



October 9, 2018

OVPI Memo Circular No. 41
Series 2018

TO: ALL COLLEGE DEANS, DEPARTMENT HEADS AND INSTITUTE DIRECTORS

RE: TEACHING PERFORMANCE EVALUATION BY STUDENTS

Please be informed that the Teaching Performance Evaluation by Students (TPES) for first semester SY 2018-2019 is on **October 30 to November 29**. In this connection, please allow your administrative staff/research assistants who are given appointment as facilitators to conduct the said evaluation. An orientation for the **newly appointed evaluation facilitators** will be conducted on **October 29 at 9 o'clock in the morning** at the Office of the Vice President for Instruction to ensure smooth conduct of the evaluation.

Evaluation forms in the main campus should be submitted to OVPI while for the external campuses to their dean's office. This should bear the name of the instructor, the subject being taught, the class schedule and the room assignment. Then, all filled out evaluation forms should be submitted to OVPI for encoding for the results.

Thank you for your cooperation.


BEATRIZ S. BELONIAS
Vice President for Instruction