



DE LA SALLE
MEDICAL AND HEALTH SCIENCES INSTITUTE

ACADEMIC SERVICES
THE REGISTRAR
Admissions, Scholarships and Testing

PERFORMANCE EVALUATION REPORT FOR UNDERGRADUATE FINANCIAL SCHOLARS

Name of Scholar: _____
 College: _____ Course/Year: _____
 Semester: _____ School Year: _____
 Area of Assignment: _____ Immediate Head: _____

RATING SCALES (SUMMATION OF ALL SCORES)

95– 100- Outstanding

90-94- Superior

85 89- Very Good

80–84- Good

75-79 – Satisfactory

70-74 – Average

65-69 – Fair

60-64- Needs Improvement

below 60-Failed

Instructions: Encircle the number that shows your honest opinion on the items below using the scale. Please do not leave any unanswered item.
 Thank you very much.

**ITEMS
TO BE OBSERVED**

RATING SCALES

1.	He/she handles work with confidence.	10	9	8	7	6	5	4	3	2	1	0
2.	He/She manifests willingness to work harmoniously with the members of the office and his/her co-scholars.	10	9	8	7	6	5	4	3	2	1	0
3.	He/She shows courtesy to his/her peers, head and other people. He/she maintains courteous disposition when relating with the rest of the members of the office.	10	9	8	7	6	5	4	3	2	1	0
4.	He/She can be depended upon to finish tasks on time.	10	9	8	7	6	5	4	3	2	1	0
5.	He/She observes confidentiality of work /information when necessary.	10	9	8	7	6	5	4	3	2	1	0
6.	He/She reports to work on time and concentrates on it.	10	9	8	7	6	5	4	3	2	1	0
7.	He/She is honest in his/her dealings with other people.	10	9	8	7	6	5	4	3	2	1	0
8.	He/She assumes responsibility without being told.	10	9	8	7	6	5	4	3	2	1	0
9.	He/she accomplishes tasks with minimum supervision.	10	9	8	7	6	5	4	3	2	1	0
10.	He/She accomplishes tasks with excellence. He/She is productive as a student assistant.	10	9	8	7	6	5	4	3	2	1	0

Over-all Performance Evaluation: _____



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Commendations:

Recommendations:

Signature of Dean/Director/Head over Printed Name

Date