



Title: <b>PERFORMANCE EVALUATION REPORT OF FINANCIAL AID GRANT &amp; STUDENT ASSISTANT</b>		
Version: 3	Document Code: CSA.SSO.017.V3.RF	Effectivity Date: 2 <sup>nd</sup> Sem, SY 2015-2016
Creator: SSO	Creation Date: 25 February 2016	Approval Date: 08 March 2016
Location: SSO	Approving Body: Center for Student Admissions	Number of Pages: Page 1 of 2

## Confidential Performance Evaluation Report

Name of Grantee/ Student Assistant: \_\_\_\_\_  
 College: \_\_\_\_\_ Course/Year: \_\_\_\_\_  
 Semester: \_\_\_\_\_ School Year: \_\_\_\_\_  
 Area of Assignment: \_\_\_\_\_ Immediate Head: \_\_\_\_\_

### Required Number of Hours of Service:

❖ **Student Assistantship Program (SAP)**

100% TLMF - 320 hours

❖ **1<sup>st</sup> and 2<sup>nd</sup> Year**

100% TLF - 180 hours

50% TLF - 90 hours

❖ **3<sup>rd</sup> and 4<sup>th</sup> Year**

100% TLF - 100 hours

50% TLF - 50 hours

### Evaluation of Work Performance:

#### Rating Scales:

**4.0** – Outstanding

**2.5** – Good

**1.0** – Needs Improvement

**3.5** – Superior

**2.0** – Satisfactory

**0.0** - Failed

**3.0** – Very Good

**1.5** - Fair

#### Legend:

- I. **A. TLMF** – Tuition, Laboratory & Miscellaneous Fee Discounts  
**B. TLF** - Tuition & Laboratory Fee Discounts

II. **Factors/ Criteria to be Observed:**

- A. Confidence:** Can he/she handle work with confidence?  
**B. Cooperation:** Does he/she manifest willingness to work harmoniously with the members of the office and his/her co-grantees?  
**C. Courtesy:** Does he/she show courtesy to his/her peers, head and other people?  
 Can he/she maintain courteous disposition when relating with the rest of the members of the office?  
**D. Dependability:** Can he/she be depended upon to finish tasks on time?  
 Does he/she observe confidentiality of work when necessary?  
**E. Diligence:** Does he/she report to work on time and concentrate on it?  
**F. Honesty:** Is he/she honest in his/her dealings with other people?  
**G. Initiative:** Does he/she assume responsibility without being told?  
**H. Job Knowledge:** Does he/she accomplish tasks with minimum supervision?  
**I. Quality of Work:** Does he/she accomplish tasks with excellence?  
**J. Quantity of Work:** Is he/she productive as a student assistant?



### STUDENT SCHOLARSHIP OFFICE

Gregoria Montoya Hall, De La Salle University - Dasmariñas  
 City of Dasmariñas, Cavite, Philippines 4115  
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 www.dlsud.edu.ph/ssso





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**Instruction:** Encircle the number that shows your honest opinion on the items below using the scale.

FACTORS/CRITERIA TO BE OBSERVED	RATING SCALES								
<b>A. Confidence</b>	4.0	3.5	3.0	2.5	2.0	1.5	1.0	0.0	
<b>B. Cooperation</b>	4.0	3.5	3.0	2.5	2.0	1.5	1.0	0.0	
<b>C. Courtesy</b>	4.0	3.5	3.0	2.5	2.0	1.5	1.0	0.0	
<b>D. Dependability</b>	4.0	3.5	3.0	2.5	2.0	1.5	1.0	0.0	
<b>E. Diligence</b>	4.0	3.5	3.0	2.5	2.0	1.5	1.0	0.0	
<b>F. Honesty</b>	4.0	3.5	3.0	2.5	2.0	1.5	1.0	0.0	
<b>G. Initiative</b>	4.0	3.5	3.0	2.5	2.0	1.5	1.0	0.0	
<b>H. Job Knowledge</b>	4.0	3.5	3.0	2.5	2.0	1.5	1.0	0.0	
<b>I. Quality of Work</b>	4.0	3.5	3.0	2.5	2.0	1.5	1.0	0.0	
<b>J. Quantity of Work</b>	4.0	3.5	3.0	2.5	2.0	1.5	1.0	0.0	

**Over-all Performance Evaluation:** \_\_\_\_\_

**Computation:**

$\Sigma$  (all Ratings)

**Over-all Performance Evaluation** = \_\_\_\_\_  
 $\Sigma$  (number of factors/ criteria to be observed)

❖ **Commendations:**

\_\_\_\_\_  
 \_\_\_\_\_

❖ **Recommendations:**

\_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
**Signature of Rater/ Immediate Head over Printed Name**

\_\_\_\_\_  
**Date**



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