



Office of Student Affairs
UNIVERSITY OF THE PHILIPPINES
OPEN UNIVERSITY

Los Baños, Laguna 4031
 (6349) 536 6001 to 6006 loc 340; 536 5484

PERFORMANCE EVALUATION FORM

Student Assistant and Graduate Assistant (SAGA)

Name: _____

Unit: _____

Period Covered: _____

Date of Rating: _____

Legend: **O** – Outstanding; **V** – Very good; **S** – Satisfactory; **NI** – Needs Improvement;
U- Unsatisfactory; **NA** – Not Applicable

	O	V	S	NI	U	NA
Task Performance						
Complete Work as scheduled						
Mange time effectively						
Produces quality work						
List of Task performed	O	V	S	NI	U	NA
Supervisor/Head of Unit Comments: (Additional information regarding the SAGA work performance)						

Evaluated by:

 Head of unit