



## Information Technology Department

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# User's Manual

## PAF Evaluation System (Other Rater)

### Version 1.0

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**Document Version History**

Date	Version	Description	Author
7/11/2016	1.0	PAF Evaluation System (Other Rater)	John Cedrick Bugarin



## INFORMATION TECHNOLOGY DEPARTMENT

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### I. How to Access PAF System

1. Open a browser. You can use any browser.
2. Go to <http://www.benilde.edu.ph/paf>.
3. Login using your CSB Infonet Account.

PAF EVALUATION  
De La Salle-College of Saint Benilde

FINAL EVALUATION FOR SY 2015-2016 is now open

Please enter all the necessary information

**Username:**

**Password:**

**Login**

[User's Manual PAF Evaluation System \(PAF-B\)](#)

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*Figure 1.1 PAF Login Page*

Prepared by:
John Cedrick P. Bugarin
BSA, ITD
Date: July 11, 2016



**II. How to Evaluate your Ratee/s**

1. Click the 'Answer' link of the Ratee you would like to evaluate (Figure 2.1). Then, the Evaluation Form will be displayed (Figure 2.2).

Note that in case your expected Ratee is not displayed in the system, or if the system displayed a Ratee that is not under your supervision, please notify *Human Resource Department (HRD)* through Ms. Mildred Maniego of *Personnel Record Recruitment and Selection Office (PRRSO)*, 230-5100 local 1122.

**PAF EVALUATION**  
De La Salle-College of Saint Benilde

You are logged in as *broquezaj*

FINAL EVALUATION FOR SY 2015-2016

<b>Ratees AS/SS</b>				
Name	Type	Accomplish Date	Acknowledge Date	Status
GONZALES, GEORGE	SP	-	-	Pending <a href="#">Answer</a>
MANAOIS, JONATHAN	SP	-	-	Pending <a href="#">Answer</a>
SUCILLA, IVAN PAUL	SP	-	-	Pending <a href="#">Answer</a>
VILLAFLORES, LEO	SP	-	-	Pending <a href="#">Answer</a>

<b>Ratees Admin</b>				
Name	Type	Accomplish Date	Acknowledge Date	Status
ATENDIDO, JEFFRIE	SP	-	-	Pending <a href="#">Answer</a>
BORBON, MATEO JR.	SP	-	-	Pending <a href="#">Answer</a>
NAVA, RUEL	SP	-	-	Pending <a href="#">Answer</a>
TANDOC, JHOANN	OR	-	-	Pending <a href="#">Answer</a>

<b>Raters</b>			
Name	Accomplish Date	Acknowledge Date	Status
TANDOC, RANDY	-	-	Pending

*Figure 2.1 Main Screen*

Prepared by:
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Date: July 11, 2016



- 2. Accomplish the Evaluation Form by selecting the desired rating per item. Once you are finished answering the form, click 'Save' button.

 **PAF EVALUATION**  
De La Salle-College of Saint Benilde

You are logged in as *broquezaj*

**Name of Personnel** : ATENDIDO, JEFFRIE  
**School/Center/Office:** ITD-INFORMATION SYSTEMS AND PROCESS CENTER  
**Job Title** : SYSTEMS DEVELOPER, IT DEVELOPMENT OFFICE

**DIRECTIONS:** This personnel appraisal form contains items/statements describing behavioral manifestations of job performance of the person being rated in the College. Read each item carefully and indicate the extent to which you agree or disagree with the statement.

**Rating Scale:**

- 4 = **Strongly Agree**
- 3 = **Agree**
- 2 = **Disagree**
- 1 = **Strongly Disagree**
- 0 = **Not Applicable** Use only when the specific item is not expected/observed/applicable or you do not have any sufficient information

Cite critical incidents or accomplishments of the person being rated to support your assessment in the previous section.

Please identify specific areas for improvement for the person being rated.

Plan of Action to address the areas for improvement (To be accomplished by the RATEE):


By clicking the SAVE button, I agree to discuss this performance assessment with my ratee before the deadline on 5/19/2017.

Figure 2.2.1 Evaluation Form - Admin

Prepared by:
John Cedrick P. Bugarin
BSA , ITD
Date: July 11, 2016

# INFORMATION TECHNOLOGY DEPARTMENT



 **PAF EVALUATION**  
De La Salle-College of Saint Benilde

You are logged in as *broquezaj*

**Name of Personnel** : GONZALES, GEORGE  
**School/Center/Office:** ITD-INFORMATION SYSTEMS AND PROCESS CENTER  
**Job Title** : SYSTEMS DEVELOPER

**DIRECTIONS:** The Personnel Appraisal Form (PAF-B) intends to guide Benildean Associates in the identification of their competencies and growth opportunities. PAF-B also measures personnel job performance and efficiency, functional competencies, and core competencies. As a rater, please read each item carefully. Indicate the extent you agree with each statement using the following rating scale.

**Rating Scale:**

- 4 = **Strongly Agree**
- 3 = **Agree**
- 2 = **Disagree**
- 1 = **Strongly Disagree**
- NA = **Not Applicable** Use only when the specific item is not expected/observed/applicable or you do not have any sufficient information\*

Please identify specific areas for improvement of the Personnel.

By clicking the SAVE button, I agree to discuss this performance assessment with my ratee before the deadline on 5/20/2016.

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Published in the Philippines.

