**Form C-1.0: Moderator Nomination Form**

***PLACE 2x2*** *photo*

*with white background here.*

**Personal Data**

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| --- |
| **Name:** Last Name First Name Middle Name |
| **Nickname:**  | **Religion:** |
| **Age:** | **Gender:** | **Birth date:** (mm/dd/yyyy) |
| **Department/ Office/ Unit:**  | **Official Designation:** |
| **Number of Months/ Years working in the University:**  |

**Current Organizational Affiliation** (This is the organization your moderator is representing.)

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| **Name of Organization:**  |
| **How long has he/she been moderator of your organization?**(Please indicate the number of months or years.) |

**Provincial/ Home Address and Contact Information**

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| --- | --- |
| **House #, Street Name:** | **Barangay (or Village):** |
| **Town/ City:**  | **Province and Zip Code:** |
| **Landline:**  | **Mobile Number:** (Please indicate the number where you are sure to receive message.) |
| **E-mail Address:** (Please indicate the address where he/ she is sure to receive message.) | **Facebook Account:**  |

 We hereby certify upon our honor that all facts and information contained herein are true and accurate. Any misrepresentation shall automatically disqualify our nominee from the search. Further, we agree that the organizers of the search have the sole prerogative to select the winners and that their decision is final and executory.

Signed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Signature of Nominating Officer Date Signed.

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Name and Signature of Org President Date Signed.

**A. On Moderator’s Involvement / Participation in the Activities of the Organization**

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| **Is your moderator present in most of your activities?** (Please check one.)□ Always (at least 70%) □ Sometimes (at least 30 %)□ Often (at least 50%) □ Never (at least twice or not at all) |
| **How many of your activities this school year (including off-campus activities) that required the presence of your moderator?** (Please state the number.) | **How many of these activities were attended by your moderator?** (Please state the number.) |

**B. On Moderator’s Time Availability for the Organization**

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| --- | --- |
| **How often does your moderator meet with the organization?** (Please check one.)□ Every meeting□ Every time he/ she is invited to the meeting/ Only when  he/ she is needed in the meeting□ From time-to-time just to make a follow-up of the  organization even if there are no immediate concerns. □ From-to-time; when we meet our moderator in his/ her  office for consultation | **How often does your organization consult/ meet with your moderator?** (Please check one.)□ Once a week□ Every other week/ Twice a month□ Once a Month□ Once Every Two Months□ Only during mid-year/ year-end evaluation□ From time-to-time/ when there is necessity □ Others \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Please state the percentage of the times that your moderator was present in the meetings of the organization.** *(e.g. 80%)* |
| **What does your moderator do every time he/ she attends meetings?** (Please state whether or not your moderator provides input/ suggestions every time you plan for projects or evaluating projects, shares his/ her expertise in ensuring the success of the organization, etc. Please limit your answer in not more than 80 words.) | **Please rate how well your moderator performs the following functions using the following scale:**(5) Superior (4) Good 3) Satisfactory (2) Below Satisfactory (1) Poor [ ] Assists in coordinating inter – organization activities and  programs[ ] Promotes alliance-building with other organizations[ ] Acts as liaison officer between the organization and the  administration through OSA-SACDEV [ ] Attends meetings and other organization activities when  necessary[ ] Is aware of the responsibilities and other matters concerning  the organization[ ] Countersigns all written reports and communications of the  organization[ ] Provides assistance in planning, implementing, monitoring,  and evaluating projects[ ] Helps promote leadership and social awareness [ ] Helps enhance academic discipline[ ] Motivates students to be competent men and women for  others |
| **Does your moderator provide significant insights every time you seek consultation with him/ her? Please cite examples.** |

**C. On Moderator’s Contribution to the Organization**

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| **Enumerate at most 5 significant contributions of your moderator to your organization. Provide a brief description for each. You may state here tangible or intangible things that may be attributed to your moderator or major concerns that he/ she responded to and explain what action(s) was/ were taken and including positive results, benefits, or effects.** (Maximum of 150 words per contribution.) |

**Form C-2.1: Colleague Assessment 1**

**To the colleague assessor:**

You have been chosen to fill-out this form for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (moderator’s name), who has been nominated for **Fr Luigi Moggi, SJ Award for Outstanding Moderator (Magis Awards 2017).** We wish to ask your honest, candid, and objective assessment of the nominee’s strengths, weaknesses, and abilities. This will help us determine whether or not the nominee manifests, through concrete and tangible instances, the qualities that the Outstanding Moderator should embody. Thank you very much for your time.

**PLEASE DO NOT ALLOW THE NOMINEE TO SEE THE CONTENTS OF YOUR ASSESSMENT.**

***Please return accomplished form to the nominating officer/ orgnaization in a sealed long letter envelope, signed across the flap. On the envelope, please write the following: Name of Nominee, Outstanding Moderator Award, Magis Awards 2017, Assessor’s Name and Assessor’s Affiliation.***

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| **Name of Assessor:** | **Current Affiliation:** |
| **Mobile Number:**  | **E-mail Address:** |
| **Name of organization/ institution in which you work(ed) with the nominee:** (Please spell out acronym.) | **How long have you known the nominee?** |

**PART 1: QUANTITATIVE ASSESSMENT**

Please give your ratings based on how well you know the nominee. Check the field corresponding to the following leadership indicator:

**E** (Excellent): Nominee has this to a very marked degree **G** (Good): Nominee has this to an average degree

**VG** (Very Good): Nominee has this to a marked degree **F** (Fair): Nominee has this to some degree

 **Factor E VG G F**

 Self Awareness and Knowledge □ □ □ □

 Awareness of and Involvement in Social Realities and Problems □ □ □ □

 Character □ □ □ □

 Goal Orientation □ □ □ □

 Sense of Responsibility □ □ □ □

 Emotional Maturity □ □ □ □

 Resilience and Persistence □ □ □ □

 Ability to Work with Others □ □ □ □

 Spirit of Service □ □ □ □

 Conceptual Thinking □ □ □ □

 Communication □ □ □ □

**PART 2: QUALITATIVE ASSESSMENT**

Please use the space below to write down your honest, candid, and objective assessment of the nominee’s leadership qualities, personal strengths, and weaknesses. Please cite concrete examples, experiences and instances. (Maximum of 200 words) Use extra sheet if necessary.

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Signature of Assessor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Form C-2.2: Colleague Assessment 2**

**To the colleague assessor:**

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 Communication □ □ □ □

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**Form C-2.3: Colleague Assessment 3**

**To the colleague assessor:**

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**Form C-3.1: Student Leader Assessment 1**

**To the student leader assessor:**

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