTI	ON: Please evaluate	the faculty using the scal	e below.		
Scale	Parameter	Descriptive Rating		Qualitative Description	
5	4.50-5.00	Outstanding	The performance alway	ys exceeds the job requirements.	
4	3.50-4.49	Very Satisfactory		exceeds the job requirements.	
3	2.50-3.49	Satisfactory	The performance meet		
2	1.50-2.49	Fair		s some development to meet the job requi	rements.
1	1.00-1.49	Poor	The performance fails t	o meet the job requirements	
					RATING
A. TEACHE	R'S PERSONALITY				
1. Well-groot	med with complete uni	iform and ID in the classr	oom.		5
2. Free from	mannerisms that tend	d to disturb the students' a	attention.		5
3. Teacher's	personality is strong e	enough to command resp	ect and attention.		5
4. Shows dy	namism and enthusias	sm.			5
5. Has a wel	l-modulated voice.				5
				Mean	5.0
B. CONTEN					
	The same of the sa	vledge of the subject matt	er.		5
	late lessons to actual				5
		d understanding in the fie			4
4. Sufficient	and concrete example	es to create meaningful le l in the course syllabus.	earning experiences.		5
o. Covers til	le topic/s as stipulated	in the course synapus.		3.5	3
C TEACHIN	G METHODS			Mean	4.4
		needs and capabilities o	f the ctudents		4
		method to the students'			
		ndently and holding them		orformanos	3
4. Allows stu	ident-professor interac	ction during the teaching-	learning activities in the	clase	
	operative learning stra		locarring doctrines in the	oldss.	5
)				Mean	4.2
D. MANAGE	MENT OF LEARNING	3			1.
1. Checks stu	udent's attendance sys	stematically.			5
2. Encourage	es students to learn be	yond what is required and	d how to apply the cond	cepts learned.	4
3. Sees to it t	that the room is clean	and chairs are well-arrang	ged.		Ч
		einforce the learning proce			5
5. Observes	student's discipline and	d decorum during classes	5.		4
E OUESTION				Mean	4.4
	NING SKILLS				
	learner's understandir				4
3. Facilitates		eas and thinking process.			5
					5
5 Stimulates	s convergent and dive	internation			4
o. oumaiates	Glass discussion and i	interaction.			4
				Mean	4.4
Descriptive R	ating:			Grand Mean	448
	commendations: The	e teacher conduct	ed acmonstruction	and allowed / penwood	
		dente to perfor		61	
	008	fowahm in relation			1 he
1		suff our realy	relate and Conne		miliar in
Class Evaluat	Or:	Conforme:	procedures.	A	
a	/	Comornie.		Approved:	
JESSICA ROS	SE E. FERNANDEZ	MR.ARVIN E. N	AG-USADA	ENCE POST TO W	
Program Chai	r, BSIS	Faculty, BSIS		Dean, CEIT	MECE, MBA
Date: 4~ 9	10-19	Date: 4301	9	Date: Callage	



Document Code No.	FM-SSCT-ACAD-006
Revision No.	00
Effective Date	20 September 2018
Page No.	25 of 1

