



March 15, 2024

MEMORANDUM CIRCULAR NO. 10
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)**

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 ok! 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