**COMPLETED EVALUATION FORM**

**<<NAME OF ORGANIZATION>>**

Campus organizations exists to develop each student into a total person through its various activities. The academic pursuits when augmented by the extra-curricular activities become a vehicular for an exhaustive utilization or human potentials, thus, putting the students into functioning, active members of the University Community.

The annual evaluation of your organization is now underway. We would like to pass this on to you for self-evaluation. We will in turn evaluate your organization on the basis of your self-evaluation and other pertinent data. It is highly recommended that a committee on evaluation be created and a corresponding number of officers be included in the committee whose function is to oppose, criticize or disapprove, if necessary ***(This is in relation to the organization’s activities).***

**Direction:**

Below are questions for you to respond. The first is the analysis section, which can be done by checking before the item whether certain conditions exist. The second part is the evaluation after the evidences have been considered. ***(Please attach supporting papers as evidence when necessary).*** They are to be made using a rating scale defined below. After each evaluation, get the average.

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| --- | --- | --- | --- | --- | --- | --- |
| **[5]**  Excellent | **[4]**  Very Good | **[3]**  Good | **[2]**  Fair | **[1]**  Poor | **[M]** Missing | **[X]**  Does Not Apply |

1. **Objectives of the Organization**
2. **Analysis - (Check) you can use double checks when provisions are seemingly strong.**

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| **5** | 1. The organization have well defined objectives. |
| **4** | 2. Objectives are in consonance with institutional objectives. |
| **2** | 3. Our organization is well administered by the officers. |
| **3** | 4. Our association is well organized. ***(Exhibit of organization chart)*** |
| **5** | 5. A faculty Adviser or Board of Advisers is provided for the organization. |

**II**. **Evaluation – Use the scale provided for the Page 1.**

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| **5** | 1. How clear are the objectives of the organization to your offices and members? |
| **3** | 2. How adequate is your organizations’ services to the members, students, faculty and administration. |
| **4** | 3. How consonant with organizational and institutional objectives are your activities. |
| **3** | 4. How committed and motivated are the members of the organization. |
| **COMMENTS:**  **\_3 Officers were not participative, one of them had a higher position. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |

1. **Administration of the Organization**
2. **Analysis – Please check or double check**

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| **/** | 1. The organization has proposed program of activities. |
| **/** | 2. Provisions are given for the physical, psychological, spiritual, and social involvement of the members. |
| **x** | 3. Fund raising activities are done for noble projects. |
| **/** | 4. Activities are designed to serve the members, student faculty and administration. |
| **/** | 5. Meetings are held regularly with excellent attendance and meetings start on time. |
| **/** | 6. The proposed program of activities is met during the year. |

1. **Evaluation – Use the scale provided for on Page 1.**

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| **4** | 1. How effective is the organization in carrying out its proposed program of activities. |
| **3** | 2. How effective is the organization in promoting the physical, psychological, spiritual, and social development of its members. |
| **3** | 3. How adequate are the outreach programs of the organizations. |
| **3** | 4. How adequate are the training programs of the organization. |
| **M** | 5. How responsibly used is the organizations’ money from the fund-raising. |
| **4** | 6. How discipline are the members in terms of the organization rules and regulations and those of the university, as implemented by the Student Affairs Office. |
| **2** | 7. How involved and actively available is the Faculty Adviser. ***(be honest please)*** |
| **COMMENTS:**  **\_We don’t have funds.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |

1. **Operation and Discipline in the Organization:**
2. **Analysis – Please check or double check**

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| **/** | 1. Projects are done during the year. |
| **/** | 2. Participation in leadership training programs was made by the organization. |
| **/** | 3. Activities so far accomplished are ***(Name Top 5):***   1. **Solution Challenge 2022-2023** 2. **GitHub Event** 3. **Introduction to UI/UX** 4. **GDSC Info Session** 5. **2023 CSO Outreach Caravan** |
| **/** | 4. Summary reports for all activities were regularly submitted. |
| **/** | 5. Permits have always been procured prior to activities. |
| **/** | 6. The organization send a representative to the CSO Core Group. |
| **/** | 7. Faculty-Advisers participate in our planning, meetings and implementation of projects/activities. |
| **/** | 8. The organization maintains a complete file of all activities. |
| **/** | 9. Programs, lectures/symposia are held during the semester/year. |
| **/** | 10. Permits are accomplished according to policies stated. |
| **/** | 11. The organization helps in the discipline of the student and in the implementation of school rules and regulations. |
| **/** | 12. None of the members are involved in subversive and/or leftist activities detrimental to the academic atmosphere in the University. |
| **/** | 13. The organization submits to the Center for Student Affairs its financial state of affairs. |
| **x** | 14. Other activities/projects which are worthwhile and which benefited the studentry and community ***(Name Top 5)*** |

