



AIHD No. ๑๑๑

ASEAN Institute for Health Development

Mahidol University

999 Salaya Phuttamonthon,

Nakhon Pathom, 73170

July 2024

To AIHD supporting staff,

Title: Guidelines for Workload and Weight Criteria for Supporting Staff for the 2025  
Performance Evaluation (B.E. 2568)

According to the Mahidol University Regulations on Principles and Guidelines for Working Performance Evaluation for Staff 2022 (B.E.2565), dated 3 May 2022, the regulations have been revised. These regulations outline goals, indicators, weights, assessment criteria, or evidence required to clearly and appropriately represent the work achievement. A meeting on the AIHD Performance Agreement was held on 24 April 2024 from 1.00 – 4.00 hrs. at Boonsiri Hall to clarify the Performance Agreement and to consider the workload weights for supporting staff for the Working Performance Evaluation in 2025 (B.E.2568), and the AIHD committee meeting passed a resolution no.5/2567 dated 24 May 2024. In this regard, the following revised workload and weight criteria for support staff are to be considered for work performance evaluation as the followed;

1. The ASEAN Institute for Health Development letter no.78.1119, titled “Guidelines of weight criteria for supporting staff”, dated 22 July 2022 is hereby canceled.
2. The workload and weight criteria for supporting staff (total workload 100%) will be divided 2 groups are as follows;

Group 1: Head of department, head of unit, and those holding the positions at the senior professional level or higher

Workload		Weight
1	Supporting strategic plan and/or action plan of university and institute	30 - 50 %
2	Main job responsibilities (job description)	30 -50 %
3	Work assignments	10 – 20 %
4	Social activities for institute / university	10 - 20 %

Group 2: Supporting staff (not holding head of department or head of unit)

Workload		Weight
1	Supporting strategic plan and/or action plan of university and institute	10 - 30 %
2	Main job responsibilities (job description)	40 - 60 %
3	Work assignments	10 – 20 %
4	Social activities for institute / university	10 - 20 %

Thank you for your attention and cooperation.

Sincerely yours,



Assoc. Prof. Dr. Chuthamanee Suthisisang

Acting for Director of ASEAN Institute for Health Development

Mahidol University