CES FACULTY PERFORMANCE EVALUATION FORM

Name of Faculty:_____BSHM - Hospitaly Management 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)   __20_____
      b. College/Unit (4 pts per committees)   _____
2. Membership in Working Committee
      a University Wide (5 pts per committee)   _____
      b. College/Unit (3 pts. per committee)   _____
3. Advisorship of student organization/special assignment as
   trainer/coach (5 pts per assignment)   _____
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)
   -not necessarily continuous).   _____

   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)   _____
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)   _____
3. Facilitation of Linkages
   On-going (1 pl. per linkage)   _____
   Regional (3 pts per linkage)   _____
   National (6 pts per linkage)   _____
   International (11 pts per linkage)   _____

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

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)	__14____
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)   _____

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: ___34___

SCORING:
81 - 100   ***Outstanding***
61 - 80   ***Very Satisfactory***
41 - 60   ***Satisfactory***
21 - 40   ***Below Satisfactory***
20 - below   ***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