*Figure 2.2.2 Evaluation Form*

Prepared by:
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Date: July 11, 2016



- Upon successful saving, the system brings you to Main Screen (Figure 2.3) and displays a message stating “*You have successfully answered the form.*”. The system updates the Date Accomplished. It also updates the Status to “**Completed**” if the evaluation you saved is already completed.

**PAF EVALUATION**  
De La Salle-College of Saint Benilde

You are logged in as *tandocr*

**FINAL EVALUATION FOR SY 2015-2016**  
*You have successfully answered the form.*

Ratees AS/SS				
Name	Type	Date Accomplished	Date Acknowledged	Status
BROQUEZA, JONATHAN	SP	-	-	Pending <a href="#">Answer</a>
test, test	SP	-	-	Pending <a href="#">Answer</a>
BUGARIN, JOHN CEDRICK	OR	07/11/2016	-	Completed <a href="#">View</a>
GONZALES, JEORGE	OR	-	-	Pending <a href="#">Answer</a>
MANAOIS, JONATHAN	OR	-	-	Pending <a href="#">Answer</a>
MANUBAY, SHIRLEY JANE	OR	-	-	Pending <a href="#">Answer</a>
MANUEL, CHING	OR	-	-	Pending <a href="#">Answer</a>
MENDOZA, JIMBO	OR	-	-	Pending <a href="#">Answer</a>
SUCILLA, IVAN PAUL	OR	-	-	Pending <a href="#">Answer</a>
VILLAFLORES, LEO	OR	-	-	Pending <a href="#">Answer</a>

Raters				
Name	Date Accomplished	Date Acknowledged	Status	
SINGSON QUE, RICSON	07/04/2016	-	For Discussion <a href="#">Open</a>	

*Figure 2.3 Main Screen*

Prepared by:
John Cedrick P. Bugarin
BSA , ITD
Date: July 11, 2016





PAF EVALUATION  
De La Salle-College of Saint Benilde

You are logged in as *tandoc*

FINAL EVALUATION FOR SY 2015-2016

You have successfully answered the form.

Ratees AS/SS				
Name	Type	Date Accomplished	Date Acknowledged	Status
BROQUEZA, JONATHAN	SP	-	-	Pending <a href="#">Answer</a>
test, test	SP	-	-	Pending <a href="#">Answer</a>
BUGARIN, JOHN CEDRICK	OR	-	-	Incomplete <a href="#">Update</a>
GONZALES, GEORGE	OR	-	-	Pending <a href="#">Answer</a>
MANAOIS, JONATHAN	OR	-	-	Pending <a href="#">Answer</a>
MANUBAY, SHIRLEY JANE	OR	-	-	Pending <a href="#">Answer</a>
MANUEL, CHING	OR	-	-	Pending <a href="#">Answer</a>
MENDOZA, JIMBO	OR	-	-	Pending <a href="#">Answer</a>
SUCILLA, IVAN PAUL	OR	-	-	Pending <a href="#">Answer</a>
VILLAFLORES, LEO	OR	-	-	Pending <a href="#">Answer</a>

*Figure 2.4 Main Screen*

**Note:**

- The system will allow you to save an **incomplete** form, **incomplete** would mean those forms with unanswered items. The status of these forms are updated to Incomplete (Figure 2.4)
- The system expiration is set to one (1) hour only. Hence, please make sure to save your evaluation from time to time to avoid losing unsaved data.
- Other Rater must make sure that he/she has reviewed the accomplished evaluation form before clicking the Save button. You cannot modify your ratings once you save a completed evaluation form.**
- Accomplish Date reflects the date when the ratings was last saved/updated.
- Please be mindful of the scheduled deadline in accomplishing the evaluation form to allow enough time to discuss the ratings with your rates,

4. To evaluate another Ratee, repeat *Section II. How to Evaluate your Ratee/s.*

Prepared by:	Approved by:	Noted by:
John Cedrick P. Bugarin BSA, ITD	Josefina O. Sembrano OPA Head	Randy G. Tandoc Director, ISC
Date: July 11, 2016	Date:	Date:



III. Logout

1. When you are finished, click 'Logout' button (at the bottom of the page) for security purposes.

PAF EVALUATION  
De La Salle-College of Saint Benilde

You are logged in as *broquezaj*

FINAL EVALUATION FOR SY 2015-2016

You have successfully answered the form.

Rates AS/SS				
Name	Type	Accomplish Date	Acknowledge Date	Status
GONZALES, GEORGE	SP	-	-	Pending <a href="#">Answer</a>
MANAOIS, JONATHAN	SP	-	-	Pending <a href="#">Answer</a>
SUCILLA, IVAN PAUL	SP	-	-	Pending <a href="#">Answer</a>
VILLAFLORES, LEO	SP	-	-	Pending <a href="#">Answer</a>

Rates Admin				
Name	Type	Accomplish Date	Acknowledge Date	Status
ATENDIDO, JEFFRIE	SP	05/27/2016	-	For Discussion <a href="#">Update</a>
BORBON, MATEO JR.	SP	-	-	Pending <a href="#">Answer</a>
NAVA, RUEL	SP	-	-	Pending <a href="#">Answer</a>
TANDOC, JHOANN	OR	-	-	Pending <a href="#">Answer</a>

Raters			
Name	Accomplish Date	Acknowledge Date	Status
TANDOC, RANDY	-	-	Pending

Logout

Prepared by:	Approved by:	Noted by:
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Date: July 11, 2016	Date:	Date: