



Information Technology Department

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User's Manual PAF Evaluation System (Superior) Version 3.0

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Document Version History

Date	Version	Description	Author
1/12/2016	1.0	AS/SS PAF-B Evaluation System	Goldelin C. Nava
1/14/2016	1.1		Randy Tandoc
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5/27/2016	2.0	PAF-B Evaluation System	John Cedrick Bugarin
6/11/2016	3.0	Changed system name to PAF Evaluation System	John Cedrick Bugarin



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.

Figure 1.1 PAF Login Page

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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

Ratees AS/SS				
Name	Type	Accomplish Date	Acknowledge Date	Status
GONZALES, GEORGE	SP	-	-	Pending Answer
MANAOIS, JONATHAN	SP	-	-	Pending Answer
SUCILLA, IVAN PAUL	SP	-	-	Pending Answer
VILLAFLORES, LEO	SP	-	-	Pending Answer

Ratees Admin				
Name	Type	Accomplish Date	Acknowledge Date	Status
ATENDIDO, JEFFRIE	SP	-	-	Pending Answer
BORBON, MATEO JR.	SP	-	-	Pending Answer
NAVA, RUEL	SP	-	-	Pending Answer
TANDOC, JHOANN	OR	-	-	Pending Answer

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

Figure 2.1 Main Screen

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2. Accomplish the Evaluation Form by selecting the desired rating per item. Note that only a completed Evaluation Form can be opened and acknowledged by your Ratee. 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

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 **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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Figure 2.2.2 Evaluation Form

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- 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 Accomplish Date. It also updates the Status to “**For Discussion**” if the evaluation you saved is already completed.

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.

Ratees AS/SS				
Name	Type	Accomplish Date	Acknowledge Date	Status
GONZALES, GEORGE	SP	-	-	Pending Answer
MANAOIS, JONATHAN	SP	-	-	Pending Answer
SUCILLA, IVAN PAUL	SP	-	-	Pending Answer
VILLAFLORES, LEO	SP	-	-	Pending Answer

Ratees Admin				
Name	Type	Accomplish Date	Acknowledge Date	Status
ATENDIDO, JEFFRIE	SP	05/27/2016	-	For Discussion Update
BORBON, MATEO JR.	SP	-	-	Pending Answer
NAVA, RUEL	SP	-	-	Pending Answer
TANDOC, JHOANN	OR	-	-	Pending Answer

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

Figure 2.3 Main Screen

Note:

- The system will allow you to save the form even if it is still incomplete.
- 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.
- You may modify your ratings as long as **it is not yet acknowledged** by your Ratee. Once the form is acknowledged by the Ratee, the Status will be “completed” and an Acknowledge Date will be displayed.

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- 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,

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

III. How to Acknowledge your Rater’s (Superior) Evaluation

Click the ‘Open’ link of your Rater (Figure 3.1). Then, the accomplished Evaluation Form will be displayed (Figure 3.2.1 Evaluation Form – Ratee or Figure 3.2.1 Evaluation Form – Ratee Admin).

Note:

- In case your expected Rater is not displayed in the system, or if the system displayed a Rater that is *not within your workgroup*, please notify *Human Resource Department (HRD)* through *Personnel Record Recruitment and Selection Office (PRRSO)*.
- If the ‘Open’ link does not appear in your screen, it means that the Rater has not yet completed his evaluation. You may notify your Rater.
- Only your Main Rater’s Evaluation will be displayed in your screen. You will not be able to view nor acknowledge the evaluation answered by your Other Raters, if any.

The screenshot shows the 'PAF EVALUATION' interface for 'De La Salle-College of Saint Benilde'. The user is logged in as 'atendidaj'. The main heading is 'FINAL EVALUATION FOR SY 2015-2016'. There are three tables: 'Rates AS/SS', 'Rates Admin', and 'Raters'. The 'Raters' table is highlighted with a red border and contains one entry for 'BROQUEZA, JONATHAN' with an 'Open' link.

Rates AS/SS			
Name	Type	Accomplish Date	Acknowledge Date

Rates Admin			
Name	Type	Accomplish Date	Acknowledge Date

Raters			
Name	Type	Accomplish Date	Acknowledge Date
BROQUEZA, JONATHAN	-	05/27/2016	For Discussion
			Open

Figure 3.1 Main Screen

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Date: July 11, 2016



1. Review the Evaluation Form. You need to set a schedule with your Rater to discuss the ratings you received.
2. When you are done discussing the accomplished Evaluation Form, click the 'Acknowledge' button located at the bottom of the screen (Figure 3.2.1 Evaluation Form – Ratee).

A screenshot of a web-based evaluation form. At the top right, there are five radio buttons labeled SA, A, D, SD, and NA. Below them is a text area with the prompt "Cite critical incidents or accomplishments of the Personnel to support your assessment in the previous section." followed by a large empty text box. Below this is a grey header for "Part IV. Qualitative Assessment". Underneath is another text area with the prompt "Please identify specific areas for improvement of the Personnel." followed by another large empty text box. At the bottom center, there are two buttons: "Acknowledge" (highlighted with a red box) and "Back". At the very bottom, a green footer contains the text "©2015 De La Salle-College of Saint Benilde. All Rights Reserved."

Figure 3.2.1 Evaluation Form – Ratee

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Date: July 11, 2016



Please note that if you are a **Ratee Admin**, you are required to answer and save the *Plan of Action field before acknowledging the Evaluation form*. To save the *Plan of Action*, click the 'Plan of Action' button. Upon successful saving, the system displays a message stating "*Plan of Action Saved.*".

You may now click the 'Acknowledge' button (Figure 3.2.1 Evaluation Form – Ratee Admin).

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

Name of Rater : BROQUEZA, JONATHAN
School/Center/Office: ITD-INFORMATION SYSTEMS AND PROCESS CENTER
Job Title : HEAD, 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

Please answer plan of action before acknowledging the evaluation.

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

Save Plan of Action Acknowledge Back

Figure 3.2.2 Evaluation Form – Ratee Admin

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Date: July 11, 2016



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- The Acknowledge Window will appear (Figure 3.3), click 'I acknowledge' button. Upon successful acknowledging, the system brings you to Main Screen (Figure 3.1) and displays a message stating "Evaluation has been Acknowledged.". Also, the system updates the Acknowledge Date.

Note that once you acknowledged the Evaluation Form, your Rater will no longer be allowed to make any modification on it.

Figure 3.3 Acknowledge Window

- To acknowledge another evaluation, repeat Section III. How to Acknowledge your Rater's Evaluation.

IV. Logout

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

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Date: July 11, 2016	Date:	Date: