



DECEMBER 6, 2021

HONEY SOFIA V. COLIS

OIC Director for Human Resource Management
Visayas State University
Visca, Baybay City, Leyte

Dear Ma'am:

Greetings!

One of the many functions of the Office of the Director for Instruction and Evaluation is to gather, collect, summarize, print, and distribute the data of the Teaching Performance Evaluation by Students (TPES). This requires an extensive and rigorous process considering the wide-coverage of the conduct of this evaluation per semester in the university system. All faculty handling all different subjects will be subjected to this evaluation, which comprise 50% of the Instruction Criteria in their IPCR.

As of the moment, the office has now 1 JO, acting as the TPES encoder and facilitator in the data gathering and at the same time serving as receiving/releasing clerk and the office dDRC. As experienced, the TPES work is laborious and needs to be finished before the start of the next semester, since the data is also one of the requirements by faculty for their renewal, promotion, CHED & CSC requirements, among others. Moreover, the JO clerk is handling multiple tasks.

In this connection, we humbly request from your good office to add 1 JO position to be assigned in our office to assist the current JO to work on the TPES, and to function other duties and responsibilities that could be assigned to him/her by this office.

I hope this merits your favorable approval.

Thank you very much and God bless.

Sincerely,


MA. RACHEL KIM L. AURE
Director, Instruction and Evaluation

Noted:


BEATRIZ S. BELONIAS
Vice-President for Academic Affairs