2nd Semester, Academic Year 2018-2019

FACULTY PERFORMANCE EVALUATION INSTRUMENT ON INSTRUCTION

Name of Faculty: Ms. Jessa 6. Hambre	Date: 4 5 209	
Subject:Computer Programming 2	Time: 9-10 A-N	1
Lesson: Jova While Loop	Room: 209	
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		
4 3.50-4.49 Very Satisfactory The performance often exceeds the ic		
3 2.50-3.49 Satisfactory The performance meets the job requir		
2 1.50-2.49 Fair The performance needs some develop		rements.
1 1.00-1.49 Poor The performance fails to meet the job		00
		DATING
A. TEACHER'S PERSONALITY		RATING
Well-groomed with complete uniform and ID in the classroom.		3
Free from mannerisms that tend to disturb the students' attention.		5
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	44
B. CONTENT		
Demonstrates an in depth knowledge of the subject matter.		4
Able to relate lessons to actual life situations.		3
3. Keeps abreast of new ideas and understanding in the field.		5
Sufficient and concrete examples to create meaningful learning experiences. Covers the topic/s as stipulated in the course syllabus.		5
o. Covers the topic's as subulated in the course synapus.	Maria	5
C. TEACHING METHODS	Mean	44
Uses methods that suited to the needs and capabilities of the students.		5
Uses creatively to adapt his/her method to the students' capabilities.		4
Allows students to think independently and holding them accountable for their performance.		
4. Allows student-professor interaction during the teaching-learning activities in the class.		5
Utilizes cooperative learning strategies.		4
	Mean	46
D. MANAGEMENT OF LEARNING		
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
Uses instructional materials to reinforce the learning processes.		5
Observes student's discipline and decorum during classes.		4
E. QUESTIONING SKILLS	Mean	4.6
Probes for learner's understanding.		4
Helps students articulate their ideas and thinking process.		T
Facilitates factual recall.		4
4. Encourages convergent and divergent thinking.		A
5. Stimulates class discussion and interaction.		4
	Mean	42
Decide But	Grand Mean	4.44 V
Descriptive Rating:		
Remarks / Recommendations: Grants fine class on five, allows me		discover
me output of the given magican, and provided if enough groupes / program countle	Students are	
1 18 effect and furthmen has of therener, Wearing of I	for them to is not obtain	identity
Class First (- THE CONTINUE CHANGE	the Clock.
Class Evaluator: Conforme: Approve	ed: /	
JESSICOROSE E. PERNANDEZ MS. JESSA G. HAMBRE ENGRE	my/	
Program Chair RSIS	OBERT R. BACARRO,	MECE, MBA
Dean, C	. /	
Date: O	5-6-19	



Document Code No.	FM-SSCT-ACAD-006
Revision No.	00
Effective Date	20 September 2018
Page No.	24 of 1

2nd Semester, Academic Year 2018-2019

FACULTY PERFORMANCE EVALUATION INSTRUMENT ON INSTRUCTION

Name of Faculty: Engr. Crispin P. Noguerra	Date: 04-04-	
Subject:	Time: 5:30 -	Ce: RO PPY
Lesson: The Rotting in Elbergement Schnenbertien	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		
4 3.50-4.49 Very Satisfactory The performance often exceeds the jo		
3 2.50-3.49 Satisfactory The performance meets the job requir		
2 1.50-2.49 Fair The performance needs some develo		rements.
1 1.00-1.49 Poor The performance fails to meet the job		
		DATING
A TEACHEDIC REDOONALITY		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 5
4. Shows dynamism and enthusiasm.		5
5. Has a well-modulated voice.	Mana	5
	Mean	48
B. CONTENT		
Demonstrates an in depth knowledge of the subject matter.		5
Able to relate lessons to actual life situations.		5
3. Keeps abreast of new ideas and understanding in the field.		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		
Uses methods that suited to the needs and capabilities of the students.		4
Uses creatively to adapt his/her method to the students' capabilities.		3
Allows students to think independently and holding them accountable for their performance.		4
 Allows student-professor interaction during the teaching-learning activities in the class. 		5
Utilizes cooperative learning strategies.		4
	Mean	4.0
D. MANAGEMENT OF LEARNING		
Checks student's attendance systematically.		5
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
Uses instructional materials to reinforce the learning processes.		3
Observes student's discipline and decorum during classes.		5
	Mean	46
E. QUESTIONING SKILLS		1
Probes for learner's understanding.		4
Helps students articulate their ideas and thinking process.		4
Facilitates factual recall.		5
Encourages convergent and divergent thinking.		4
5. Stimulates class discussion and interaction.		4
	Mean	4.2
Posseriative Police	Grand Mean	4-28 V
Descriptive Rating:		
Remarks / Recommendations: Yards for class on fine : Conclude	s one movid	es
w/ softepy and hardcopy of hard		
V		
Class Evaluator: Conforme: Approvi	ad:	
Approvi	in /	
JESSICA ROSE E. FERNANDEZ ENGR. CRISPIN P. NOGUERRA ENGR.	ROBERT R. BACARRO,	MECE MOA
Faculty, BSIS Dean, C	CEIT / DACARRO,	WIECE, WIBA
Daine R La Rive 19	516.19	

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

: Bachelor's Degree in Library Science /Information Science, Bachelor's Education

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

: Ten (10) hours of training in the specified skills Training

Work Experience : I year experience by the position required

Eligibility : RA 1080 (Library)

: Proficiency in MS Office applications; Other

: Strong planning and problem solving skills; analytical and strong

organizationai skilis;

: 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 <u>March 12, 2021</u>.

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

For online application, submit your application to sschment@amcil.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.

