



January 12, 2021

Memo Circular No. 02
Series of 2021

T O: All College Deans, Chancellors, Department Heads, Institute Directors, Faculty and Students

R E: TEACHING PERFORMANCE EVALUATION

Please be informed that the Teaching Performance Evaluation by Students (TPES) for 1st semester AY2020-2021 will be conducted online from **JANUARY 15 to FEBRUARY 14, 2021**.

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

To evaluate, the student will do the following:

- Log in to MyVSU Student Portal at (<https://my.vsu.edu.ph>)
- Once logged in successfully, click the TPES menu on the left-side panel of the dashboard.
- The courses taken this semester are displayed on the dashboard. Click on the courses, one by one, until all teachers in all subjects enrolled are evaluated.
- The faculty are evaluated based on their performance. Tick your rating opposite each indicator based on the rating scale provided and write your comments/suggestions for teacher's improvement, if any.
- Tick a rating for all indicators. If you miss one, the system will prompt to remind you to rate all items.
- Review your ratings before you click "Submit" to complete the evaluation.

For the **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 of these campuses to the students.

To evaluate, the student will do the following:

- Click the google form link.
- The courses taken for this semester are displayed. Click on the courses enrolled, one by one, until all teachers are evaluated.
- The faculty are evaluated based on their performance. Tick your rating opposite each indicator based on the rating scale provided, and write your comments/suggestions for teacher's improvement, if any.
- If you miss to tick a rating for one item, the system will prompt to remind you to rate all items.
- Review your ratings before you click "Submit" to complete the evaluation.

Attached is a "Quick Guide on How to Evaluate to your Teacher?" for your reference. Moreover, an instructional video will later be uploaded in the student portal for a guided instruction on how students will evaluate.

All College Deans, Chancellors, and Department Heads are directed to ensure that all the faculty of the academic unit are able to notify/inform their students of the evaluation. The result of the evaluation is one of the required documents needed to support recommendations for renewal of appointment of faculty, so the evaluation has to be completed within the prescribed period.

For compliance.


BEATRIZ S. BELONIAS

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