GIP FEEDBACK FORM

NAME: _____ **OFFICE OF ASSIGNMENT: _____**

DATE HIRED: _____ **DATE OF SEPARATION:_____**

IMMEDIATE SUPERVISOR: _____

We would appreciate if you can openly answer the following questions in relation to your experiences as a GIP beneficiary during your stay with the Agency. Your responses will be treated with confidentiality and will not form part of your personnel file.

We believe that the information is of vital importance and will assist us in analyzing the factors that will guide the Bureau in improving/enhancing its programs, policies and systems.

1. **Please indicate the kind of work that was given to you at the office or agency.**

☐ Clerical work
☐ Photocopying
☐ Encoding
☐ Answering phone calls
☐ Receiving and transmitting of documents

☐ Administrative work
☐ Coordinating with other offices
☐ Handling logistical matters
□ Data gathering

☐ Technical work
☐ Drafting communications
□ Dealing with IT concerns
□ Others, please specify: _____

2. **What competencies have you acquired that you can present in your future employment?**

□ Communication skills
□ Computer skills
□ Research skills
□ Interpersonal skills
□ Organizational skills
□ Others, please specify: _____

3. **What had been frustrating/difficult/upsetting to you during your stay at the office or agency?**

□ Dealing with supervisors
□ Dealing with peers
□ Volume of workload
□ Work environment
□ Delayed salary
□ Additional transportation expense
□ Government system
□ Others, please specify: _____

4. **How did the GIP program help you in terms of personal or professional growth?**

□ Improved my communication skills
□ Increased my confidence
□ Gave exposure in the world of work
□ Provided training and experience relevant to my field of study
□ Increased my knowledge in government processes
□ Improved my interpersonal skills
□ Others, please specify: _____

5. **What are your immediate plans after your stint with the office or agency?**

□ Continue work in the government service
□ Search job in the private sector
□ Pursue further studies
□ Others, please specify: _____

6. **What are some of your expectations which the office or agency failed to address?**

- □ Non-inclusion in trainings and seminars
- □ Not engaged in permanent employment by the office or agency
- □ Limited work experience
- □ Others, please specify: _____

7. **What had been good/satisfying/enjoyable to you during your stay in BLE?**
   - □ Nature of work
   - □ Work environment
   - □ Work experience
   - □ Service to the government
   - □ Colleagues
   - □ Others, please specify: _____

8. **Please check your overall rating at the office/agency as an organization and also with your Division.**

A. **Office/Agency** ( ) Very Satisfied ( ) Somewhat Satisfied ( ) Satisfied
( ) Somewhat Dissatisfied ( ) Very Dissatisfied

B. **Division/Unit** ( ) Very Satisfied ( ) Somewhat Satisfied ( ) Satisfied
( ) Somewhat Dissatisfied ( ) Very Dissatisfied

Comments/Suggestions: