



ILOILO DOCTORS' COLLEGE

West Avenue, Molo, Iloilo City
Tel. No. 335-8262

OFFICE OF STUDENT/ALUMNI AFFAIRS & SPORTS DEVELOPMENT

STUDENT ACTIVITY ASSESSMENT & EVALUATION FORM

PARTICIPANT

COMMITTEE MEMBER

		1 (Poor)	2 (Fair)	3 (Good)	4 (Very Good)	5 (Excellent)
	ORGANIZATION					
1	Working committees have clearly defined functions and responsibilities and clearly identified lines of coordination.					
2	There is an adequate and properly allocated budget.					
	PROGRAM					
3	Timely and appropriate information is disseminated to promote the activity and to encourage maximum participation.					
4	Rehearsals are well organized, scheduled and followed accordingly.					
5	Invitations were sent out ahead of time.					
6	The venue has an adequate seating capacity, seats are arranged to meet the requirements of the activity.					
7	The acoustics of the venue is good.					
8	There are functional sound and lighting equipment that provided the activity adequate sounds and illumination levels.					
9	The program started and ended on time.					
10	There is an active participation among students and faculty.					
	PERSONNEL					
11	Committee members are functioning according to their duties and responsibilities.					
12	Facilitators (emcees) functioned with confidence and mastery.					
13	There are people in charge of waste management during and after the program.					
	SUB TOTAL					
	SUMMARY SCORE					

COMMENTS / RECOMMENDATIONS:
