

## ONLINE EVALUATION

The evaluation feature alerts you to evaluations due for heads and peers so you can rate them online.

### Evaluation

	Ratee Name	Description	Period	From	To	Status
1	DELA CRUZ, JUAN	PEER	SY 2021 - 2022, 2ND Term	Jun 2 2022 8:00AM	Jun 15 2022 11:59PM	COMPLETE
2	SANTOS, ANNA MARIE	HEAD	SY 2021 - 2022, 2ND Term	Jun 2 2022 8:00AM	Jun 15 2022 11:59PM	PENDING

For further inquiries, please contact **Human Resource Management Office - Evaluation Section**.

Email: [ncarranza@dlsud.edu.ph](mailto:ncarranza@dlsud.edu.ph)

Trunkline Cavite: +63 (46) 481.1900 | Manila: +63 (2) 779.5180 local: 3024

- **PENDING status is reflected when the evaluation has not yet been completed.**
- **COMPLETE status is reflected after the evaluation is submitted.**

## HOW TO USE

### Evaluation

Ratee Name	Description
1 DELA CRUZ, JUAN	PEER
2 SANTOS, ANNA MARIE	HEAD

For further inquiries, please contact **Human Resource Management Office - Evaluation Section**.  
 Email: [ncarranza@dlsud.edu.ph](mailto:ncarranza@dlsud.edu.ph)  
 Trunkline Cavite: +63 (46) 481.1900 | Manila: +63 (2) 779.5180 local: 3024

1  Select a person to evaluate

5 - AI

P - Pending


5 - Always

4 - Most of the

3 - Sometimes

2 - Rarely

1 - Never


2  Input rating


### Review Evaluation Rating

Name of Ratee: DELA CRUZ, JUAN

Please review all items.

Factor	Item	Description
A	1.1	Sets achievable objectives and tr
A	1.2	Communicates clearly and c
A	1.3	Observes protocols bas
A	1.4	Makes fact-based f
A	1.5	Provides repo

3  Review evaluation

Submit 

4  Submit evaluation

ANY QUESTIONS?

[helpdesk@dlsud.edu.ph](mailto:helpdesk@dlsud.edu.ph)

3225

INFORMATION AND COMMUNICATIONS TECHNOLOGY CENTER

De La Salle University - Dasmariñas

+63 (46) 481.1900 LOCAL 3225

[ictc@dlsud.edu.ph](mailto:ictc@dlsud.edu.ph)