



Republic of the Philippines  
Department of Education  
National Capital Region  
**DIVISION OF CITY SCHOOLS**  
City of Mandaluyong

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Memorandum To : Education Program and District Supervisors  
Principals, Public Elementary and Secondary Schools  
Administrative Officer V  
Acting Human Resource Management Officer  
All Others Concerned

Date : February 20, 2015

Subject : **360<sup>0</sup> FEEDBACK EVALUATION ON PSYCHOSOCIAL AND BEHAVIORAL, PERSONALITY AND SERVICE-ORIENTATION ATTRIBUTES/TRAITES OF ALL APPLICANTS UNDER THE APPROVED RATIONALIZED STAFFING PATTERN**

In view of our pursuit to select and/or place the best qualified and competent officials and personnel for the different positions under the approved rationalized staffing pattern as part of DepEd's Rationalization Program, all applicants from within and outside DCS-Mandaluyong will undergo the *360<sup>0</sup> Feedback Evaluation on Psychosocial and Behavioral, Personality and Service-Orientation Attributes/Traits*.

The result of the said feedback is important to determine the capability of the candidate to be an asset to the entire service system and utilize his/her talents and expertise to the maximum.

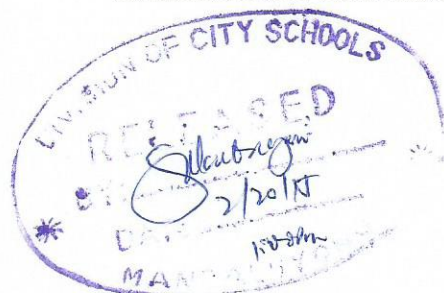
All applicants will undergo the 360<sup>0</sup> Feedback Evaluation to be rated by the following:


- Immediate Superior
- Client (for teachers: parent and/or student, for non-teaching personnel: school principal, teacher or any regular client; external applicants will be rated by their customer/client in their respective agency/company)
- Peer/Co-employee
- Self

Attached is the prescribed form for the 360<sup>0</sup> Feedback Evaluation on Psychosocial and Behavioral, Personality and Service-Orientation Attributes/Traits.

The Acting Human Resource Management Officer will coordinate with all applicants (internal and external) on this evaluation.

Immediate and wide dissemination of this **Memorandum** is desired.



  
**NERISSA L. LOSARIA, CESO VI**  
Officer-in-Charge  
Office of the Schools Division Superintendent

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FEEDBACK EVALUATION ON PSYCHOSOCIAL AND BEHAVIORAL, PERSONALITY AND SERVICE-ORIENTATION ATTRIBUTES/TRAIT (20 pts.)  
 POSITION APPLIED: NON-TEACHING GROUP  
 LEVEL 1 (SG 1-10)

CANDIDATE	POSITION APPLIED	HUMAN RELATIONS (8 pts.)				TOTAL	
		Adjusts to the variety of personalities, ranks and informal groups present in the organization (1.5 pt.)	Internalizes work changes with ease and vigor (1.5 pt.)	Accepts constructive criticisms objectively whether from her subordinates, peers or superiors (1.5 pt.)	Observes proper decorum in relating with superiors and is pleasant with clients (2.0 pts.)	Takes the initiative to organize work groups, adopt procedures and standards in her own level (1.5 pt.)	( 8pts.)
		DECISIVENESS (6 pts.)				TOTAL	
		Thinks logically and acts accordingly (1.0 pt.)	Considers alternatives and recommends solutions when faced with problem situations (1.0 pt.)	Gives convincing recommendations and suggestions (1.0 pt.)	Acts quickly and makes the best decision possible (1.0 pt.)	Produces Required Output expeditiously (2.0 pts.)	( 6pts.)
		STRESS TOLERANCE (6 pts.)				TOTAL	
		Exercises high degree of tolerance for tension resulting from increasing volume of work, organizational change, environmental conflicts, etc. (1.0 pt.)	Uses coping mechanisms to handle creatively tensions resulting from one's work (1.0 pt.)	Controls negative manifestations of emotions (1.5 pt.)	Performs satisfactorily her duties and functions in a tension-laden situation (1.0 pt.)	Channels negative emotions to positive and constructive endeavors (1.5 pt.)	( 6pts.)

