



Republic of the Philippines
North Eastern Mindanao State University

MEMORANDUM FROM THE OFFICE OF THE PRESIDENT

No. 11-019, s. 2024

**TO: All Process Owners of Programs, Projects, Activities
 All Unit/Office Heads
 All others concerned**

DATE: November 11, 2024

**SUBJECT: MANDATORY IMPLEMENTATION OF
 PROGRAM/PROJECT/ACTIVITY EVALUATION**



Greetings of peace and solidarity.

In line with our commitment to ensuring the continuous improvement of all programs, projects, and activities (PPAs) at North Eastern Mindanao State University, all process owners are hereby required to implement a comprehensive evaluation process for each PPA undertaken.

Guidelines for Compliance

1. Evaluation Form Requirement

Each PPA proposal must include a Program/Project/Activity Evaluation Form, attached as part of the proposal document. This form should outline criteria for assessing the PPA's success, impact, and areas for improvement.

2. Mandatory Evaluation Form for Proposal Approval

The Accounting and Budget Units are instructed not to sign or approve any PPA proposal that lacks an attached evaluation form. This requirement ensures that all PPAs are designed with measurable outcomes in mind, fostering accountability and transparency in project implementation.

3. Submission of Evaluation Results

Upon completion of each PPA, the consolidated results of the evaluation should be distributed to relevant offices as follows:

- *Procurement Office* for evaluation data concerning suppliers (food & snacks, venue outside the campus, internet connectivity, comfort rooms, room accommodation).
- *Activity/Unit/Office Proponent* for evaluations related to resource persons, speakers, and activity management and organization.
- *General Services Unit or the Campus Director* for evaluation data about venues/facilities in the campus.
- *Other Concerned Offices* as applicable to the nature of the PPA and its outcomes.

The proponent holds the original copy of the evaluation results.

This directive aims to enhance the University's effectiveness in program delivery, ensuring high standards of quality and efficiency in all our endeavors. Your cooperation and strict compliance with these guidelines are expected and appreciated.





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Proponents shall prepare/design an evaluation form appropriate to the nature of the program, project, or activity. Attached are sample evaluation forms.

Thank you for your attention to this important requirement. Padayon sap ag-ALPAS NEMSU!

For the grassroots and in the spirit of vibrant leadership,

Digitally signed
by Loayon
Nemesio
Gallardo
Date:
2024.11.11
17:02:21

NEMESIO G. LOAYON
SUC President III

Cc: Vice Presidents
Campus Directors
Accounting Unit
Budget Unit

Encl.: Sample Evaluation Forms



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Sample Evaluation Form 1

Title of Activity: _____

Date & Venue: _____

Instructions: Please take a few minutes to provide feedback. Your input is valuable for improving future activities. Please rate each item on a scale from 1 to 5, using the descriptors provided. 1=Not being, 2=Strongly Disagree, and 5=being, 3=Strongly Agree.

	5	4	3	2	1
Engagement of Participants All participants were highly engaged and actively participated.					
Effectiveness of Facilitation Facilitation was excellent; discussions were well-guided and productive.					
Overall Organization of the Meeting The meeting was impeccably organized with smooth transitions between agenda items.					
Time Management The meeting was excellently timed with smooth transitions between agenda items.					
Venue The venue exceeded expectations; conducive environment for the meeting.					
Food Food provided was excellent; diverse options and high quality.					
Logistics (e.g., registration, seating arrangements, equipment setup) Logistics were flawlessly executed, enhancing the overall experience.					
Meeting Kits, Leis, and Tokens Meeting kits, leis, and tokens were exceptional; they enhanced the overall experience significantly.					
Satisfaction with the Overall Meeting I was extremely satisfied with the meeting experience; it exceeded my expectations.					

Suggestions for Improvement

Thank you for taking the time to complete this evaluation. Your feedback is greatly appreciated and will help enhance future meetings.



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Sample Evaluation Form 2



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ACTIVITY EVALUATION TOOL

Event: _____
 Date: _____ Evaluator (optional): _____

Instructions: Please rate the following areas based on the provided indicators. Use the rating scale provided below and provide any additional comments or observations as necessary.

- Rating Scale:
- 1 = Poor
 - 2 = Fair
 - 3 = Average
 - 4 = Good
 - 5 = Excellent

	1	2	3	4	5
1. Food					
1.1. Quality of food					
1.2. Variety of food options					
1.3. Presentation/appearance of food					
1.4. Timeliness of food service					
1.5. Feedback from attendees regarding food					
2. Venue/Hall/Function Room					
2.1. Cleanliness and maintenance of the venue					
2.2. Accessibility of the venue					
2.3. Ambiance/atmosphere of the venue					
2.4. Adequacy of space for the event size					
2.5. Safety measures implemented within the venue					
2.6. Temperature according to attendee comfort					
2.7. Adequacy of air circulation and ventilation					
3. Sound System					
3.1. Clarity of sound					
3.2. Volume level appropriate for the venue size					
3.3. Absence of technical issues (e.g. feedback, distortion)					
3.4. Availability of necessary audio equipment (microphones, speakers)					
3.5. Feedback from presenters/performers regarding sound quality					
4. Accommodation/Rooms					
4.1. Cleanliness and comfort of rooms					
4.2. Availability of necessary amenities (bedding, toiletries)					
4.3. Adequate space and furniture in rooms					
4.4. Temperature control within rooms					
4.5. Feedback from guests regarding their stay experience					

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5. Comfort Room/Toilet						
5.1. Cleanliness and maintenance of facilities						
5.2. Availability of necessary supplies (toilet paper, soap)						
5.3. Proper ventilation within the facilities						
5.4. Accessibility and ease of use for all attendees						
5.5. Feedback from attendees regarding restroom facilities						
6. ICT Equipment (LC S Projector, Screen Monitors, etc.)						
6.1. Functionality and reliability of equipment						
6.2. Clarity and resolution of displays						
6.3. Availability of necessary accessories (cables, adapters)						
6.4. Ease of setup and operation						
6.5. Feedback from presenters regarding the effectiveness of ICT equipment						

Overall Comments and Recommendations:
