



I, NAME, - Academic Rank of the Laguna State Polytechnic University, commit to deliver and agree to be rated on the attainment of the following in accordance with the indicated measures for the _____ Semester of Academic Year _____

[illegible]

e) Technical advice responded within 3 days upon request									
SUPPORT FUNCTION									
10. Perform Officially-Delegated Assignment									
a) Accomplishment Report									
11. Participate in the Flag Raising Ceremony									
a) Attendance									
12. Participate in the Flag lowering									
a) Attendance									
13. Participate in the health and wellness program									
a) Attendance sheet/Program of activities/other document as proof									
14. Participate in school celebrations and other allied activities									
a) Attendance sheet/Program of activities/other document as proof									
15. Attend trainings /conferences/seminars									
a) Training/Seminar/Conference certificate of attendance/participation									
16. Attend Faculty Meeting									
a) Attendance									
17. Involvement in accreditation/ISO and other related activities									
a) Attendance									
18. Participate in the spiritual activities									
a) Attendance sheet/Program of activities/other document as proof									
ADMINISTRATIVE FUNCTIONS									
19. Perform Administrative Designation Functions									
a. Prepare....									
b. Submit...									
c. Increase...									
Comment and Recommendation for Development Purposes						Numerical Rating:		Adjectival Rating:	

Discussed with:	Assessed by:	Checked by:	Final Rating:	
Name	Name:	Name:	Name:	
Ratee	Campus Director	HRMO	Vice President for Academic Affairs	
Date:	Date:	Date:	Date:	