Ŋ ROWENA A. PLANDO, PhD Chairperson, HRMPSB Position

: College Librarian I

Monthly Salary

: P 28,276.00

: 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

Trainina Work Experience

: None required : None required : RA 1080 (Library)

SSCT Preferred Qualification Guide

Education

Eligibility

: Bachelor's Degree in Library Science /Information Science, Bachelor's

Degree in Education / Arts major in Library Science : Ten (10) hours of training in the specified skills

Training Work Experience

Eligibility

: I year experience by the position required

: 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.

- Application letter addressed to the College President Gregorio Z. Gamboa, Jr., EdD Updated Personal Data Sheet (CSC Form 212, Revised 2017).

 Authenticated copy of Transcript of Records, Diploma and Certificate of Authentication and Verification (CAV). 3.
- Certificates of relevant trainings and seminars attended; Photocopy of Certificate of eligibility/rating/license;

Performance Rating in the last rating period (if applicable)

For online application, submit your application to sscthrrecruitment@amail.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, politic affiliation, religion, and others. N

ROWENA A PLANDO, PhD Chairperson, HRMPSB

Source: https://www.facebook.com/SSCTHROFFICE



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



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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ob Opportunities List

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Agency	Region	Position Title	Plantilla Item No.	Posting Date	V 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-ADDF1-10-2004	10 Jun 2022	20 Jun 2022	view details
SURIGAO STATE COLLEGE OF TECHNOLOGY	CARAGA	ADMINISTRATIVE AIDE I (Utility Worker I)	SSCTB-ADA1-8-2004	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	stew 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-ADOF1-10-2004	07 Mar 2022	17 Mar 2022	View details
SURIGAO STATE COLLEGE OF TECHNOLOGY	CARAGA	ADMINISTRATIVE AIDE I	SSCTB-ADA1-8-2004	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-ADA3-6-2004	11 Feb 2022	21 Feb 2022	



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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!	SSCTB-AP1-3-2015	11 Feb 2022	21 Feb 2022	wew details
SURIGAO STATE COLLEGE OF TECHNOLOGY	CARAGA	ASSISTANT PROFESSOR!!	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-AP2-2-2013	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

CSC Job Portal

SURIGAO STATE COLLEGE OF TECHNOLOGY | CARAGA

Place of Assignment: Surigao State College of Technology

Position Title: ASSISTANT PROFESSOR I

Plantilla Item No.: SSCTB-AP1-6-2013

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

eld of StudyPosition);
Rate the Candidate in each dimension	with the following points:
Dimension / Traits	Rating
1. Communication Skills/Alertness	
2. Conscientiousness and Determination	25%
3. Creativity and Innovativeness	25%
4. Judgement/Analytical Skills	25%.
	25%
TOTAL	100%
•	
COMMUNICATION SKILLS/ALERTNESS	•
	•
expressing oneself and the command of the English lan grasp meaning and appropriately respond to questions a	shall also be observed.
	Rating
CONSCIENTIOUSNESS AND DETERMINATION	!
not giving up until the goal of completing the tasks/deg	Rating
CHERT A STATE STATE A NAME AND ADDRESS AS A STATE AS A	
CREATIVITY AND INNOVATIVENESS	•
The ability to develop new methods, systems, proce	esses, using one's innovetiveness. Creeti
The ability to develop new methods, systems, proceed apply learnings on the job is also a crucial factor.	esses, using one's innovativeness. Creati
The ability to develop new methods, systems, process apply learnings on the job is also a crucial factor.	esses, using one's innovativeness. Creati
The ability to develop new methods, systems, proceed apply learnings on the job is also a crucial factor.	esses, using one's innovativeness. Creati
eo alifad reguming on ma loo is suso s cuicist escou.	
JUDGEMENTAL/ANALYTICAL SKILLS	Rating
The ability to develop new methods, systems, proceed apply learnings on the job is also a crucial factor. JUDGEMENTAL/ANALYTICAL SKILLS Candidate's ability to think of alternative courses of the candidate impress you as a person whose judgment Does the interviewee's reply give you reassuring evident problem in a logical systematic way?	Rating faction and making sound decisions. Do
JUDGEMENTAL/ANALYTICAL SKILLS Candidate's ability to think of alternative courses of the candidate impress you as a person whose judgment Does the interviewee's reply give you reassuring evident	Rating faction and making sound decisions. Do
JUDGEMENTAL/ANALYTICAL SKILLS Candidate's ability to think of alternative courses of the candidate impress you as a person whose judgment Does the interviewee's reply give you reassuring evidence or oblem in a logical systematic way?	Rating faction and making sound decisions. Do would be dependable even under stress? ace of being able to solve and analyze a
JUDGEMENTAL/ANALYTICAL SKILLS Candidate's ability to think of alternative courses of the candidate impress you as a person whose judgment Does the interviewee's reply give you reassuring evident	Rating faction and making sound decisions. Do would be dependable even under stress? ace of being able to solve and analyze a
JUDGEMENTAL/ANALYTICAL SKILLS Candidate's ability to think of alternative courses of the candidate impress you as a person whose judgment Does the interviewee's reply give you reassuring evidence or oblem in a logical systematic way?	Rating faction and making sound decisions. Do would be dependable even under stress? ace of being able to solve and analyze a
JUDGEMENTAL/ANALYTICAL SKILLS Candidate's ability to think of alternative courses of the candidate impress you as a person whose judgment Does the interviewee's reply give you reassuring evidence or oblem in a logical systematic way?	Rating faction and making sound decisions. Do would be dependable even under stress? ace of being able to solve and analyze a
JUDGEMENTAL/ANALYTICAL SKILLS Candidate's ability to think of alternative courses of the candidate impress you as a person whose judgment Does the interviewee's reply give you reassuring evidence or oblem in a logical systematic way?	Rating faction and making sound decisions. Do would be dependable even under stress? ace of being able to solve and analyze a

