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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
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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.

PAF EVALU De La Salle-Colleg	ATION ge of Saint Benilde
	JATION FOR SY 2015-2016 is now open
	I the necessary information
Username: Password:	
	Login
User's Manual	PAF Evaluation System (PAF-B)
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Figure 1.1 PAF Login Page

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BSA , ITD	
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 <i>broquezaj</i>	FINAL EVALUAT	ION FOR SY	2015-2016		
Ratees AS/SS					
Name		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		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		ccomplish ate	Acknowledge Date	Status	
TANDOC, RANDY	-		-	Pending	
	ſ	Logout			

Figure 2.1 Main Screen

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Date: July 11, 2016	



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 <i>broquezaj</i>
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

-

PAF EVALUATION De La Salle-College of Saint Benilde
You are logged in as <i>broquezaj</i>
Name of Personnel : GONZALES, JEORGE 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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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.

ou are logged in as <i>broquezaj</i>	FINAL EVALUA You have succe	TION FOR SY essfully answered th			
Ratees AS/SS					
Name	Туре	e 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	Туре	Accomplish Date	Acknowledge Date	Status	
ATENDIDO, JEFFRIE	SP	05/27/2016	-	For Discussion	<u>Update</u>
BORBON, MATEO JR.	SP	-	-	Pending	Answer
NAVA, RUEL	SP	-	-	Pending	Answer
TANDOC, JHOANN	OR	-	-	Pending	Answer
Raters		Accomplish	Acknowledge	Status	
Raters Name		Date	Date		

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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Date: July 11, 2016	



- 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.

PAF EVALUATION De La Salle-College of Saint Benilde				
You are logged in as <i>atendidoj</i>	FINAL EVALUATION FOR SY 2	015-2016		
Ratees AS/SS				
Name	Type Accomplish Date	Acknowledge Date	Status	
Ratees Admin				
Name	Type Accomplish Date	Acknowledge Date	Status	
Raters				
Name	Accomplish Date	Acknowledge Date	Status	
BROQUEZA, JONATHAN	05/27/2016 -	For Discussion		<u>Open</u>
	Logout			

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.
- 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).

in najasis enesen te energing stadilens	SA A D SD NA		
Cite critical incidents or accomplishments of the Personnel to support your assessment in t	he previous section.		
Part IV. Qualitative Assessment			
Please identify specific areas for improvement of the Personnel.			
Acknowledge Back			
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Figure 3.2.1 Evaluation Form – Ratee

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BSA , ITD		
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).



You are logged in as atendidoj

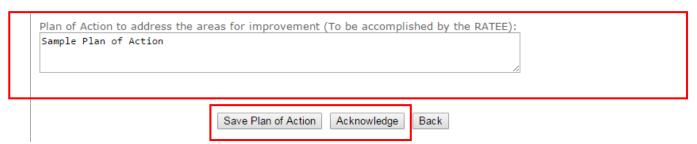
Name of Personne	el : ATENDIDO, JEFFRIE
School/Center/Of	fice: ITD-INFORMATION SYSTEMS AND PROCESS CENTER
Job Title	: SYSTEMS DEVELOPER, IT DEVELOPMENT OFFICE
Name of Rater	: BROQUEZA, JONATHAN
	: BROQUEZA, JONATHAN fice: ITD-INFORMATION SYSTEMS AND PROCESS CENTER

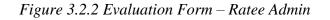
DIRECTIONS: This personnel appraisal form contains items/statements describing behavioral manifestations of job performance of the person being rated in the College. Read each item carefully and indicate the extent to which you agree or disagree with the statement.

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.





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Date: July 11, 2016



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.

PAF EVALUATION De La Salle-College of Saint Benilde
By clicking the I acknowledge button, you are confirming that you have discussed the performance assessment ratings with your rater. It does not necessarily indicate agreement.
REMINDER: Discuss this performance assessment with your rater before clicking the ACKNOWLEDGE button. Deadline is on 5/19/2017 .
I Acknowledge Back
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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.

PAF EVALUATION De La Salle-College of Saint Benilde				
ou are logged in as <i>atendidoj</i>	FINAL EVALUATION FOR SY 2 Evaluation has been Acknowledg			
Ratees AS/SS				
Name	Type Accomplish Date	Acknowledge Date	Status	
Ratees Admin				
Name	Type Accomplish Date	Acknowledge Date	Status	
Raters				
Name	Accomplish Date	Acknowledge Date	Status	
BROQUEZA, JONATHAN	05/27/2016 05/27/20	16 0	Completed	View

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