

***Annual Self and Peer Assessment (SPA) and
Performance Evaluation System (PES)**

CARE MBA, Inc. intend to encourage improved performance and effectiveness of trustees by identifying areas that need improvement. Each trustee is requested to rate their colleagues on the Board using the internal Self and Peer Assessment and Performance Evaluation System (SPA and PES). This is a tool utilized annually for self and peer rating of assessment and peer evaluation.

The baseline of SPA and PES is on (A) Qualities and Competence that the Board of Trustees possess and manifest and (B) Performance of Duties and Responsibilities. It is a Likert Rating scale with numerical scores and merit interpretations.

**SELF AND PEER ASSESSMENT (SPA) AND PERFORMANCE EVALUATION
SYSTEM (PES)**

Direction: Check the corresponding column as to your rate of assessment/evaluation.

LEGEND:

A. Qualities and Competencies

- 5 – Optimum Level of Manifestation (OL)
- 4 – Maximum Level of Manifestation (MLM)
- 3 – Moderately High Level of Manifestation (MHLM)
- 2 – Moderately Low Level of Manifestation (MLLM)
- 1 – Low Level (No Existence/No Manifestation) (LL)

B. Performance of Duties and Responsibilities

- 5 – Optimum Level of Performance (OLP)
- 4 – Maximum Level of Performance (MLP)
- 3 – Moderately High Level of Performance (MHLP)
- 2 – Moderately Low Level of Performance (MLLP)
- 1 – Low Level of Performance (LLP)

| A.1 QUALITIES | | | | | | |
|---------------------------------------|--|----------|----------|----------|----------|----------|
| Item No. | | 5 | 4 | 3 | 2 | 1 |
| 1 | Thorough, sound and detailed working knowledge on CARE MBA, Inc. | | | | | |
| 2 | Dedication and commitment to the vision, mission, goals and core values of CARE MBA, Inc. without financial gain and vested interest. | | | | | |
| 3 | Competence and efficiency in activities and areas related to CARE MBA, Inc. work | | | | | |
| 4 | Honesty, sincerity, respect and positive regard to stakeholders. | | | | | |
| 5 | Open-mindedness, tolerance and wisdom on relevant and updated news. | | | | | |
| 6 | Awareness and acceptance of role and willingness to learn. | | | | | |
| 7 | Genuine likeness and concern for CARE MBA, Inc. | | | | | |
| 8 | Independence, objectivity, personal integrity and ethical standards. | | | | | |
| A.2 COMPETENCIES | | | | | | |
| 9 | Has punctuality, preparedness and involvement during meetings and activities | | | | | |
| 10 | Has productive and creative mind in formulating strategic business direction. | | | | | |
| 11 | Has transparency and accountability of actions and decisions. | | | | | |
| 12 | Achievement of proper balance between functions of the board, management, and other stakeholders. | | | | | |
| 13 | Maintain soundness, effectiveness, adequacy and relevance of CARE MBA, Inc. control of internal affairs. | | | | | |
| 14 | Ensure that ASKI MBA manages risks effectively. | | | | | |
| B. DUTIES AND REPOSNSIBILITIES | | | | | | |
| 15 | Define, determine and realize CARE MBA, Inc. vision, mission, goals, policies, and objectives. | | | | | |
| 16 | Initiate and ensure effective strategic planning | | | | | |
| 17 | Share personal and professional expertise, skills and competence towards realizations of CARE MBA, Inc.'s vision, mission, goals and objectives. | | | | | |
| 18 | Give active and productive participation in board and committee meetings, tasks and activities. | | | | | |
| 19 | Willing to undergo training for board's holistic growth and development. | | | | | |
| 20 | Ensure CARE MBA, Inc.'s compliance with existing regulations, codes, laws, policies and best business practices. | | | | | |
| 21 | Formulate and adopt programs that strengthen BOT governance, consider their welfare and skills and promote harmonious relationship. | | | | | |
| 22 | Enhance CARE MBA, Inc.'s reputation and prestige and maintain its high public standing. | | | | | |
| 23 | Encourage, recognize, communicate and be directly responsible for other stakeholders | | | | | |