

**Rating Guide for the Campus Director's Performance Evaluation**

<b>DUTIES &amp; FUNCTIONS</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
1. Directs and manages the overall operation of the campus	The IPCRF is Outstanding.	The IPCRF is Very Satisfactory.	The IPCRF is Satisfactory.	The IPCRF is Unsatisfactory.	The IPCRF is Poor.
2. Represents the campus in all official transactions	The Campus Director is visible/present in all programs, projects, and activities of the campus.	The Campus Director is visible/present in almost all programs, projects, and activities of the campus.	The Campus Director is visible/present in some of the programs, projects, and activities of the campus.	The Campus Director is visible/present in few of the programs, projects, and activities of the campus.	The Campus Director is not visible/present in all programs, projects, and activities of the campus.
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	The Campus Director is very consistent in implementing the 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.	The Campus Director is consistent in implementing the 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.	The Campus Director is moderately consistent in implementing the 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.	The Campus Director is inconsistent in implementing the 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.	The Campus Director is very inconsistent in implementing the 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.

<p>4. Recommends programs, projects, and activities that are aligned with the Medium-Term Development Plan of the University</p>	<p>The Campus Director recommends at least 5 relevant programs, projects, and activities that are aligned to the MTDP or the CD has initiated 4 or more board approved resolutions relevant to his/her functions.</p>	<p>The Campus Director recommends 4 relevant programs, projects, and activities that are aligned to the MTDP or the CD has initiated 3 board approved resolutions relevant to his/her functions.</p>	<p>The Campus Director recommends 3 relevant programs, projects, and activities that are aligned to the MTDP or the CD has initiated 2 board approved resolutions relevant to his/her functions.</p>	<p>The Campus Director recommends 2 relevant programs, projects, and activities that are aligned to the MTDP or the CD has initiated 1 board approved resolution relevant to his/her functions.</p>	<p>The Campus Director recommends 1 relevant programs, projects, and activities that are aligned to the MTDP or the CD has not initiated any board approved resolution relevant to his/her functions.</p>
<p>5. Implements the four-fold functions of the University in the campus</p>	<p>The Campus Director implements all 4 areas.</p>	<p>The Campus Director implements 3 of the 4 areas.</p>	<p>The Campus Director implements 2 of the 4 areas.</p>	<p>The Campus Director implements 1 of the 4 areas.</p>	<p>The Campus Director does not regularly implements any of the areas.</p>
<p>6. Performs other related functions as may be assigned by the University President and higher authorities</p>	<p>Proactively seeks opportunities to contribute beyond assigned tasks. Performs related functions at a high level of proficiency and dedication. Consistently exceeds expectations and demonstrates a strong commitment to the role.</p>	<p>Consistently and willingly takes on additional tasks assigned by higher authorities. Demonstrates a proactive approach in performing related functions. Requires minimal supervision and consistently meets or exceeds expectations.</p>	<p>Generally performs additional functions as assigned. Demonstrates a moderate level of initiative and engagement. Meets basic expectations but may require occasional reminders.</p>	<p>Occasionally performs additional functions but with inconsistency. Shows limited initiative and may need frequent follow-ups to complete assigned tasks. Performance in related functions is below expectations.</p>	<p>Rarely or never takes on additional tasks assigned by higher authorities. Demonstrates a lack of initiative and engagement in performing additional functions. Requires constant supervision and reminders to fulfill assigned tasks.</p>