

DE LA SALLE SANTIAGO ZOBEL SCHOOL  
YEAR-END PERFORMANCE EVALUATION  
ACADEMIC YEAR 2024-2025

Name of the Administrator: Mr. Ricky Sabino

Position: Internationalization  
and Exchange Program  
Office Head

**Instructions:**

This form gives you an opportunity to express your assessment of the performance of the above administrator. Indicate the number that represent the response closest to your assessment.

- 4 = Outstanding
- 3 = Very Satisfactory
- 2 = Satisfactory
- 1 = Needs Improvement
- 0 = Not Applicable/No Sufficient Information

ITEMS	RATING
A. Planning	
1. Assistance in the specification of achievable and well-defined departmental goals and objectives.	4
2. Formulation of effective departmental plans to achieve desired results.	4
3. Foresight and vision in anticipating future departmental needs and developments	4
B. Communication Skills	
4. Quality of reports and correspondence	4
5. Ability to listen to and consider suggestions and criticisms.	4
6. Ability to present ideas and have them accepted	4
7. Initiation of mechanisms for the flow of relevant information and feedback.	4
C. Effectiveness in Dealing with People	
8.Ability to resolve issues and concerns within the unit in a consistent and impartial manner	4
9. Ability to inspire confidence and unity of the purpose in the department	4
10. Ability to develop and maintain the morale of the:	
10.1. Faculty/ASF under her unit	4
10.2 Staff	
11.Ability to effectively act as liason officer between the administrators , faculty , ASF ,ASP , staff and students.	4
12. Ability to work effectively with:	
12.1 Superior	4
12.2 Unit Heads (Office Heads/Subject Coordinators)	4
12.3 Subordinates (Staff,ASP,ASF/ Faculty)	4
12.4. Student Representatives	4
13. Ability to observe professional ethics in dealing with Lasallian Partners	4
14. Ability to positively reinforce, encourage, support Lasallian Partners to help them arrive at a longlife commitment to work at DLSZ	3
D. Administration	
15. Organizational ability	4
16. Effective execution of departmental plans	4
17. Selection and active recruitment of Lasallian Partner	NA
18.Supervision of Faculty/ASF/ Staff especially in terms of accomplishing assigned tasks and observing their classes	NA
19.Administration of departmental/unit budget	NA
20. Supervision of departmental/unit activities	4
E. Decision-Making	
21. Ability to make sound and logical decisions	4

22. Consistency in making decisions	4
23.Consultation with those concerned before reaching administrative decisions.	4
F. Professional Self-Improvement	
24. Participation in professional organizations	4
25. Involvement in professional seminars	4
26. Knowledge of current developments in his field	3
G. Academic Proficiency	NA
27. Knowledge of:	
27.1 individual courses within the program	
27.2. relationship of courses to each other	
27.3 program objectives	
28. Familiarity with alternative teaching methods and their applications	
29. Evaluation, updating and improvement of academic programs and	
H. Institutional Commitment	
30. Willingness to work beyond ordinary requirements, if necessary	4
31. Promotion of good public relations for the school	4
32. Leadership in school activities	4
33. Involvement in school-sponsored activities	4
MEAN	3.93

Extremely Satisfactory, with

<b>Rating</b> <b>Extremely Satisfactory : 3.30 to 4.00 (with MI)</b> <b>Satisfactory : 3.29 and below (No MI)</b>
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STRENGTHS:

Mr. Sabino demonstrates willingness to learn to improve his craft.

AREAS FOR IMPROVEMENT:

Endeavour to complete an action research to enhance expertise and open up further opportunities for scientific growth.

Evaluated by:  
  
**Dr. Janette B. Torrato**  
**Immediate Head**  
Director for Academic Services Department

I have read the contents of this evaluation and the evaluator has explained to me the basis for the ratings above.

  
**Mr. Ricky Sabino**

Date: May 7, 2025