



09 January 2024

**MEMORANDUM CIRCULAR NO. 01**  
Series of 2024

**T O: Chancellors, College Deans, Department Heads/Director,  
Director of Academic Affairs**

**R E: Faculty Performance Evaluation by Supervisor (FPES)**

Please be informed that the procedure for the Faculty Performance Evaluation by Supervisor (FPES) was already approved for implementation in December 2023, thru PM-ODI-09. This procedure was discussed and approved during the Document Review conducted in 2023 which was attended by the College Deans, Directors and Department Heads, and dDRCs of academic units.

In the procedure, the faculty will be evaluated by their immediate supervisor every semester. For 1<sup>st</sup> Semester 2023-2024 there were only few who did the evaluation because the PM was approved only towards the end of the semester. Please note that under JC3 s.2022 or faculty reclassification, the supervisor evaluation is a major component of KRA I – Teaching Effectiveness. Since Cycle 2 of JC3 starts from August 1, 2023, all supervisors should conduct the evaluation for 1<sup>st</sup> sem. 2023-2024, and later this 2<sup>nd</sup> semester 2023-2024.

Please submit to IEO the filled-out evaluation forms for 1<sup>st</sup> semester on or before January 31, 2024 and for 2<sup>nd</sup> semester two weeks before the final examination week.

For your guidance and compliance.

  
**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs