

Curriculum Vitae

A. GENERAL INFORMATION

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|---|---|
| 1. Name: | Oluwagbenga Micheal OLAWALE |
| 2. Date and Place of Birth: | 18 th September, 1983, Aagba |
| 3. Gender: | Male |
| 4. Nationality: | Nigeria |
| 5. State of Origin: | Osun State |
| 6. Local Government Area: | Boripe Local Government |
| 7. Marital Status: | Married |
| 8. Names and Ages of Children | Ayomide Olawale (11 years)
Femi Olawale (9years)
Eniola Olawale (6 years) |
| 9. Name and Relationship of Next of Kin: | Ayomide Olawale (Son)
08163611582 |
| 10. Permanent Contact Address | Oke Aresa Aagba, Osun State |
| 11. Email Address: | olawaleoluwagbenga2021@gmail.co |
| 12. Cell Phone Number: | 07062739953 |
| 13. College/Faculty/Unit: | Registry |
| 14. Department: | Library |
| 15. Position of First Appointment with the University: | Office Assistant |
| 16. Present Position and Salary (Grade Level and Step): | Office Assistant Conunass 1 ⁴ |
| 17. Date of Present Position | December 1 st 2023 |
| 18. Is your appointment confirmed: | No |
| 19. If No, Why not: | Not applicable |
| 20. Date of Confirmation of Appointment: | Not applicable |

B. EDUCATIONAL BACKGROUND

1. Education Institution Attended with Dates

i. Ibikun-Olu Vocational Tech. School, Eripa 2021

2. Academics and Professional Qualification with Dates/Issuing Authority Class Degree

i. National Business and Technical Examination Board (NABTEB) 2021

3. Other Relevant Qualifications Nil

C. WORK EXPERIENCE OUTSIDE UNIVERSITY SYSTEM Nil

D. WORK EXPERIENCE IN OTHER UNIVERSITY: Nil

E. WORK EXPERIENCE IN OSUN STATE UNIVERSITY:

Casual Worker 2012- 2017
Library

Support Staff 2017 -2023
Library

F. CO-CURRICULAR PROFESSIONAL EXPERIENCE: Nil

G. MEMBERSHIP OF PROFESSIONAL BODIES: Nil

H. SERVICE : Nil

(i) University

(ii) Community

(iii) International Nil

I. PUBLICATIONS : Nil

J. EXTRA CURRICULUM ACTIVITIES/HOBBIES Farming and
Singing

K. ANY OTHER RELEVANT INFORMATION: Nil

L. CONFERENCE ATTENDED:

Signature and Date:



OSUN STATE UNIVERSITY, OSOGBO

PERFORMANCE EVALUATION REPORT FORM FOR JUNIOR STAFF

REVIEW YEAR: 2025/2026.

DATE: 24th July, 2026

Section A to be completed by the Staff (Surname – Block Capitals)

Section B to be completed by the Head of department/Unit

Section C to be completed by the College/Faculty Officer

Section D to be completed by the Registry (Personnel Affairs Unit)

SECTION A

1. Full name of Staff (Surname – Block Capitals): OLAWALE, Oluwagbenga Micheal
2. Present Post: Office Assistant
3. Present Department: Library
4. Date of First Appointment in the University: 1st December, 2023
5. Marital Status: Married
6. Qualification(s) To be filled as appropriate
 - a) NABTEB - 2021
 - b)
 - c)
 - d)
 - e)
 - f)

SECTION B: tick the appropriate column(s)

	Total Marks Obtainable	Actual marks obtained
JOB KNOWLEDGE	20	13
GENERAL CONDUCT	15	12
QUALITY OF OUTPUT	20	15
GENERAL INTELLIGENCE	15	12
INTEGRITY	15	12
PUNCTUALITY	15	15
TOTAL	100	79

Guidelines on ratings:

RATING

High
Above average
Average
Below average
Poor

MARK

70% and above
51% - 69%
41% - 50%
31% - 40%
30% and below

Note: Candidates being assessed for promotion should not score less than 60% of the total marks obtained.

Duties Performed by the employee:

Receiving and Dispatching of Mails

Filling of Official documents

Any other duties assign to me by the University Librarian

Summary of assessment:

High	☒	Above average	☐	Average	☐	Below average	☐	poor	☐
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Please underline action recommended: Promotion, Regrading, Commendation, Normal increment, Deferred Increment, Withheld Increment, Warning, termination of Appointment/Dismissal.

Remarks (including any additional responsibilities performed during the review period):

Mr. Olawale, Olugbenga Michael is highly dependable, hard-working and trustworthy

Any warning or commendation received during the review period?

NIL

Staff member's comment: I agree/disagree with the above assessment/recommendation (if disagree, state reason(s):...
I agreed with the above assessment/recommendation

Name and Signature of the Staff Member:.....**Date:**.....

Name/Signature of the Head of Department:.....**Date:**.....

SECTION C

- i. Qualifications required:
 - a) O level School Certificate (NABTEB)
 - b)
 - c)
- ii. Previous warnings and penalties NIL
- iii. General comment on the Staff by the College/Faculty Secretary (where applicable)

Mr. Olawale, Olugbenga Michael is highly dependable, hard-working and trustworthy, he possesses admirable qualities such as integrity teamwork and good communication skills. These qualities, couples with his determination and discipline make him highly suitable for promotion

SECTION D

Decision of Junior Staff Committee: Promotion, Regrading, Commendation, Normal Increment, Deferred Increment, Withheld Increment, Warning, Terminology/Dismissal.

New Post:

New Salary Scale:.....

Point of Entry:.....



OSUN STATE UNIVERSITY, OSOGBO

P.M.B. 4494, OSOGBO

2025/2026 ANNUAL REVIEW OF STAFF

Recommendation for Confirmation of Appointment

Personal Data

Name: OLAWALE, Oluwagbenga, Micheal
Department: Library
Date of Appointment: 1st December, 2023
Status on Appointment: Office Assistant

Background

(To include qualification(s) and appointment history)

National Business and Technical examination Board (NABTEB)

Professional Competence and Activity

He is reliable, hardworking and can be trusted to a very large extent
His job performance is excellent

Performance on the Job including output in terms of quality and quantity of responsiveness to UNIOSUN Vision

Mr. Olawale's job performance and reliability is very satisfactory

Integrity, Dependability and Initiative

Mr. Olawale, Oluwagbenga Micheal is highly dependable in the course of his productivity and Job performance. By extension he possessed a high degree of integrity.

Any pending discipline record?

NIL

Recommendation

In view of the excellent performance by Mr. Olawale, Oluwagbenga Micheal, I hereby recommend him for both confirmation of appointment and promotion to Senior Office Assistant.

Dr. Adewuyi, O.W.

.....
Name of Officer Reporting

.....
Signature & Date



OSUN STATE UNIVERSITY, OSOGBO

OFFICE OF THE UNIVERSITY LIBRARIAN

RECOMMENDATION FOR PROMOTION IN RESPECT OF MR. OLUGBENGA MICHEAL OLAWALE

I am delighted to recommend Mr. Olugbenga Michael OLAWALE, a dedicated staff in the office of University Librarian who was employed to the institution on the 1st December, 2023.

I have had the privilege of working closely with him for some years and found him to be diligent, hardworking, responsible and committed to work.

In addition to job competence, Mr. OLAWALE possesses admirable qualities such as integrity teamwork and good communication skills. These qualities, coupled with his determination and discipline make him highly suitable for promotion.

I therefore recommend him wholeheartedly to the position of Senior Office Assistant. I am confident that he will perform excellently in his new position.

Thank you.

Dr. Adewuyi O.W (CLN)