



5 September 2017

**MEMORANDUM NO. 338**  
Series of 2017

**T O: All Unit Heads/Department Heads/Immediate Supervisors of Offices**  
**R E: Pre-testing on the Post Evaluation of Training Attended by Faculty and Staff**

The University has been supporting the participation of its faculty and staff in capability-building activities that include trainings, seminars and workshops. To assess the relevance and effectiveness of these activities, an evaluation instrument has been developed by the Office of the Director for Administration and Human Resource Development (ODAHRD).

In this regard, all faculty and staff who have attended trainings, seminars or workshops for the period January 1, 2017 to March 31, 2017 are required to fill out the attached evaluation instrument (one instrument per activity) and to submit these to the ODAHRD not later than 25 September 2017.

Inasmuch as the instrument is still being finalized, concerned faculty and staff are requested to submit their suggestions on how to improve the instrument on a separate sheet.

For your preferential action.

  
EDGARDO E. TULIN

✍ President



Post Evaluation of Faculty & Staff after attending Seminars/Workshops

Office of the Director for Administration and Human Resource Development, Visayas State University

Faculty Name

Training/Seminar Attended

Location & Date Attended

Department

Please indicate/encircle your evaluation of the items listed below with 5 as the highest and 1 as the least. (5=strongly agree, 4=agree, 3=neutral, 2=disagree, 1=strongly disagree.)

1. The faculty was able to apply the knowledge learned during the training.

54 3 21
2. The objectives of attending the training were met.

54 3 21
3. The quality of his/her performance has improved after the training.

54 3 21
4. Has the faculty/staff introduced innovations/positive changes after the training?

54 3 21
5. How do you rate the application of the training/seminar overall? (Please check)

Excellent

Good

Average

Poor

Very Poor

5

4

3

2

1
6. What aspects should be improved after the application of the knowledge gained from the training?

Comments & Suggestions

Evaluated by:

Name & Signature of Department Head/Immediate Supervisor