# OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

March 15, 2024

**MEMORANDUM CIRCULAR NO. 10a**
Series of 2024

**TO:** **CHANCELLORS, ALL COLLEGE DEANS, DEPARTMENT HEADS/DIRECTORS, FACULTY and STUDENTS**

**RE:** **TEACHING PERFORMANCE EVALUATION BY STUDENTS (TPES) (Second Semester AY 2023-2024) updated**

Please be informed that the Teaching Performance Evaluation by Students (TPES) for **Second Semester AY 2023-2024** will be conducted from **April 8 to June 5, 2024.**

The TPES instrument is embedded in the **CumulusOne portal for the Main and Tolosa campuses**. Only the students of these two campuses can evaluate using this platform.

To evaluate, the student will do the following:

a) Log in to MyVSU Student Portal at (https://my.vsu.edu.ph)
b) Once logged in successfully, click the TPES menu on the left-side panel of the dashboard.
c) The courses taken this semester are displayed on the dashboard. Click on each of the courses to evaluate the teachers.
d) The faculty will be evaluated based on their performance. Tick the item based on the rating scale provided and write some comments/suggestions for teaching improvement.
e) If you miss to tick a rating for one item, the system will prompt to remind you that all items must be rated.
f) Make sure to review all your ratings before you click "Submit".

For **Alangalang, Isabel, and Villaba campuses** the TPES evaluation will be done using **Google form.** The google form link will be sent thru email by the Director of Instruction and Evaluation to the students through the Director of Academic Affairs of each campus.

To evaluate, the student will do the following:

a) Click the google form link and input the needed personal information.
b) The courses taken this semester are displayed. Click on each of the courses to evaluate the teachers.

c) The faculty members will be evaluated based on their performance. Tick the item based on the rating scale provided and write some comments/suggestions for teacher's improvement.
d) If you miss to tick a rating for one item, the system will prompt to remind you that all items must be rated.
f) Make sure to review all your ratings before you click "Submit".

Attached is a "Quick Guide on How to Evaluate to your Teacher" for your guidance.

All College Deans, Chancellors, Directors, and Department Heads are directed to ensure that all the faculty of the academic units are able to notify/inform their students of the evaluation.


For compliance.


**BEATRIZ S. BELONIAS**
VP for Academic Affairs

**"A QUICK GUIDE ON HOW TO EVALUATE YOUR TEACHER USING MyVSU STUDENT PORTAL?"**

Step 1. Log-in to your account in the student portal that can be accessed at
https://my.vsu.edu.ph



Step 2. Click on the log-in button at the top portion of the banner. Supply your username and password to proceed to your student account.

Step 3. Upon successful log-in, you can now start to evaluate your instructors. Click the TPES menu on the left side panel of your dashboard.
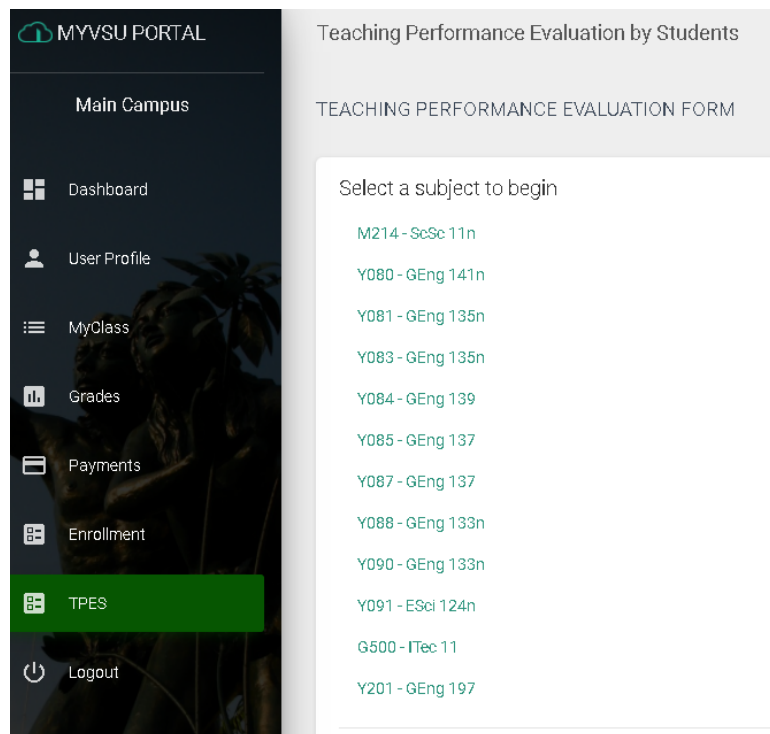


Step 4. You can now see the different subjects that you are currently enrolled. The information of that subject will be displayed once you have selected it. Make sure to tick LEC or LAB based on the offering number of the course.

ScSc 11n - UNDERSTANDING THE SELF
LEC: [ ✓ ] LAB: [ ]
Instructor: Instructor John Martin A. Diao
Class Schedule: Th 01:00-03:00
Evaluation Status: Pending

Step 5. Tick the necessary items in the evaluation based on the given scale located at the top part of the dashboard.

*Instruction*

*Please evaluation the faculty using the scale below. CLICK on your rating for each performance indicator.*

| Scale | Descriptive Rating |
|-------|--------------------|
| 1 | Poor |
| 2 | Below Satisfactory |
| 3 | Satisfactory |
| 4 | Very Satisfactory |
| 5 | Outstanding |

WORK PERFORMANCE

1. Presents course outcomes, requirements, policies & grading system at the beginning of the semester.     ○1  ○2  ○3  ○4  ○5

2. Uses appropriate and varied instructional materials such as recent references, videos, Webinars, PPT, OERs, among others.     ○1  ○2  ○3  ○4  ○5

3. Gives clear instructions/guidelines in accomplishing the learning tasks/activities/exercises     ○1  ○2  ○3  ○4  ○5

4. Lessons are clearly presented using simple and understandable language.     ○1  ○2  ○3  ○4  ○5

5. Gives interesting and relevant learning tasks/activities.     ○1  ○2  ○3  ○4  ○5

**Step 6.  Provide constructive remarks for your instructor by typing in the comments and suggestions area.**
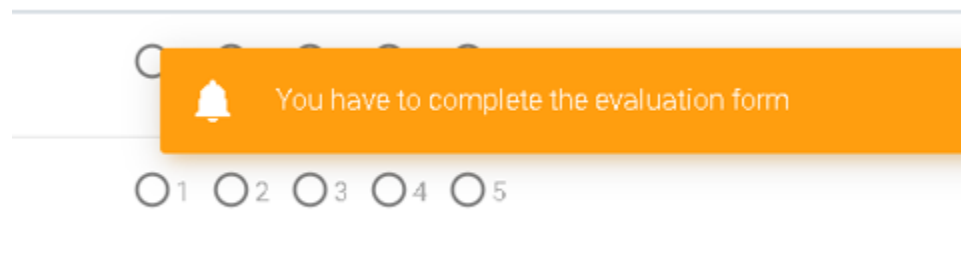
COMMENTS/SUGGESTIONS

1. Write comments etc......

2. Write comment where your teacher does well

SUBMIT

**Step 7.  You will be prompted to complete the evaluation if you click the SUBMIT button while there are still items that have not been rated.**
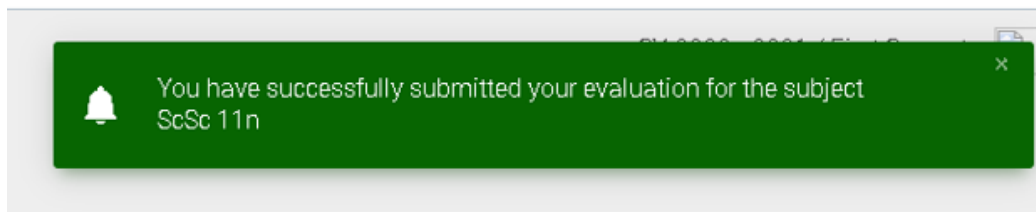
🔔 You have to complete the evaluation form

○1  ○2  ○3  ○4  ○5

Step 8.  Review your answers and click the SUBMIT button to complete the evaluation.