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.

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

Name of Applicant :			
Current Position :			
Office :			
EDUCATION (40 pts)	Candidate's Points/Rating		emarks Information
I Company of the comp	TOTAL:		
TRAINING (20 pts)		enall dample and microscopics.	ACTUAL TO SOCIAL CONTROL OF SOCIAL PROPERTY OF SOCI
Meets the minimum requirement of the position: 24 hours of training in management and supervision			
With additional relevant training hours 10		The second	
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)	Quantitation of a second second	in promise complete and provide and	SAME TO SERVICE AND SERVICE OF THE S
Meets the minimum supervisory work 20 pts requirements of the position: 4 years of supervisory work experience	Notice of the state of the stat		*
With additional supervisory work 5 experience 5	MCCCCCC TF-64230-6430-6430-6430-6430-6430-6430-6430-64		
None: 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:	nder genochtigen servicken der geschliche verschafter er het.	
TOTAL ETE:	Enterett been man and break the	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 = 1.5 points

9-11 months

1-5 months of non-supervisory work experience in the second level 6-11 months

= .5 point = .75 points

POTENTIAL ASSESSMENT FORM (To be accomplished by the Rater)

Name of Candidate:

INST	RUCTIONS		
of hig	As the immediate supervisor of the candidate, you arming human relations, leadership and personal attributed of an individual to perform, not only the duties of the her and more responsible positions. Base your rating of the corresponding point score.	numes which would in	edicate the
• • •	LEVEL.	POINT SCORE	
13			••
Excell	· · · · · · · · · · · · · · · · · · ·		.:
	a standard of performance that may be considered exceptionally good	5 (9 6% - 100%)	•
Good			_
-	a standard of performance above the average and	•	• .
	meets all the normal requirements of the position	(90% - 95%)	•
Avera			•
	a standard of performance that meets the normal requirements of the position	3	
Data	•	(85% - 89%)	•
Fair	a completed of more and a second	• •	
	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%)	•
Peer		•	•
	a standard of performance regarded unacceptable for the position	1 (79% & below)	
item. A	(Be sure to record your rating of the candidate on each of the rating the candidate, add the point score.)	f the factors. Do not on	iit any
			•
r in	MAN RELATIONS	POINTS	· ·
· 1. A	Ability to adopt/adjust to the Organization:		
. •	.1 Is he/she able to adjust to the variety of personalities, rank and in formal groups present in the organization .2 Does he/she internalize work changes with ease and	•	
•	Ability to Relate to Supervisors:		• •
	2.1 How well does he/she respond to your request, dems	unds	
	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 as you, can he/she maintain his/her individual point of	nd new?	
	•		• •

• •		
	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	٠
	Transacting public? 4.2 Does he/she show enthusiasm in providing the clients' public the necessary advice and assistance they sought for?	
EL.		
14.	LEADERSHIP:	
	 Is he/she able to encourage his peers and subordinates to contribute and participate in problem-solving and decision-making? 	
· .	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?	
	IVIAL FUIR IS SCURE	
	reside able to act quickly and make the best decision possible? TOTAL POINTS SCORE	

