



October 26, 2021

**MEMORANDUM CIRCULAR NO. 23**  
Series of 2021

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

**R E: Teaching Performance Evaluation by Students for 1<sup>st</sup>  
Semester AY 2021-2022**

Please be informed that the Teaching Performance Evaluation by Students (TPES) for 1<sup>st</sup> semester AY2021-2022 will be conducted online from **NOVEMBER 8 to DECEMBER 8, 2021**.

The TPES instrument is embedded in the **CumulusOne portal** for **Main and Tolosa Campus**. 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/subjects taken this semester are displayed in the dashboard. Click on the courses, one-by-one, until all teachers in all subjects are evaluated.
- The faculty are evaluated based on their performance. Tick the item based on the rating scale provided and write some comments/suggestions for teacher's improvement.
- If you miss to tick a rating for one item, the system will prompt you that all items must be rated.
- Make sure to review your ratings before you click "Submit" to complete the evaluation.

For **Alangalang, Isabel, and Villaba campus** 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 evaluate, the student will do the following:

- Click the google form link.
- Fill-up the necessary information needed.
- The courses/subjects taken this semester are displayed. Click on the courses, one-by-one, until all teachers in all subjects are evaluated.
- The faculty are evaluated based on their performance. Tick the item based on the rating scale provided and write some comments/suggestions for teacher's improvement.
- If you miss to tick a rating for one item, the system will prompt you that all items must be rated.
- Make sure to review your ratings before you click "Submit" to complete the evaluation.

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

All College Deans, Chancellors, and Department Heads are directed to ensure that all students under your respective college/department are notified.

For compliance.

Very truly yours,

  
**BEATRIZ S. BELONIAS**  
VP for Academic Affairs

## “A QUICK GUIDE ON HOW TO EVALUATE YOUR TEACHER USING MyVSU STUDENT PORTAL?”

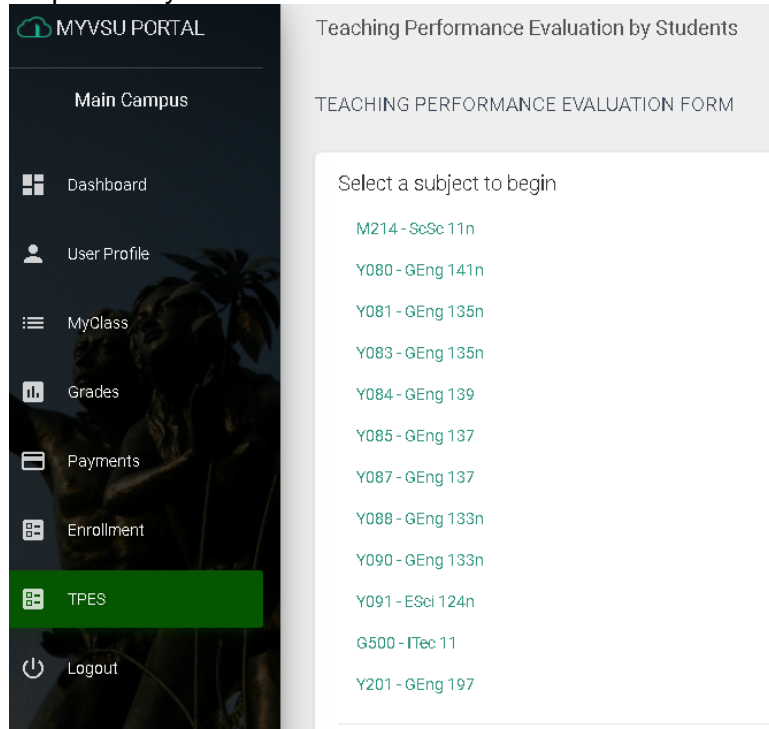
Step 1. Log-in to your account in the student portal that can be accessed at <https://my.vsu.edu.ph>

