



Republic of the Philippines  
**LEYTE NORMAL UNIVERSITY**  
 Tacloban City  
**COMMUNITY EXTENSION SERVICES OFFICE**

## CES FACULTY PERFORMANCE EVALUATION FORM

Name of Faculty: BSNE-Special Needs Education Unit Period of Evaluation: SY: 2023 - 2024

**Service to University and The Larger Community** (maximum of 100 point)

**A. SERVICE TO THE UNIVERSITY-----30 points (Ceiling Points)**  
 (Should show proof of involvement e.g., T.O/S.O, Certificate of Appearance/Activity Attendance Monitoring Form)

Note: Covers Extension and Community Services: (a) Extension services refer to activities related to academic work directly in line with one's area of specialization, but does not include private practice of one's profession such as law, accountancy, etc; (b) Community services refer to activities related to academic work but not necessarily directly in line with one's area of specialization. Such activities should be recognized (university consent) and should be supported by valid documents/papers. It should answer the question "what benefit can the university derive from one's participation in such activity?"

### **i. Administrative Work**

Types of Service to the University	Points
1. Chairmanship of Working Committees	
a. University Wide (7 pts per committee)	<u>12</u>
b. College/Unit (4 pts per committees)	<u>          </u>
2. Membership in Working Committee	
a. University Wide (5 pts per committee)	<u>          </u>
b. College/Unit (3 pts. per committee)	<u>          </u>
3. Advisorship of student organization/special assignment as trainer/coach (5 pts per assignment)	<u>          </u>
4. OIC Function (depends on length of time and what level) (1 pt for every 2 cumulative days)	
5. Judge (3 pts) Note: Only extra-curricular activities which are academic in nature (eg, debates, orations, quiz shows) <i>-not necessarily continuous.</i>	<u>          </u>

### **ii. Institution Building**

Types of Service to the University	Points
1. Resource generation (eg. endowment, scholarships professional chair, acquisition of assorted books, and/or substantial library collection, equipment, etc) (1 point for every Php 10,000.00 worth of resource generated)	<u>          </u>
2. Chairmanship/membership in local, regional, national, international committee etc., representing the University or within the University (eg, policy paper, curriculum development, etc) (5 pts. per committee)	<u>          </u>
3. Facilitation of Linkages	
On-going (1 pl. per linkage)	<u>          </u>
Regional (3 pts per linkage)	<u>          </u>
National (6 pts per linkage)	<u>          </u>
International (11 pts per linkage)	<u>          </u>

**B. COMMUNITY OUTREACH-----20 pts. (Ceiling Points)**  
 (Should show proof of involvement e.g., TOUS.O, Certificate of Appearance/Activity Attendance Monitoring Form)

Note: In case of multiple roles in training, the one with highest points will prevail or will be given credit.

*Training Programs/Symposia/For a*



Republic of the Philippines  
**LEYTE NORMAL UNIVERSITY**  
 Tacloban City  
**COMMUNITY EXTENSION SERVICES OFFICE**

a. DESIGNATION (Level of Involvement)

i. Training Director/Coordinator

(Should show proof of involvement e.g., TO/SO)

Note: Should not include job related activities, e.g. CES Training activities conducted by CES Office Director not given points; and other extension activities of the faculty attendant to his/her function as faculty administrator.

LOCAL/NATIONAL (10 pts. per Training) \_\_\_\_\_

INTERNATIONAL (15 pts. per Training) \_\_\_\_\_

ii. Resource Speaker/Trainer

LOCAL/NATIONAL (7 pts. per Training) \_\_\_\_\_

INTERNATIONAL (10 pts. per Training) \_\_\_\_\_

iii. Facilitator/Moderator

LOCAL/NATIONAL (3 pts. per Training) \_\_\_\_\_

INTERNATIONAL (7 pts. per Training) \_\_\_\_\_

iv. Reactor/Panel member

LOCAL/NATIONAL (2 pts. per Training) \_\_\_\_\_

INTERNATIONAL (5 pts per Training) \_\_\_\_\_

v. Technical Assistance/Consultancy (7 pts per project) \_\_\_\_\_

vi. Judge (3 pts.) Note: Only extra-curricular activities

which are academic in nature

(eg, debates, orations, quiz shows) \_\_\_\_\_

vii. Commencement/Guest Speaker (4 pts) \_\_\_\_\_

5

**C. Service to the Adopted Barangay/institutions -----50 pts. (Ceiling Points)**

(Should show proof of involvement e.g., T.O/S.O, Activity Attendance Monitoring Form)

i. Participation in the extension and training per day:

i. Coordinator/Organizer/consultants (10 pts. per day) \_\_\_\_\_

ii. Resource person/lecturer (8 pts per day) \_\_\_\_\_

iii. Facilitator (6 pts. per day) \_\_\_\_\_

iv. Member (4 pts. per day) \_\_\_\_\_

**Total Points: 17**

**SCORING:**

**81 - 100**

**61 - 80**

**41 - 60**

**21 - 40**

**20 - below**

**Outstanding**

**Very Satisfactory**

**Satisfactory**

**Below Satisfactory**

**Poor**

Prepared by:

\_\_\_\_\_  
 Signature over Printed Name of the Faculty

Evaluated by: \_\_\_\_\_  
 Program/Unit CES Coordinator

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 College CES Coordinator

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Community Extension Services Director

\_\_\_\_\_  
 Date

Concurred: \_\_\_\_\_  
 Vice-President for Research and Extension