1. **Evaluation**

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| **3** | 1. How functional and active is your organization. |
| **3** | 2. How consistent is your organization in complying with Center for Student Affairs policies *(e.g submission of summary reports, filing permits, financial statements, use of facilities, etc.)* |
| **3** | 3. How extensive are your activities/programs. |
| **4** | 4. How observant is your organization to the University’s rules and regulation. |
| **4** | 5. How helpful is your organization in maintaining discipline in the school campus. |
| **5** | 6. How mindful are your female members of the prescribed school uniform. |
| **4** | 7. How would you rate your officers and members in terms of good behavior as a model for the students in the lower years |
| 4 | 8. How good are your officers and members in their scholastic standing. |
| **4** | 9. How efficient is your secretary in handling records and submitting summary reports. |
| **M** | 10. How efficient is your treasurer handling finances and financial report to the member and to Commission on Audit. |
| **4** | 11. How aware your members of their rights, as well as duties and responsibilities. |
| **COMMENTS:**  **\_Balancing Academics and Organizational activities is quite challenging\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |

1. **Leadership Behavior:**
2. **Analysis – Please check or double check**

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| **/** | 1. The officers possess the necessary leadership skills to influence members to achieve goals. |
| **/** | 2. The officers are efficient (that is doing the things correctly and right) and the officers are effective (that is doing the right things). |
| **/** | 3. The officers possess a dynamic and zealous spirit of putting things at work. |
| **/** | 4. The organization officers and members have the ability to see things objectively rather than being emotional and personal about issues and controversies. |
| **/** | 5. The organization officers have the ability to make plans and to carry them out. |
| **/** | 6. The officers as well the members have the ability to communicate well. |
| **/** | 7. The members are motivated to work for the organizational goals. |
| **/** | 8. The officers/members have the ability to the Center for Student Affairs for disciplinary action, nor is he incurring a pending case thereof. |
| **/** | 9. The officers and members possess a spirit enthusiasm with high tolerance for ambiguity. |
| **/** | 10. The organization officers and members possess resiliency. (e.g., the ability to adapt to circumstances beyond change) |

1. **Evaluation**

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| **3** | 1. How would you rate your officers as leaders. |
| **4** | 2. How efficient and effective are your leaders. |
| **4** | 3. How would you rate your officers as organizational managers. |
| **3** | 4. How would you rate your organization in handling conflicts among members. |
| **3** | 5. How would you rate the general leadership behavior of the officers. |
| 3 | 6. How would you rate the leadership inspiration of your faculty-adviser. |
| **COMMENTS:**  **\_\_We were still learning\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |

1. **Miscellaneous:**
2. **Analysis – Please check or double check**

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| **/** | 1. There is a specific manner through which members are recruited to the organization. |
| **/** | 2. Recruitment procedure are in consonance with policies set by the Center for Student Affairs. |
| **/** | 3. The Student Organization Handbook has been used as guide in the proper operations of the organizations. |
| **x** | 4. Officers and members are well informed about the Student Organization Handbook. |
| **/** | 5. Student organization always observe the rules and government posters and notices. |
| **/** | 6. Our organization has its own publication. |
| **x** | 7. Our organization is actively involved in any university wide campus event like intramurals and college days. |
| // | 8. None of your members has been reported to the Student Affair as Office for disciplinary action, nor is he incurring a pending case thereof. |
| **COMMENTS:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |

1. **Name of Ongoing Major Community Projects. (If any)**

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| N/A |
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1. **Suggestions/Recommendations for the Next Administration.**

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| Make sure to influence members with motivation. And high positions should only be committed to this Organization. |
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