The screenshot shows the 'MyVSU Student Portal - Main Campus' login page. At the top, there is a green banner with 'Welcome to MyVSU Student Portal'. Below this, a red banner contains information for incoming freshmen. The main content area is divided into two columns. The left column contains a 'Welcome' message, 'VSU CAT 2020 Qualifiers' information, and a 'Continuing Students' section. The right column features a 'Freshmen Registration' form with fields for ECN Number, Firstname, Lastname, Birthdate (YYYY-MM-DD), Email, and Mobile Number. There is a 'REGISTER NOW' button below these fields. At the bottom of the right column, there is a section for 'Already have Transaction Code?' with a 'Transaction Code' field and a 'SUMMIT' button. A 'HOME' link and a 'LOGIN' button are visible in the top right corner of the page header.

Step 2. Click on the log-in button at the top portion of the banner. Supply your username and password to proceed to your student account.

The screenshot shows the 'VSU Student Portal' login form. It features a green header with a user icon and the text 'VSU Student Portal'. Below the header are two input fields: 'Username' and 'Password'. The 'Password' field has a key icon indicating it is a password field. Below these fields is a green 'LOGIN' button. Under the 'LOGIN' button is an 'OR' separator. Below the separator are three links: 'Register Here', 'Forgot Password?', and 'Request a key!'. At the bottom of the page, it says 'VISAYAS STATE UNIVERSITY' and '© 2021 | Powered by CumulusOne'.

Step 3. Upon successful log-in, you can now start to evaluate your instructors. Click the TPES menu on the left side panel of your dashboard.



The screenshot shows the MYVSU PORTAL interface. On the left is a dark sidebar with a 'Main Campus' header and a list of menu items: Dashboard, User Profile, MyClass, Grades, Payments, Enrollment, TPES (highlighted in green), and Logout. The main content area is light gray and titled 'Teaching Performance Evaluation by Students' and 'TEACHING PERFORMANCE EVALUATION FORM'. It contains a section 'Select a subject to begin' with a list of subjects: M214 - ScSc 11n, Y080 - GEng 141n, Y081 - GEng 135n, Y083 - GEng 135n, Y084 - GEng 139, Y085 - GEng 137, Y087 - GEng 137, Y088 - GEng 133n, Y090 - GEng 133n, Y091 - ESci 124n, G500 - ITec 11, and Y201 - GEng 197.

Step 4. You can now see the different subjects that you are currently enrolled. The information of that subject will be displayed once you have selected it. Make sure to tick LEC or LAB based on the offering number of the course.

ScSc 11n - UNDERSTANDING THE SELF

LEC: ☒ LAB: ☐

Instructor: Instructor John Martin A. Diao

Class Schedule: Th 01:00-03:00

Evaluation Status: Pending

Step 5. Tick the necessary items in the evaluation based on the given scale located at the top part of the dashboard.

**Instruction**

Please evaluation the faculty using the scale below. CLICK on your rating for each performance indicator.

**Scale Descriptive Rating**

- |   |                    |
|---|--------------------|
| 1 | Poor               |
| 2 | Below Satisfactory |
| 3 | Satisfactory       |
| 4 | Very Satisfactory  |
| 5 | Outstanding        |

**WORK PERFORMANCE**

- |  |   |
|--|---|
| 1. Presents course outcomes, requirements, policies & grading system at the beginning of the semester.                       | <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 |
| <hr/>  |   |
| 2. Uses appropriate and varied instructional materials such as recent references, videos, Webinars, PPT, OERs, among others. | <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 |
| <hr/>  |   |
| 3. Gives clear instructions/guidelines in accomplishing the learning tasks/activities/exercises                              | <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 |
| <hr/>  |   |
| 4. Lessons are clearly presented using simple and understandable language.   | <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 |
| <hr/>  |   |
| 5. Gives interesting and relevant learning tasks/activities.   | <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 |

