



31 March 2017

MEMORANDUM NO. 219

Series of 2017

T O: Deans, Faculty & Evaluation Facilitators of External Campuses

R E: Encoding of Results of Teaching Performance Evaluation by Students

Please be informed that starting this Second Semester SY 2016-2017, encoding of all results of the **Teaching Performance Evaluation by Students (TPES)** will be done in the main campus.

Please bring the following to the Office of the Vice President for Instruction (OVPI) on or before April 21, 2017:

1. All filled out evaluation forms placed in a sturdy box and sealed well with packing/masking tape. The forms should be segregated according to class and teacher.
2. Enough reams of paper to be used in printing the results.

For your strict compliance.

EDGARDO E. TULIN
President

cc: OVPI