Step 9. Once you have submitted the evaluation, you are given the prompt of the successful evaluation for the subject. Then you are done!



Step 10. Repeat Steps 3 to 9 to evaluate your other subjects. DO NOT FORGET TO LOG-OUT once you are done!

**"A QUICK GUIDE ON HOW TO EVALUATE YOUR TEACHER USING GOOGLE FORM?"**
Step 1. Open the Google form link to start the faculty evaluation using TPES.



Step 2. Provide the email address and the current date.

Step 3. Provide the details of the needed information. All items should be correct and completely filled out.

VSU Villaba Teaching Performance Evaluation By Students (TPES) 1st semester AY2020-2021

* Required

**I. General Information**

Please fill-in the information needed.

Student ID Number *

Your answer

Full Name *

Your answer

Degree Program *

Your answer

Year Level *

Choose ▼

Step 4. Select your mode of delivery of the instruction. Select your instructor's name from the drop-down box, the course no. and title and whether it is a lecture or a laboratory class.

Mode of delivery you chose *

○ Printed IM

○ Online IM

Name of faculty/professor *

Choose ▼

Course No. and Course Title *

Choose ▼

Type of course *

○ Lecture

○ Laboratory

Back    Next

Step 5. Rate your instructor based on the given performance indicator. If you miss to tick a rating for one item, the system will prompt to remind you that all items must be rated.

## II. Teaching Performance Evaluation Form

Please evaluate the faculty using the scale below. CLICK on your rating for each performance indicator.
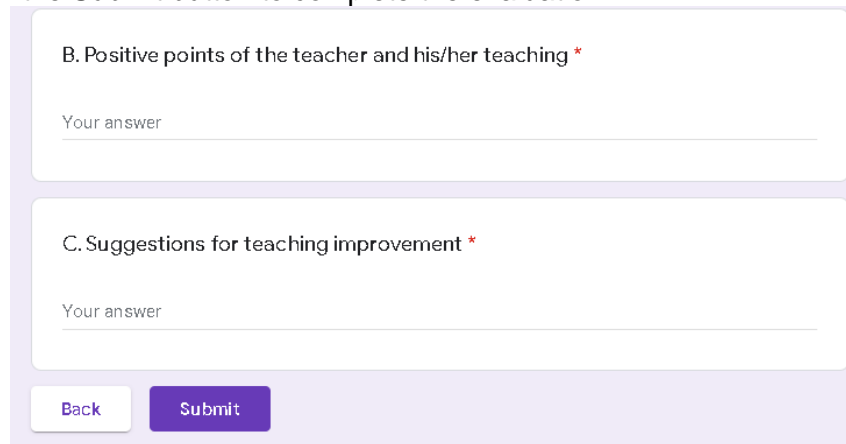
Scale   Descriptive Rating
1   Poor
2   Below Satisfactory
3   Satisfactory
4   Very Satisfactory
5   Outstanding

### A. Work Performance *

|  | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|
| Presents course outcomes, requirements, policies & grading system at the beginning of the semester. | ○ | ○ | ○ | ○ | ○ |
| Uses appropriate and varied instructional materials such as recent references, videos, Webinars, PPT, OERs, among others. | ○ | ○ | ○ | ○ | ○ |

| Flexible and fair in implementing course policies and requirements considering the COVID-19 pandemic* | ○ | ○ | ○ | ○ | ○ |

⚠ This question requires one response per row

Step 6. Provide constructive comments and suggestions. Make sure to review your ratings before you click the Submit button to complete the evaluation.



Step 7. Once you have submitted the evaluation, you are given the prompt of the successful evaluation for the subject. Then you are done! Repeat steps 1 to 6 to evaluate your other instructors.