

Visayas State College of Agriculture
Baybay, Leyte
Office of the President

January 7, 1999

MEMORANDUM No. 3
Series of 1999

T O: All VISCA Faculty Members Holding Designated Administrative/Supervisory Positions
SUBJECT: Performance Evaluators for Teaching Staff with Administrative Designations

In accomplishing performance evaluation forms for purposes of promotion, position reclassification, staff development and incentives, the raters or evaluators shall be as follows:

- a) **For teaching performance evaluation**, the head of the department to which the faculty member is primarily affiliated shall serve as the immediate supervisor-evaluator.

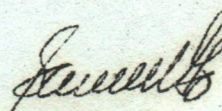
In case of academic department heads with teaching assignments, the Director of Instruction shall serve as evaluator of their teaching performance.

For instance a Director of Research with faculty rank doing teaching functions should be evaluated on teaching performance by the head of the Department to which he is primarily affiliated.

- b) **For Administrative performance evaluation**, the immediate administrative supervisor of the staff shall serve as evaluator.

For instance, the Director of Instruction shall be rated on administrative matters by the VP for Academic Affairs.

Since as per BOT Res. # 27 s, 1996, all VisCA staff with faculty ranks are expected to perform some teaching functions, faculty members with administrative designation shall be evaluated both for teaching and for administration, in which case, the composite score (50% for teaching + 50% for administration) shall be used.


SAMUEL S. GO
President