**Form 1B: Organization Officers**

Form 1 is the first component of the revised student organization evaluation system. Each item contained herein is intended for organization officers. To fill out this form, please gather your officers (at least 50% + 1 to reach quorum) and agree on your responses. Follow the rating scale provided. Please do not alter/ amend this form nor leave any field blank. NA shall not be considered a valid response, unless stated. For items which are not answerable by the scale provided, please provide the information asked. These items are meant for RRC to validate your ‘self-rating’ and shall serve as basis for its own rating. All forms must be encoded. For fields with examples given (in red marks), please overwrite them and come up with your own response. Soft copies are downloadable through www.xu.edu.ph. Please print accomplished form (3 copies) and submit to OSA-SACDEV not later than the deadline.

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| **Name of Organization:** (Acronym first then spell out complete name.) | | | |
| **Date of Evaluation:** | | **Venue:** | |
| **Attendance of Officers:** (Please enumerate the officers present during the evaluation. Enclose position within parentheses after each name. Columns have been provided for additional space.) | | | |
| Column 1:  Juan de la Cruz (President) | Column 2: | | Column 3: |

**Please use the following scale to rate how well your organization satisfies the given statements. Mark the box corresponding to the rating you have agreed upon with an “X.”**

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| **5** | ***Exemplary*** | Task/ condition is performed at all times; commendable and effective |
| **4** | ***Advanced*** | Task/ condition is performed most of the time; competent with minimal supervision required |
| **3** | ***Improved*** | Task/ condition is performed sometimes; occasional supervision is required |
| **2** | ***Basic*** | Task/ condition is seldom performed; needs constant supervision |
| **1** | ***Deficient*** | Task/ condition is rarely performed |

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| **Part A: Organizational Development** |

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| 1. **Organization and Structure** | ***5*** | ***4*** | ***3*** | ***2*** | ***1*** |
| * 1. The organization is able to publicize, communicate, and make its members understand its mission and vision. |  |  |  |  |  |
| * 1. The organization is able to translate its vision and mission into concrete projects. |  |  |  |  |  |
| * 1. The organization inspires members to actively participate in its activities in accordance with its mission and vision. |  |  |  |  |  |
| * 1. The organization is able to promote the spirit of volunteerism and nation-building. |  |  |  |  |  |
| * 1. The organization guided by its vision and mission is able to address student needs. |  |  |  |  |  |
| * 1. The organization clearly defines the relationship/ line of communication/ chain of command among officers. *(This pertains to the organization’s structure as stated in the constitution.)* |  |  |  |  |  |
| * 1. The organization clearly defines the functions of each officer as stated in its constitution. |  |  |  |  |  |
| * 1. The organization has a clear policy on recruitment and retention of members. If so, please attach copy of the said policy to this form. *(This means that the organization has existing policy/ criteria on how to accept members and how to retain them at the end of the year. Examples of these are grade requirement, attendance, etc. Since college and co-currs have automatic membership, please make officers and/ or volunteers as your perspective.)* |  |  |  |  |  |

