



Visayas State University

Visca, Baybay City, Leyte 6521-A
Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601
website: www.vsu.edu.ph; email: op@vsu.edu.ph

Office of the President

17 August 2012

MEMORANDUM CIRCULAR NO. 54

Series of 2012

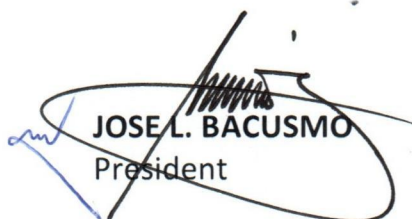
T O: All Deans, Department Heads and Faculties

R E: Observation of Classes

As part of our continuing innovation to improve the teaching delivery of our faculty and in preparation of the AACUP evaluation, the Deans and Department Heads are required to observe the classes of their respective faculties and evaluate them using the attached form.

Kindly submit the completed Class Observation Forms of your respective College on or before August 29, 2012 to the Office of the Vice President for Instruction.

For strict compliance.


JOSE L. BACUSMO
President



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

Class Observation Form

Name of Instructor/professor: _____ Semester/SY: _____
Department: _____ Date: _____
Subjects being taught: _____ Time: _____

I. Personal Qualities	Rating Scale				
	Excellent (5)	Very Good (4)	Good (3)	Fair (2)	Poor (1)
1. Grooming – neat and wears appropriate clothes					
2. Facial expression - pleasant					
3. Teaching voice – clear and easy to understand					
4. General impression of personality, vitality, self-confidence					
II. General Qualities as a Teacher					
1. Command of language – can communicate well in English					
2. Attitude toward subject matter – interested and enthusiastic to teach					
3. Attitude toward students – friendly, sympathetic, helpful					
4. Ability to maintain an atmosphere of mutual respect and courtesy with students					
5. Punctuality in starting and dismissing the class					
6. Able to maintain the interest of the students					
7. Shows evidence of careful preparation and research in the subject					
8. Able to secure the cooperation and active participation of the students in class activity					
9. Uses a variety of methods and aids in teaching					
10. Presents explanations and directions clearly and simply					
AVERAGE RATING					
ADJECTIVAL RATING					

III. Other Comments

Legend:

1.00 – 1.49.....Poor
1.50 – 2.49.....Unsatisfactory
2.50 – 3.49.....Satisfactory
3.50 – 4.49.....Very Satisfactory
4.50 – 5.00.....Outstanding

Note: To get the average rating, add the scores divided by the total number of items.

Observed by: _____

Designation

Date