

## EVALUATION OF STUDENT ORGANIZATION ADVISER

ADVISER'S NAME	
NAME OF ORGANIZATION	
SCHOOL YEAR	

### INSTRUCTIONS

- (1) This form is used by student organization members in evaluating the performance of their adviser.
- (2) Once accomplished, please submit to the Office of the Prefect of Students.
- (3) Please evaluate your adviser as honestly as possible.

RATING GUIDE	CRITERIA	RATING
<b>1</b> THE CRITERION IS NOT MET. <b>2</b> THE CRITERION IS NOT CONSISTENTLY MET. <b>3</b> THE CRITERION IS MET. <b>4</b> THE CRITERION IS MET AT A LEVEL THAT DEMONSTRATES GOOD PRACTICE. <b>5</b> THE CRITERION IS MET AT A LEVEL OF EXCELLENCE THAT PROVIDES A MODEL FOR OTHERS.	<b>SERVICE TO THE STUDENT ORGANIZATION</b> (01) ENSURES THE PROPER CONDUCT OF THE ORGANIZATION AND ITS MEMBERS. (02) COORDINATES WITH THE CSAD IN THE SUPERVISION OF THE STUDENT ORGANIZATION. (03) IS PRESENT IN THE GENERAL MEETINGS AND MAJOR AFFAIRS OF THE ORGANIZATION. (04) REVIEWS, CORRECTS, REVISES AND SUBMITS FOR THE APPROVAL OF THE CSAD ALL PROPOSED PROGRAMS, PRESS RELEASES AND PUBLICATIONS OF THE ORGANIZATION. (05) SUBMITS ALL REQUESTS FOR PERMISSION TO HOLD MEETINGS AND OTHER ACTIVITIES TO THE CSAD AND TO THE OTHER CONCERNED DEPARTMENTS. (06) CERTIFIES ALL LETTERS AND REPORTS OF THE STUDENT ORGANIZATION AND COPIES THEREOF BEFORE THEY ARE FORWARDED TO THE CSAD AND OTHER DEPARTMENTS. (07) REVIEWS THE CONSTITUTION AND BY-LAWS OF THE STUDENT ORGANIZATION. (08) CHECKS THE QUALIFICATIONS OF STUDENT NOMINEES FOR ELECTIVE POSITIONS OF THE ORGANIZATION. (09) SUPERVISES THE ELECTION OF OFFICERS AND CERTIFIES THE ELECTION RESULTS AND SUBMITS THE SAME TO CSAD. (10) SUPERVISES ALL ACTIVITIES OF THE ORGANIZATION AND SUBMITS WRITTEN REPORTS AND EVALUATION RESULTS THEREOF TO CSAD. <b>RELATIONSHIP WITH STUDENTS</b> (11) GIVES APPROPRIATE REMARKS TO STUDENTS' SUGGESTIONS, REACTIONS, COMMENTS OR IDEAS. (12) IS ALWAYS APPROACHABLE. (13) SHOWS RESPECT IN DEALING WITH STUDENTS. (14) ALWAYS CONSIDERATE OF STUDENTS' NEEDS AND PROBLEMS	(1) (2) (3) (4) (5) (1) (2) (3) (4) (5) (1) (2) (3) (4) (5) (1) (2) (3) (4) (5) (1) (2) (3) (4) (5) (1) (2) (3) (4) (5) (1) (2) (3) (4) (5) (1) (2) (3) (4) (5) (1) (2) (3) (4) (5) (1) (2) (3) (4) (5) (1) (2) (3) (4) (5) (1) (2) (3) (4) (5) (1) (2) (3) (4) (5) (1) (2) (3) (4) (5)

REMARKS / COMMENTS

FORM CSAD-006A

THIS FORM IS AVAILABLE AT THE CENTER FOR STUDENT ACTIVITIES AND DISCIPLINE.

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