**║ PAUSE!** *For item 1.1:*How do you communicate your thrust or vision/ mission? *(Please mark applicable items.)*

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|  | Brochures *(If you have this item, please paste it on a short coupon bond and attach to this form.)* | | | | | | |
|  | Publication *(If you have this item, please attach it to this form. Make sure that the org vision/ mission is printed on it. Photocopy of the publication will do.)* | | | | | | |
|  | Website *(If you have this item, please indicate the URL here):* | | | | | | |
|  | Bulletin Board | | | | | | |
|  | Others *(If you have others means which are not in the list, please indicate them here):* | | | | | | |
| 1. **Proficiency in Managerial Functions**   *The statements found on this table pertain to the internal dynamics of the officers in the organization. Please be guided accordingly.* | | | | | | | |
| **2.1 Planning, Implementing, and Monitoring of Projects** | | | ***5*** | ***4*** | ***3*** | ***2*** | ***1*** |
| 2.1.1 The organization plans for programs/ projects at the beginning of the school year. *(pertaining to GPOA)* | | |  |  |  |  |  |
| 2.1.2 The organization organizes benefit projects such as collection of donations for calamity victims, concert  for a cause, fund-drives, or the like. | | |  |  |  |  |  |
| 2.1.2 The organization is able to identify and understand specific objectives set for its projects. | | |  |  |  |  |  |
| 2.1.3 The organization is able to set parameters (or measures) in order to assess the attainment of  objectives at the end of the project. | | |  |  |  |  |  |
| 2.1.4 The organization is able to identify and produce the end result (output/ outcome/ product) of the projects  consistent with the objectives stated in the project proposal. | | |  |  |  |  |  |
| 2.1.5 The organization is able to anticipate possible problems or issues inherent to the projects being  organized. | | |  |  |  |  |  |
| 2.1.6 The organization is able to set measures to address possible problems and issues which may arise during  implementation of projects. | | |  |  |  |  |  |
| 2.1.7 The organization facilitates planning for major projects ahead of time. *(This means that the organization*  *spends enough time in organizing projects and accomplishes activities under them as scheduled.)* | | |  |  |  |  |  |
| 2.1.8 The organization creates specific committees for a particular project and clearly defines the functions of  each committee. | | |  |  |  |  |  |
| 2.1.9 The organization observes proper delegation of tasks and responsibilities to empower officers in the  organization. | | |  |  |  |  |  |
| 2.1.10 The organization observes proper definition of tasks and responsibilities to avoid overlapping of roles. | | |  |  |  |  |  |
| 2.1.11 The organization allocates sufficient and reasonable budget across projects. | | |  |  |  |  |  |
| 2.1.12 The organization is able to work within the approved budget across projects. | | |  |  |  |  |  |
| 2.1.13 The organization implements projects consistent with what are stated in the project proposal. | | |  |  |  |  |  |
| 2.1.14 The organization regularly monitors projects during implementation. *(This means that the organization*  *gathers information e.g. problems encountered, milestones, etc. and revise plans while the project is*  *being implemented in order to facilitate preventive measures and ensure its success.)* | | |  |  |  |  |  |
| 2.1.15 The organization conducts systematic evaluation after each project with reference to the stated  objectives or deliverables in the project proposal. | | |  |  |  |  |  |
| **2.2 Effective Communication** | | | ***5*** | ***4*** | ***3*** | ***2*** | ***1*** |
| 2.2.1 The organization effectively communicates the functions of the officers. | | |  |  |  |  |  |
| 2.2.2 The officers of the organization regularly conduct meetings for updating. | | |  |  |  |  |  |
| 2.2.3 The officers are given the chance to speak and be heard in the organization. | | |  |  |  |  |  |
| 2.2.4 The organization clearly communicates the functions of committees across the organization. | | |  |  |  |  |  |
| 2.2.5 The organization communicates project evaluation results to members. | | |  |  |  |  |  |
| 2.2.6 The officers of the organization regularly update their members and other stakeholders (e.g. partners) of  their implemented and upcoming activities. | | |  |  |  |  |  |
| 2.2.7 The organization closely coordinates with their mother unit (e.g. council to college dean; co-curr to  department; extra-curr directly to SACDEV) for updating and feedback-giving. | | |  |  |  |  |  |
| 2.2.8 The organization consults with and seeks guidance from SACDEV for updating/ feedback-giving or  interventions for organizational concerns. | | |  |  |  |  |  |
| **2.3 Conflict Management** | | | ***5*** | ***4*** | ***3*** | ***2*** | ***1*** |
| 2.3.1 The officers are able to identify the reason and sources whenever conflicts arise in the organization. | | |  |  |  |  |  |
| 2.3.2 The officers have the capacity to identify the strengths and resources of the members needed to  effectively address issues and problems in the organization. | | |  |  |  |  |  |
| 2.3.3 The organization is able to effectively find resolutions to conflicts. | | |  |  |  |  |  |
| **2.4 Accountability and Transparency** | | | ***5*** | ***4*** | ***3*** | ***2*** | ***1*** |
| 2.4.1 The officers perform their duties and responsibilities as stated in the constitution. | | |  |  |  |  |  |
| 2.4.2 The officers take responsibility for fellow officers who neglect their duties and responsibilities. | | |  |  |  |  |  |
| 2.4.3 The officers are able to delegate to others responsibilities that are not effectively handled by a specific  officer. | | |  |  |  |  |  |
| 2.4.4 The officers are able to assume vacated positions in the organization in case of resignation or unfavorable  circumstances. | | |  |  |  |  |  |
| 2.4.5 The organization prepares and submits substantial documentation reports to SACDEV as scheduled. | | |  |  |  |  |  |
| 2.4.6 The organization prepares and submits complete and accurate liquidation reports to SACDEV as  scheduled. | | |  |  |  |  |  |
| 2.4.7 The organization monitors cash flow daily and records it accordingly in the cash book provided by  SACDEV. | | |  |  |  |  |  |
| 2.4.8 The organization submits complete and accurate financial report to SACDEV every end of the semester. | | |  |  |  |  |  |
| 2.4.9 The organization clearly disseminates accurate and approved (by SACDEV) financial statement report  supported by complete receipts to stakeholders. | | |  |  |  |  |  |
| 2.4.10 The organization spends sufficient budget for community projects (both inside and outside the  University). | | |  |  |  |  |  |
| **2.5 Decision-Making** | | | ***5*** | ***4*** | ***3*** | ***2*** | ***1*** |
| 2.5.1 The organization makes decision through consensus-building. *(This means that the decision is not made*  *by a single person alone.)* | | |  |  |  |  |  |
| 2.5.2 The officers acknowledge the uniqueness of opinions and ideas of fellow officers. | | |  |  |  |  |  |
| 2.5.3 The officers respect the collective decision made despite individual differences in opinions and ideas. | | |  |  |  |  |  |
| 2.5.4 The officers own organizational decisions they make and take responsibility over the outcome of these  decisions. | | |  |  |  |  |  |