RATED BY: \_\_\_\_\_

FEEDBACK EVALUATION ON PSYCHOSOCIAL AND BEHAVIORAL, PERSONALITY AND SERVICE-ORIENTATION ATTRIBUTES/TRAIT (10 pts.)  
 POSITION APPLIED: NON-TEACHING GROUP  
 LEVEL 2 (SG 11-UP)

CANDIDATE	POSITION APPLIED	HUMAN RELATIONS (5 pts.)					TOTAL
		Adjusts to the variety of personalities, ranks and informal groups present in the organization (0.875 pt.)	Internalizes work changes with ease and vigor (0.875 pt.)	Accepts constructive criticisms objectively whether from her subordinates, peers or superiors (0.875 pt.)	Observes proper decorum in relating with superiors and is pleasant with clients (1.5 pt.)	Takes the initiative to organize work groups, adopt procedures and standards in her own level (0.875 pt.)	
							( 5pts.)
		DECISIVENESS (2.5 pts.)					TOTAL
		Thinks logically and acts accordingly (0.375 pt.)	Considers alternatives and recommends solutions when faced with problem situations (0.375 pt.)	Gives convincing recommendations and suggestions (0.375 pt.)	Acts quickly and makes the best decision possible (0.375 pt.)	Produces Required Outputs expeditiously (1.0 pt.)	
							( 2.5pts.)
		STRESS TOLERANCE (2.5 pts.)					TOTAL
		Exercises high degree of tolerance for tension resulting from increasing volume of work, organizational change, environmental conflicts, etc. (0.3 pt.)	Uses coping mechanisms to handle creatively tensions resulting from one's work (0.3 pt.)	Controls negative manifestations of emotions (0.8 pt.)	Performs satisfactorily her duties and functions in a tension-laden situation (0.3 pt.)	Channels negative emotions to positive and constructive endeavors (0.8 pt.)	
							( 2.5pts.)

RATED BY: \_\_\_\_\_

FEEDBACK EVALUATION ON PSYCHOSOCIAL AND BEHAVIORAL, PERSONALITY AND SERVICE-ORIENTATION ATTRIBUTES/TRAIT (5 pts.)  
 POSITION APPLIED: TEACHING AND RELATED TEACHING GROUP

CANDIDATE	POSITION APPLIED	HUMAN RELATIONS (3 pts.)				TOTAL ( 3pts.)
		Adjusts to the variety of personalities, ranks and informal groups present in the organization (0.5 pt.)	Internalizes work changes with ease and vigor (0.5 pt.)	Accepts constructive criticisms objectively whether from her subordinates, peers or superiors (0.5 pt.)	Observes proper decorum in relating with superiors and peers and is pleasant with clients (1.0 pt.)	
		DECISIVENESS (1.0 pt.)				TOTAL ( 1.0pt.)
		Thinks logically and acts accordingly (0.125 pt.)	Considers alternatives and recommends solutions when faced with problem situations (0.125 pt.)	Gives convincing recommendations and suggestions (0.125 pt.)	Acts quickly and makes the best decision possible (0.125 pt.)	
		STRESS TOLERANCE (1.0 pt.)				TOTAL ( 1.0pt.)
		Exercises high degree of tolerance for tension resulting from increasing volume of work, organizational change, environmental conflicts, etc. (0.2 pt.)	Uses coping mechanisms to handle creatively tensions resulting from one's work (0.2 pt.)	Controls negative manifestations of emotions (0.2 pt.)	Performs satisfactorily her duties and functions in a tension-laden situation (0.2 pt.)	

RATED BY: \_\_\_\_\_