



March 15, 2024

MEMORANDUM CIRCULAR NO. 11
Series 2024

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

**R E: FACULTY PERFORMANCE EVALUATION BY SUPERVISORS, SECOND SEMESTER
AY 2023-2024**

Please be advised that for Second semester of AY 2023-2024, the Faculty Performance Evaluation by Supervisors (FPES) is scheduled on **March 18 to May 10, 2024**. The supervisor will randomly select one class of the faculty (regular and part-time) to be observed. It shall be conducted in a manner that will not disturb the conduct of the class.

For those who will conduct FPES, please use the updated procedure and form cascaded by the ODQA (refer to PM-ODI-09 v.0 12-08-2023).

For your compliance.

BEATRIZ S. BELONIAS
Vice President for Academic Affairs