HOLY CHILD CENTRAL COLLEGES, INC.

*FORMERLY HOLY CHILD COLLEGE OF INFORMATION TECHNOLOGY, INC.

Allah Valley Drive, Surallah, South Cotabato

studentaffairsoffice@hccci.edu.ph

GRANT-IN-AID WORKING STUDENTS

	NAME	COURSE	OFFICE ASSIGN
1	[redacted]	BSIT-4	DSA
	[redacted]	BECED-2	COLLEGE OF IT
	[redacted]	BSIT-3	COLLEGE OF EDUCATION
	[redacted]	BSA-2	BASIC ED. DEPT.
	[redacted]	BTVTED-4	LIBRARY WEEKEND
	[redacted]	BTVTED-4	ACADEMIC DIRECTOR
	[redacted]	BTVTED-4	CHEMISTRY LAB
	[redacted]	BSCRIM-3	SCHOOL LIBRARY
	[redacted]	BSCRIM-3	BASIC ED DEPT/LABORATORY
	[redacted]	BSIT-3	BSBA DEPARTMENT
	[redacted]	BSBA-MM-3	BS-CRIMINOLOGY DEPT.
	[redacted]	BSCRIM-3	NURSING DEPARTMENT
	[redacted]	BSOA-1	BASIC ED FIELD WORKS
	[redacted]	BSA-1	CANTEEN CAMPUS 2/ CHECKER
	[redacted]	BTVTED-3	FIELD WORKS
	[redacted]	BSCRIM-2	FIELD WORKS
	[redacted]	BSIT-1	FIELD WORKS
	[redacted]	BECED-3	ACADEMIC DIRECTOR/CHECKER
	[redacted]	BSA-1	PHARMACY DEPARTMENT
	[redacted]	BSBA-2	LIBRARY
	[redacted]	BSOA-1	CANTEEN CAMPUS 1
	[redacted]	BSIT-1	FIELD WORKS
	[redacted]	BSA-2	IT LABORATORY
	[redacted]	BSBA-1	BASIC ED/FIELD WORKS
	[redacted]	BSBA-2	PROPERTY CUSTODIAN
	[redacted]	BA-2	IRELO

PREPARED BY:

[redacted]

RECOMMENDING APPROVAL:

[redacted]

APPROVED BY:

[redacted]

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WORKING STUDENT PERFORMANCE EVALUATION FORM

Name:_____Student ID: _____
Department/Office Assigned: _____Supervisor/Evaluator: _____
Evaluation Period: _____ Date of Evaluation: _____

I. ATTENDANCE & PUNCTUALITY

Criteria	Excellent 5	Good 4	Satisfaction 3	Need Improvement 2	Poor 1
Reports to work on time					
Completes required working hours					
Properly files absences/leave					
Minimizes unexcused absences					

II. WORK PERFORMANCE

Criteria	Excellent 5	Good 4	Satisfaction 3	Need Improvement 2	Poor 1
Quality of work					
Productivity/Task completion					
Accuracy and attention to detail					
Ability to follow instructions					
Initiative and resourcefulness					

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III. ATTITUDE & WORK ETHIC

Criteria	Excellent 5	Good 4	Satisfaction 3	Need Improvement 2	Poor 1
Shows responsibility and accountability					
Demonstrates willingness to learn					
Accepts feedback positively					
Maintains a positive attitude					
Displays professionalism					

IV. WORKPLACE ETIQUETTE & BEHAVIOR

Criteria	Excellent 5	Good 4	Satisfaction 3	Need Improvement 2	Poor 1
Respect toward supervisors and colleagues					
Proper communication skills					
Observes office rules and policies					
Maintains appropriate workplace behavior					
Teamwork and cooperation					

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General Comments

V. OVERALL PERFORMANCE SUMMARY

Total Score: _____ / 100

Performance Rating:

□ Outstanding (90–100)

□ Very Satisfactory (80–89)

□ Satisfactory (70–79)

□ Needs Improvement (60–69)

□ Unsatisfactory (Below 60)

Evaluator's Name & Signature: _____

Date: _____