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Cand	idet	e ^e e T	ama

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 my 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?
 - Irritating or indistinct
 - Understandable but rather unpleasant
 - Neither conspicuously pleasant or unpleasant
 - Definitely pleasant and distinct
 - Exceptionally clear and pleasing
- 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?
 - Unprepossessing or unsuitable
 - Create rather unfavorable impression
 - Suitably accepting 3
 - Create distinctly favorable impression
 - 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.
- 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?
 - Timid, hesitant, easily influenced
 - Appears to be over self-conscious
 - Moderately confident of himself/herself
 - Wholesomely self-confident
 - Shows superb self-assurance
- **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?
 - Over sensitive; easily disconcerned.
 - Occasionally impatient or irritated.
 - Well poised most of the time.
 - Superior self command
 - Exceptionally poised, calm and good humor under stress.

ABILITY TO PRESENT IDEAS. Does he/she speak logically and convincingly or does he/she tend to be vague, confused, or illogical? - Confused and illogical - Tends to scatter or to become involved Usually gets his ideas across well Shows superior ability to express himself 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, entatic, biased, swayed by his feelings? Notably lacking in balance and restraint Show some tendency to react impulsively and without restraint Acts judiciously or ordinary circumstances Gives reassuring evidence of considered judgment 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	Ė	90%.	. 95%

3 = 20% - 39%

2 = 80% - 85%

1 = 79% & below

RATER	: <u> </u>	 _		 		
			•			
					•	
Dodos						

PSBF-G-1

PCPT Rating Form (5%))		
Name :		and the second s	
Current Position :			
Office :		and the statement of th	
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 espect, courtesy, good manners and right conduct)	20		
TOTAL	100 points		
		$X = S^{\alpha_{ij}}$	
Applicant	's Total Points =		
Kater:			
Date :			

INSTRUCTIONS

p.2.

POTENTIAL ASSESSMENT FORM (To be accomplished by the Rater)

Name of Candidate:

of hi	As the immediate supervisor of the candidate, you are to eming human relations, leadership and personal attribute tial of an individual to perform, not only the duties of the positions and more responsible positions. Base your rating on the their corresponding point score.	s which would indicate the
	LEVEL	POINT SCORE
Exce	llent	
•	a standard of performance that may be considered exceptionally good	5 (96% - 100%)
Good		
A	a standard of performance above the average and meets all the normal requirements of the position	4 (90% - 95%)
Avers		
	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)
item. /	(Be sure to record your rating of the candidate on each of the After rating the candidate, add the point score.)	factors. Do not omit any
ı. <u>Hı</u>	IMAN 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:	
4	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	-
2	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?	170
	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?	
11.	L	EADERSHIP:	
	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	************
	4.	tasks/projects? When assigned to be a leader/chairman of the working group, does he/she assume responsibility for the work of the other members?	
III.	PI	ERSONAL 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	

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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 lie 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
- 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 en even keel?
 - 1 Over sensitive; easily disconcerned
 - 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

Rate the Candidate in each dimension with the following points: Dimension / Traits Rating	farme: Agency:		
Rata the Candidate in each dimension with the following points: Dimension / Traits Rating	ield of Study Position:		
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% COMMUNICATION SKILLS/ALERTNESS The ability to present ideas — the manner the nominee speaks, the voice modulation, the we expressing oneself and the command of the English language. The ability of the candidate to expressing oneself and the command of the English language. The ability of the candidate to expressing oneself and the command of the English language. The ability of the candidate to expressing oneself and the command of the English language. The ability of the candidate to expressing oneself and the command of the English language. The ability of the candidate to expressing up until the goal of completing the tasks/degree is achieved. CONSCIENTIOUSNESS AND DETERMINATION Commitment, patience, perseverance or the act of deciding definitely and firmly and the idea of giving up until the goal of completing the tasks/degree is achieved. Rating CREATIVITY AND INNOVATIVENESS The ability to develop new methods, systems, processes, using one's innovativeness. Creation apply learnings on the job is also a crucial factor. Rating JUDGEMENTAL/ANALYTICAL SKILLS Candidate impress you as a person whose judgment would be dependable even under stress? Once the interviewee's reply give you reassuring evidence of being able to solve and analyze a robbiem in a logical systematic way?			
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% COMMUNICATION SKILLS/ALERTNESS The ability to present ideas — the manner the nominee speaks, the voice modulation, the we expressing oneself and the command of the English language. The ability of the candidate to expressing oneself and the command of the English language. The ability of the candidate to expressing oneself and the command of the English language. The ability of the candidate to expressing oneself and the command of the English language. The ability of the candidate to expressing oneself and the command of the English language. The ability of the candidate to expressing oneself and the command of the English language. The ability of the candidate of the English language is achieved. CONSCIENTIOUSNESS AND DETERMINATION Commitment, patience, perseverance or the act of deciding definitely and firmly and the identifying up until the goal of completing the tasks/degree is achieved. Rating CEREATIVITY AND INNOVATIVENESS The ability to develop new methods, systems, processes, using one's innovativeness. Creation apply learnings on the job is also a crucial factor. Rating JUDGEMENTAL/ANALYTICAL SKILLS Candidate's ability to think of alternative courses of action and making sound decisions. Do the candidate impress you as a person whose judgment would be dependable even under stress? one in a logical systematic way? Rating	Rate the Candidate in each dimension with	th the following points:	
1. Communication Skills/Alertness 25% 2. Conscientiousness and Determination 25% 3. Creativity and Immovativeness 25% 4. Judgement/Analytical Skills 25% TOTAL 100% COMMUNICATION SKILLS/ALERTNESS The ability to present ideas — the manner the nominee speaks, the voice modulation, the weakpressing oneself and the command of the English language. The ability of the candidate to expressing oneself and the command of the English language. The ability of the candidate to expressing oneself and the command of the English language. The ability of the candidate to expressing oneself and the command of the English language. The ability of the candidate to expressing oneself and the command of the English language. The ability of the candidate of the English language. The ability and firmly and the identification of the part of the candidate in the goal of completing the tasks/degree is achieved. CONSCIENTIOUSNESS AND DETERMINATION Commitment, patience, perseverance or the act of deciding definitely and firmly and the identification until the goal of completing the tasks/degree is achieved. Rating CREATIVITY AND INNOVATIVENESS The ability to develop new methods, systems, processes, using one's innovativeness. Creation apply learnings on the job is also a crucial factor. Rating FUDGEMENTAL/ANALYTICAL SKILLS Candidate's ability to think of alternative courses of action and making sound decisions. Do he candidate imprises you as a person whose judgment would be dependable even under stress? Rating Functional factor in the goal of courses of action and making sound decisions. Do he candidate imprises you as a person whose judgment would be dependable even under stress? Rating Rating	•	•	
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	•	Rating	
	arks/Comments:		_
			•
	•		

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.

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

Name of Applicant	:	*					
Current Position	:		•	•		•	
Office	:				•	•	•

DUCATION (40 pts)	•	Candidate's Points/Rating	Oth	Remarks er Information
Completion of: - Baccalaureate Degree	26 pts		•	·
- Daccindrene Degree - Masteral Degree	30 pts			
- Another Maateral Degree/LLB	5			•
- Ph.D.	5			
- Units Earned(Ph.D. or Masteral):	•			
3 - 15 units	11			•
16 - 30 31 - 45				•
5 i - 40 Finished Academic requirements	2			•
· · · · · · · · · · · · · · · · · · ·	Γ	TOTAL:		•
TRAINING (20 pts)				
Vicets the minimum requirement of the	10 pts			
coefficient 24 hours of training in	10 pts			
management and supervision				
	i			
With additional relevant training hours	10			
Notes to additional deviate to about for	•			• •
Note: An additional 1 point is given for every 6 hours of additional relevant				
raining. Only for the training	1			
programs/seminars attended for the	1			
ast 5 years should be considered. A	Į.			
meximum of 10 points shall be given	1 .			
to either additional or relevant training		TOTAL:	•	
STERIENCE (49 pls)			A-promotor and	
Meets the minimum supervisory work	20 pts			
requirements of the position: 4 years of		•.		
entervisory work experience				
With additional supervisory work	5		8	
experience .				
•	'	1	•	•
With relevant work experience	5	j		•
	1			
Nose: 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		<u> </u>		
experience.		TOTAL:		
TOTALE	re:		X 16%	
				Total ETE Points
1-4 months of supervisory work experien	ce in exces	s of the required w	ork experien	ce = .5 pcint
5-8 months		•		= 1.0 point = 1.5 points

1-5 months of non-supervisory work experience in the second level 6-11 months

= :6 point = .75 points

POTENTIAL ASSESSMENT FORM (To be accomplished by the Reter)

Name of Candidate:

As the immediate supervisor of the candidate, you as concerning human relations, leadership and personal attraction of an individual to perform, not only the duties of the of higher and more responsible positions. Base your rating owith their corresponding point score.	where American Mostild suggested	fhe
LEVEL.	Point Score	<i>:</i> :
Excellent .	•	٠.
- 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%)	•
?air		•
- 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. (86% - 84%)	
eor - a standard of performance regarded unacceptable for the position	1 (79% & below)	·.
(Be sure to record your rating of the candidate on each or em. After rating the candidate, add the point score.)	f the factors. Do not omit any	•
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 v 		
2. Ability to Relate to Supervisors:		
2.1 How well does he/she respond to your request, demanded and expectations?2.2 Does he/she appraise you of the significant problems in his/her proof.	nds	
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 vi	d iew?	•

	\sim	
3. <u>A</u>	Ability to Interface with Peers:	
3	.1 Does he/she have the respect and acceptance of his/he.2 Does he/she try to help his/her peers in clarifying point they are trying to resolve?	r peers?
4. <u>A</u>	bility to Deal with the Clientele/Public:	
	 Is he/she always cordial and respectful in dealing with Transacting public? Does he/she show enthusiasm in providing the clients' public the necessary advice and assistance they sought 	
II. LEA	DERSHIP:	
de 2. C	s he/she able to encourage his peers and subordinates to ontribute and participate in problem-solving and ecision-making? an he/she influence your thinking attitude and behavior and that of his/her peers? Then assigned with an hoc external groups, does he/she	-
10	ad the members to do willingly the assigned sks/projects?	
4. W	Then assigned to be a leader/chairman of the working grouses he/she assume responsibility for the work of the other embers?	ıp,
III. PERS	SONAL QUALIFICATIONS AND ATTRIBUTES:	Planting and Assessed as a second as
1. <u>Ing</u>	genuity and Innovativeness	
	Is he/she intellectually critical of existing standards, systems and policies? Does he/she takes the initiative to organize or develop programs, systems and procedures and standards that will benefit the organization?	
2. <u>Str</u>	ress 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?	The state of the s
2.3	Does he/she accept criticism objectively whether from his subordinates, peers or superiors?	
3. <u>Dec</u>	isiveness	
3.1	When you seek from him/her in solving problems, does he/she submit considered analysis of alternatives and	
3.2	recommend suggestions or solutions? When the needs to make a decision is immediate, is he/she able to act quickly and make the best decision possible?	-
TO	TAL POINTS SCORE	

RATER:__

(Candidate's Name	2
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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 SPRECH. 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?
 - Irritating or indistinct

- Understandable but rather unpleasant

3. - Neither conspicuously pleasant or unpleasant

Definitely pleasant and distinct

- Exceptionally clear and pleasing
- 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?
 - Unprepossessing or unsuitable
 - Create rather unfavorable impression

- Suitably accepting

- Create distinctly favorable impression
- 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.

-. Slow to understand subtle points. Require explanation.

- Neatly grasps intent of interviewer's questions.
- Rather quick to grasping questions and now ideas.
- 5 Exceptionally keen and qualified to understand.
- 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?
 - Timid, hesitant, easily influenced
 - Appears to be over self-conscious
 - Moderately confident of himself/herself
 - Wholesomely self-confident
 - Shows superb self-assurance
- EMOTIONAL MATURITY. Is he/she emotionally mature? Is he/she touchy, sensitive to criticism, easily upset? Is he/she initiated or impatient when things go wrong? Or does he keep an even keel?
 - Over sensitive; easily disconcerned.
 - Occasionally impatient or irritated.
 - Well poised most of the time.
 - Superior self command
 - Exceptionally poised, calm and good humor under stress.

ABILITY TO PRESENT IDEAS. Does he/she speak logically and convincingly or does he/she tend to be vague, confused, or illogical? - Confused and illogical - Tends to scatter or to become involved Usually gets his ideas across well
 Shows superior ability to express himself - Shows superior army to - Unusually logical and confident 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? Notably lacking in balance and restraint Show some tendency to react impulsively and without restraint Acts judiciously or ordinary circumstances Gives reassuring evidence of considered judgment 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. Judament	•	
•	.· •	

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

RATE	R:	. :		
		•		
Date:			•	