



**FORM  
108**

**PERFORMANCE EVALUATION OF ADVISER**

The Student Organization Adviser, a member of the Colegio's Community is a person who performs evangelization by combining wisdom, faith, and Christian values in molding the total well-being of the students, specifically student leaders through Recognized Student Organization. As partner of the Office of Student Welfare and Development in the formation of the students, a future leader of society, the campus student adviser shall willingly share his time and God-given talents in the realization of the vision-mission of the Colegio. The role of a campus student adviser is to equip student leaders with the skills necessary to perform their duties as leaders and role models for the students.

**Instruction:** Please rate the performance of the Student Adviser using the criteria below. Put a check mark on the box that corresponds to the rating given for each item in appraisal.

**Name of RSO Adviser:** \_\_\_\_\_

**Name of RSO:** \_\_\_\_\_

**Appraisal Period:** \_\_\_\_\_

**Job Performance**

**A. Job Competencies**

**1. Technical Expertise**

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| a. Has thorough knowledge of Organization's Constitution and By-Laws. | 1 | 2 | 3 | 4 | 5 |
| b. Has technical expertise in the nature of The organization.         | 1 | 2 | 3 | 4 | 5 |
| c. Performs in professional manner.                                   | 1 | 2 | 3 | 4 | 5 |

**2. Organizational Management**

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| a. Maintain discipline within the organization.   | 1 | 2 | 3 | 4 | 5 |
| b. Monitors all the activities of the organization.   | 1 | 2 | 3 | 4 | 5 |
| c. Monitors participation/attendance of the officers/ members of the organizations in activities. | 1 | 2 | 3 | 4 | 5 |
| d. Resolves conflict in a democratic manner and acceptable to all concerned parties.              | 1 | 2 | 3 | 4 | 5 |
| e. Monitors the process of evaluation after each activity.  | 1 | 2 | 3 | 4 | 5 |
| f. Monitors all cash flow statements & budget requisition.  | 1 | 2 | 3 | 4 | 5 |

**3. Goals Conscientiously adheres to:**

- |                                       |   |   |   |   |   |
|---------------------------------------|---|---|---|---|---|
| a. The Mission-Vision of the Colegio. | 1 | 2 | 3 | 4 | 5 |
| b. The Objectives of the Department   | 1 | 2 | 3 | 4 | 5 |
| c. The Nature of the Organization     | 1 | 2 | 3 | 4 | 5 |

**B. Job Factors**

**1. Communication Skills**

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| a. Expresses ideas clearly and fluently in both written/oral Communication. | 1 | 2 | 3 | 4 | 5 |
| b. Listens to the officers and members of the organizations for comments;   | 1 | 2 | 3 | 4 | 5 |
| c. And feedbacks if and when necessary                                      | 1 | 2 | 3 | 4 | 5 |

**2. Work Attitude**

- a. Motivate the organization’s officers/members to produce “quality” activity. 1 2 3 4 5
- b. Shows sincere enthusiasm in working with the organization’s officers & members. 1 2 3 4 5
- c. Gives time to the organization especially during Emergency situations. 1 2 3 4 5
- d. Allows the officers/ members to perform their duties with minimum supervision. 1 2 3 4 5
- e. Involves the officers and members in the Advising process whenever appropriate. 1 2 3 4 5

**3. Organizational**

- a. Takes the responsibility over the organization he/she handles in terms of productivity/ output. 1 2 3 4 5
- b. Puts extra initiation in performing his/her duties as Adviser. 1 2 3 4 5
- c. Shows selflessness in his/her duties as adviser. 1 2 3 4 5
- d. Supports the program of activities of the Colegio. 1 2 3 4 5

**4. Attendance**

- a. Attends in all meetings/activities called by OSWD 1 2 3 4 5
- b. Attends in all meetings of the organization he/she Advises. 1 2 3 4 5

**5. Service Orientation**

- a. Shares his/her time and skills for the upliftment of the Organization. 1 2 3 4 5
- b. Checks all communications/records of the organization before dissemination/submission. 1 2 3 4 5

**6. Personal Qualities**

- a. Includes self confidence in working with the officers And members of the organization. 1 2 3 4 5
- b. Shows discipline in the implementation of programs and activities. 1 2 3 4 5
- c. Possesses good manners both in speech and behavior . 1 2 3 4 5
- d. Shows manifestation of Christian Moral Values. 1 2 3 4 5
- e. Respects other people. 1 2 3 4 5
- f. Shows emotional maturity in working with the Organization. 1 2 3 4 5

**Other Remark/s, Comment/s**

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Rater: \_\_\_\_\_ Date: \_\_\_\_\_

RSO Officer

RSO Member

DSA Head