**Step 6. Provide constructive remarks for your instructor by typing in the comments and suggestions area.**

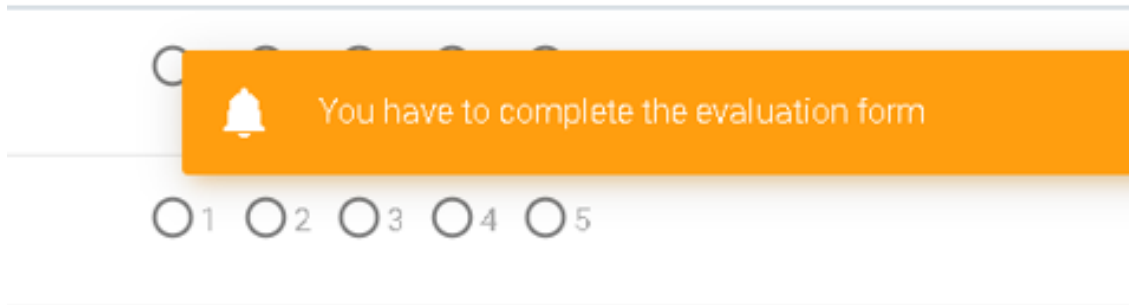
**COMMENTS/SUGGESTIONS**

1. Write comments etc.....

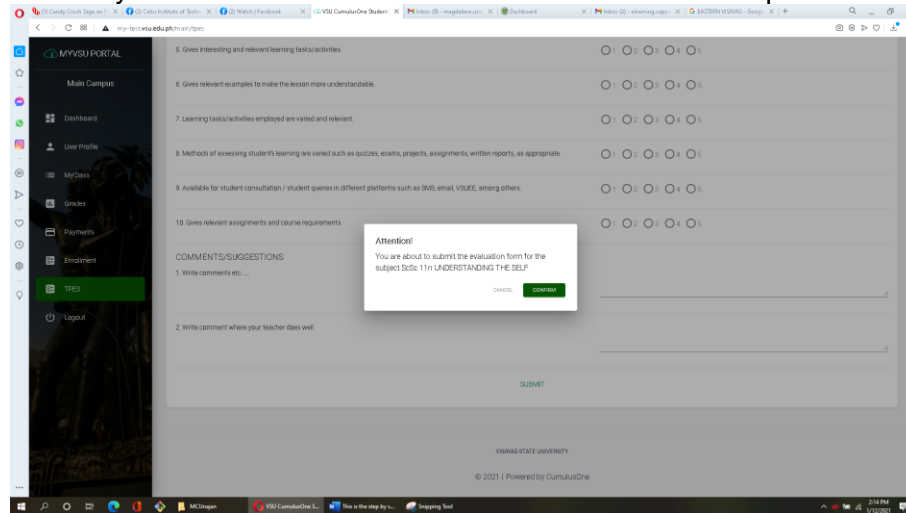
2. Write comment where your teacher does well

**SUBMIT**

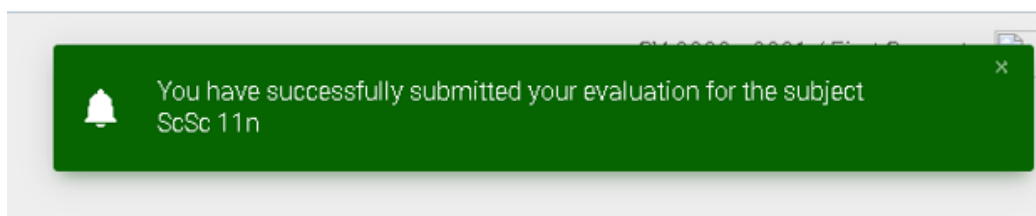
Step 7. You will be prompted to complete the evaluation if you click the SUBMIT button while there are still items that have not been rated.



Step 8. Review your answers and click the SUBMIT button to complete the evaluation.



Step 9. Once you have submitted the evaluation, you are given the prompt of the successful evaluation for the subject. Then you are done!



