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

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INFORMATION TECHNOLOGY DEPARTMENT

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
1/27/2016	1.2	Includes the changes requested by CIC	Randy Tandoc
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, JEORGE	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	Accomplish Date	Acknowledge Date	Status
TANDOC, RANDY	-	-	Pending

Logout

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.

Figure 2.2.1 Evaluation Form - Admin

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Figure 2.2.2 Evaluation Form

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Date: July 11, 2016		

3. 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.

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.

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).

Figure 3.2.1 Evaluation Form – Ratee

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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.*".

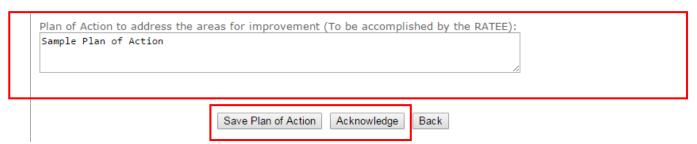You may now click the 'Acknowledge' button (Figure 3.2.1 Evaluation Form – Ratee Admin).

Figure 3.2.2 Evaluation Form – Ratee Admin

3. 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

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

IV. Logout

1. 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: