



**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      **80–84-** Good      **65-69 –** Fair  
**90-94–** Superior      **75-79 –** Satisfactory      **60-64-** Needs Improvement  
**85 89–** Very Good      **70-74 –** Average      **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										
	10	9	8	7	6	5	4	3	2	1	0
1. He/she handles work with confidence.											
2. He/She manifests willingness to work harmoniously with the members of the office and his/her co-scholars.											
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.											
4. He/She can be depended upon to finish tasks on time.											
5. He/She observes confidentiality of work /information when necessary.											
6. He/She reports to work on time and concentrates on it.											
7. He/She is honest in his/her dealings with other people.											
8. He/She assumes responsibility without being told.											
9. He/she accomplishes tasks with minimum supervision.											
10. He/She accomplishes tasks with excellence. He/She is productive as a student assistant.											

**Over-all Performance Evaluation:** \_\_\_\_\_



**DE LA SALLE**  
MEDICAL AND HEALTH SCIENCES INSTITUTE

**ACADEMIC SERVICES**  
THE REGISTRAR  
Admissions, Scholarships and Testing

**Commendations:**

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**Recommendations:**

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Signature of Dean/Director/Head over Printed Name

\_\_\_\_\_  
Date