

**Annex "A"**

**Assessment Form No. 1**

**PHYSICAL CHARACTERISTICS AND PERSONALITY TRAITS**

Name of candidate: \_\_\_\_\_

Position to be filled up: \_\_\_\_\_

Department/unit: \_\_\_\_\_

*Instructions:* This is a peer assessment evaluation sheet. The criteria are based on the candidate's physical characteristics and personality traits. Please encircle a number on the rating scale which you feel he/she deserves where 4 is the highest and 1 is the lowest. The ratings are the following:

4 – Outstanding  
3 – Very Satisfactory

2 – Satisfactory  
1 – Unsatisfactory

<b>I. ATTITUDE</b>		<b>RATING</b>			
- Professional in dealing with clients and co-workers	4	3	2	1	
- Emotionally mature (cooperative, patient and discreet)	4	3	2	1	
- Courteous and enthusiastic	4	3	2	1	
<b>II. COMMITMENT</b>		<b>RATING</b>			
- Responsible	4	3	2	1	
- Adhering to the code of moral values	4	3	2	1	
- Willing to render overtime service even without pay	4	3	2	1	
<b>III. APPEARANCE</b>		<b>RATING</b>			
- In CSC-prescribed dress code	4	3	2	1	
- Well-groomed (neat and clean)	4	3	2	1	

JOHN LLYGO SAUZA

Signature of Rater over Printed Name

10-7-2025

Date

Systems Integration Architect

Designation