



15 December 2021

TO THE CONCERNED DEPARTMENT HEAD/DIRECTOR:

Please find attached the **Teaching Performance Evaluation by Students (TPES) results (2nd semester AY 2020-2021)** for distribution to all the faculty under your department.

As the Department Head/Director, you are expected to do the following upon receipt of this document;

1. Distribute the **Teaching Performance Evaluation By Students Summary of Ratings (FM-ODI-04)** to the faculty concerned and have him/her receive and sign all four copies of the document. One signed copy will be for the ODIE's file, one for the Dean, one for the Department, and one for the Faculty.
2. For faculty member having Satisfactory (S) or Fair (F) rating/s, as the Department Head/Director, you shall consult your College Dean, meet with each faculty to discuss with him/her the result of the evaluation.
3. Make interventions to improve the teaching performance of the faculty at the department level.
4. The **Summary of Ratings per Subject (FM-ODI-05)**, **Teaching Performance Evaluation Summary by Department (FM-ODI-12)**, **Teaching Performance Coaching and Monitoring Form** will follow once it is ready.
5. Please return a copy of completely signed document (FM-ODI-04) to ODIE within seven (7) days upon receipt.

For your guidance and compliance.

Thank you very much for your cooperation.

Very truly yours,

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