**Pag-IBIG Fund**

**PSYCHO-SOCIAL ATTRIBUTES AND**

**PERSONALITY TRAITS**

|  |  |  |
| --- | --- | --- |
| **Name of Candidate** | **:** |  |
| **Applied Position** | **:** |  |
| **Unit/Department/Branch/TAS/HBC/Group** | **:** |  |

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| **Instruction:** |
| 100=Outstanding; 80=Very Satisfactory; 60=Satisfactory; 40=Unsatisfactory; 20=Poor |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **FACTORS** | **100** | **80** | **60** | **40** | **20** |
| **OFFICE DISCIPLINE**Conducts oneself in an exceptionally high standard of discipline. Present in the work station during work hours and observes regular break time, thus, maximizing time for office work. |  |  |  |  |  |
| **CUSTOMER FOCUS AND ORIENTATION**Attends to customers enthusiastically and responds to their requests/ complaints in a timely and professional manner. |  |  |  |  |  |
| **OPENNESS TO CHANGE**Exhibited flexibility and receptivity in dealing with new situations, ideas, duties/methods. |  |  |  |  |  |
| **EMOTIONAL STABILITY**Manages events and emotions in a balanced and adaptive way. Concerns about positive coping strategies in day-to-day life and its challenges. |  |  |  |  |  |
| **CONFIDENCE AND PROJECTION**Exceptionally effective in dealing with people. Quickly wins confidence and respect. |  |  |  |  |  |
| **PERSONAL APPEARANCE**Physical appearance and grooming are appropriate to the job. |  |  |  |  |  |

Rated by:

*(Signature Over Printed Name)*

 *(Position/Designation)*

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_