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| 1. **Relationship with the Moderator** | ***5*** | ***4*** | ***3*** | ***2*** | ***1*** |
| * 1. The officers inform the moderator of their meetings/ invite the moderator to meetings whenever necessary. |  |  |  |  |  |
| * 1. The officers give the moderator the privilege to speak during meetings. |  |  |  |  |  |
| * 1. The officers seek advice/ assistance of the moderator whenever they plan for projects. |  |  |  |  |  |
| * 1. As the need arises, the officers consult the moderator every time they make a major decision in the organization (*e.g. changes in the GPOA/ VMGO, a vacant position has to be filled, moving the date of a major activity, etc.).* |  |  |  |  |  |
| * 1. The officers deal with the moderator whenever they have problems *(e.g. personal conflict between/ among officers/ members; or with other organizations and department ).* |  |  |  |  |  |

**--- *Evaluation ends here. ---***

*Thank you very much for your time and effort in filling-out this form.*

*Your honest and objective evaluation will greatly contribute to our effort in helping your organization become better and be more effective.*

*The rating generated through this survey will be used for this year’s Magis Awards.*

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| ***Note:***  This evaluation system uses multiple perspectives in assessing the efficacy of student organizations on campus. The following are the five components comprising this system:  A. Organization Officers  B. Organization Members  C. CSG/ College Councils  D. Moderator  E. RRC  Student organizations are evaluated based on three areas:  1. Organizational Development (30%)  2. Student Welfare (30%)  3. Involvement in the Community (40%)  The partial rating for each area is derived by dividing the raw score earned by the organization and the possible perfect score. The quotient is multiplied by 100 in order to get the percentage. The product is further multiplied by the weight assigned for the particular area. To get the final rating, the partial ratings generated for each area are being added.  ---  *This evaluation system is developed by the Review and Recognition Committee (RRC) AY 2008-2009 and revised by the same committee, AY 2012-2013. Use or adaptation of this tool is not allowed unless permission is granted by OSA-SACDEV .* | ***Interpretation of Rating:***  ***Level***  ***5 (95% - 100%) - Exemplary***  The organization performs tasks/ meets conditions reflecting  highest level of performance; very consistent, commendable,  and effective.  ***4 (90% - 94%) - Advanced***  The organization performs tasks/ meets conditions reflecting  mastery of performance with minimal supervision required.  ***3 (75% - 89%) - Improved***  The organization performs tasks/ meets conditions reflecting  development towards mastery of performance with occasional  supervision required.  ***2 (61% - 74%) - Basic***  The organization performs tasks/ meets conditions reflecting  beginning level of performance; tasks/ conditions not met  satisfactorily most of the time; demonstrates understanding of  the tasks/ conditions involved.  ***1 (60% and below) - Deficient***  The organization is not able to satisfactorily meet the conditions  required. |