



**PERFORMANCE EVALUATION CHECKLIST**  
**N107 Care of Population Groups in the Community**

**Name of Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Area of Assignment:** \_\_\_\_\_

**Instructions:**

1. Check the appropriate column at the space provided.
2. Comment on the remarks column for extremely high or low rating.
3. Compute the total number of points under the YES column.

Criteria	Weight	Yes	No	Remarks
1. Participates in developing a plan for program Implementation 1.1 determines strategies/approaches to achieve goals and objectives	10			
1.2 identifies program services/activities to address program goal and objectives	10			
1.3 identifies groups/ organizations/ individuals as partners	3			
1.4 develops a Gantt Chart	3			
2. Generates resources necessary to implement the plan 2.1 Develops a plan for resource generation needed to carry out a plan	10			
2.2 identifies contacts (individuals/ organizations/ agencies/ companies)	3			
2.3 Carries out resource-generation activities through: 2.3.1 Writing letters of solicitation/support	3			
2.3.2 Personal contact with potential donors	3			
2.3.3 Fundraising activities	3			
3. Participates in the preparation for actual program implementation 3.1 Identifies potential members of the community as partners in program implementation	3			

3.2 Conducts/facilitates/attends committee meetings to plan program implementation	10			
3.3 Disseminates information about program implementation activities	3			
3.4 Mobilizes the community members to attend the scheduled program activities	10			
3.5 Identifies venue/s for program activities	3			
3.6 Coordinates/makes arrangements with contacts regarding use of the venue	3			
3.7 Helps in preparing the venue for program activities (chairs, sound system, backdrop and decoration, snacks, etc.)	3			
3.8 Contacts/informs guests/speakers who will grace the activities through written or verbal invitation.	3			
4. Participates in the actual program implementation 4.1 Assumes major role in the actual program (speaker, emcee, moderator/facilitator, lead person in a major activity)	10			
4.2 Helps in ensuring smooth flow of the activity	3			
4.3 Helps in troubleshooting activities to minimize or avert major problems while program is ongoing	3			
5. Maintains an amiable disposition in times of crisis.	3			
6. Helps in diffusing tension in the group.	3			
7. Makes sure that the group does not become offtrack in the general direction of activities.	3			
8. Shows appreciation of/reaffirms group's efforts and individual's contributions to the success of activities.	3			
9. Exudes a positive attitude in one's performance of tasks and responsibilities.	3			
<b>TOTAL</b>	<b>117</b>			

**Grading System:**

*Points:*  
59 and below  
60 to 65 pts.  
66 to 72 pts.

*Grade Equivalent:*  
5.0  
3.0  
2.75

73 to 79 pts.	2.5
80 to 87 pts.	2.25
88 to 93 pts.	2.0
94 to 99 pts.	1.75
100 to 104 pts.	1.5
105 to 111 pts.	1.25
112 to 117 pts.	1.0

**Remarks:**

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**Reference:**

Program Evaluation Peer Evaluation tool by Luz Barbara P. Dones MPH RN