Step 10. Repeat Steps 3 to 9 to evaluate your other subjects. DO NOT FORGET TO LOG-OUT once you are done!

**“A QUICK GUIDE ON HOW TO EVALUATE YOUR TEACHER USING GOOGLE FORM?”**  
Step 1. Open the Google form link to start the faculty evaluation using TPES.

**VSU Villaba Teaching Performance  
Evaluation By Students (TPES) 1st  
semester AY2020-2021**

Dear VSU Student,

Greetings!

Teaching Performance Evaluation is central to improving teacher quality in a school system. It provides an eye view that can recognize the teacher's abilities and also a means to identify areas that need help for improvement. This Teaching Performance Evaluation By Students can provide us with that necessary information to continually improve faculty/professor and the university's academic services.

Regardless of the modality you chose, this evaluation form is for both printed and online mode of instruction. Rest assured that all information is treated with high confidentiality and will be used for this purpose only.

ALL SUBJECTS enrolled for this semester will be evaluated. Thereby, submission of a filled-up evaluation form is REQUIRED for the release of your Final Grade.

The information herein shall be treated as confidential in compliance with the Data Privacy Act of 2012. It is only the Office of the Vice President for Academic Affairs (OVPAA) and Office of the Director for Instruction and Evaluation (ODIE), will have access and can use the gathered information for its intended purpose.

Thereby, you attest and certify that the information given to OVPAA/ODIE is TRUE and CORRECT to the best of your knowledge.

Thank you very much for your cooperation.

DR. MA. RACHEL KIM L. AURE (SGD)  
Director for Instruction and Evaluation

DR. BEATRIZ S. BELONIAS (SGD)  
Vice President for Academic Affairs

Step 2. Provide the email address and the current date.

Email address \*

Your email

Date of Evaluation \*

MM DD YYYY

/ /

Next

Step 3. Provide the details of the needed information. All items should be correct and completely filled out.

VSU Villaba Teaching Performance  
Evaluation By Students (TPES) 1st  
semester AY2020-2021

\* Required

I. General Information

Please fill in the information needed.

Student ID Number \*

Your answer

Full Name \*

Your answer

Degree Program \*

Your answer

Year Level \*

Choose

Step 4. Select your mode of delivery of the instruction. Select your instructor's name from the drop-down box, the course no. and title and whether it is a lecture or a laboratory class.

Mode of delivery you chose \*

☐ Printed IM

☐ Online IM

Name of faculty/professor \*

Choose

Course No. and Course Title \*

Choose

Type of course \*

☐ Lecture

☐ Laboratory

Back

Next

Step 5. Rate your instructor based on the given performance indicator. If you miss to tick a rating for one item, the system will prompt to remind you that all items must be rated.



### II. Teaching Performance Evaluation Form

Please evaluate the faculty using the scale below. CLICK on your rating for each performance indicator.

Scale    Descriptive Rating

1    Poor

2    Below Satisfactory

3    Satisfactory

4    Vary Satisfactory

5    Outstanding

#### A. Work Performance \*

	1	2	3	4	5
Presents course outcomes, requirements, policies & grading system at the beginning of the semester.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Uses appropriate and varied instructional materials such as recent references, videos, Webinars, PPT, OERs, among others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Flexible and fair in implementing course policies and requirements considering the COVID-19 pandemic\*

☐ ☐ ☐ ☐ ☐

⚠ This question requires one response per row

Step 6. Provide constructive comments and suggestions. Make sure to review your ratings before you click the Submit button to complete the evaluation.

B. Positive points of the teacher and his/her teaching \*

Your answer

C. Suggestions for teaching improvement \*

Your answer

[Back](#) [Submit](#)

Step 7. Once you have submitted the evaluation, you are given the prompt of the successful evaluation for the subject. Then you are done! Repeat steps 1 to 6 to evaluate your other instructors.