

PERFORMANCE EVALUATION TOOL FOR CAMPUS DIRECTORS

For the Period December 15, 2022 to December 15, 2023

Name of Campus Director: _____

Campus Assignment: _____

Pursuant to the provisions of RA 8292, otherwise known as the "Higher Education Act of 1997" Section 21 © of RA 9998, also known as "An Act Converting the Surigao del Sur Polytechnic State College (SSPSC) together with its Five Branch Schools into a Chartered University (SDSSU) Expanding its jurisdiction and curricular programs" and in the exigency of the, the following duties of functions of a Campus Director are hereby evaluated as follows:

Rating Scale:

- 1 - Unsatisfactory
- 2 - Below Expectations
- 3 - Satisfactory
- 4 - Exceeds Expectations
- 5 - Outstanding

DUTIES & FUCTIONS	1	2	3	4	5	SCORE
1. Directs and manages the overall operation of the campus						
2. Represents the campus in all officials transactions						
3. Implements University policies, rules and regulations affecting the operations of the campus that include academic, non-academic, finance, budget, personnel, planning, research, extension, production, and other administrative matters						
4. Recommends programs, projects, and activities that are aligned with the Medium-Term Development Plan of the University						
5. Implements the four-fold functions of the University in the campus						
6. Performs other related functions as may be assigned by the University President and higher authorities						
TOTAL (30)						

Remarks:

Performance Evaluator (signature over printed name)

DUTIES & FUCTIONS	EVIDENCES OF PRACTICE (EOPs)
1. Directs and manages the overall operation of the campus	1. Accomplished IPCRF in the last 2 rating period (averaged)
2. Represents the campus in all officials transactions	1. Record or log of all official transactions noted by the concerned Vice President and attested by the President 2. Photos of official businesses attended 3. Certificate of Appearance/Participation
3. Implements University policies, rules and regulations affecting the operations of the campus that include academic, non-academic, finance, budget, personnel, planning, research, extension, production, and other administrative matters	1. Annual Accomplishment Report of the campus covering the various areas mentioned
4. Recommends programs, projects, and activities that are aligned with the Medium-Term Development Plan of the University whenever necessary	1. Approved Programs, Projects, and/or Activities that aligned to the MTDP as reflected in the objectives or rationale of the PPA 2. Board Approved Resolutions
5. Implements the four-fold functions of the University in the campus	1. Percentage of Accomplishments in the 4-fold functions of the University
6. Performs other related functions as may be assigned by the University President and higher authorities	1. Memoranda 2. Approved Committees 3. Certificates or Attendance Sheet 4. other relevant evidences of practice

Legend:

- 26 to 30 for renewal of designation
- 21 to 25 highly recommended for renewal of designation
- 16 to 20 recommended for renewal of designation
- 11 to 15 may or may not be designated
- 6 to 10 not recommended for any designation
- 1 to 5 no chance to be designated