

Republic of the Philippines

Laguna State Polytechnic University

Province of Laguna

SPS Form: 02 Date:September 2021 Revised:03

I, <u>NAME</u>, - <u>Academic Rank</u> of the Laguna State Polytechnic University, commit to deliver and agree to be rated on the attainment of the following in accordance with the indicated measures for the _____ Semester of Academic Year _____.

Conforme: Reviewed by: Approved by:

NAME NAME

RATEE CAMPUS DIRECTOR VICE PRESIDENT FOR ACADEMIC AFFAIRS

PERFORMANCE INDICATOR	Target	Accomplished	Date of Submission/ Completion (Deadline)	Date Submitted/ Completed	RATING QTY QL/E T A		Remarks	
INSTRUCTION								
1. Plan and prepare instructional materials to enhance insctruction								
a) No. of Syllabus prepared								
b) No. of Course Guide								
c) No. of SLM								
d) Number of subject areas with community immersion/involvement								
component 2. Organizes classroom								
instruction.								
a) Attendance Sheet								
b) Class records								
3. Teaching effectiveness								
a) Evaluation of Teaching Effectivess (CQA-SF-012)								
b) Classroom Observation (CQA-SF-012)								
4. Prepare and check Summative/Evaluative/Formative Tests.								
a.1) TOS/ Rubrics (Midterm)								
a.2) TOS/ Rubrics (Final Term)								
b.1) Test Questions (term exams) / Performance's based activities (Midterm)								

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b.2) Test Questions (term									
exams) / Performance's based									
activities (Final Term)									
c.1) Answer Keys (Midterm)									
c.2) Answer Keys (Final Term)									
5. Compute & Evaluate									
Grades.									
a) No. of grading sheets									
submitted & encoded									
6. Consultation services to									
faculty and students.									
a) No. of faculty & students									
seek advises (LSPU-ACAD-SF-									
011)									
7. Prepare accomplishment									
1									
report.									
a) Accomplishment Report									
RESEARCH									
8.Research									
program/projects/studies.									
a) Research Proposal									
submitted/ Activity Conducted									
b) Research Implemented									
and/or Completed within the									
Timeframe									
c) Research Presented in									
Regional/National/Internation									
al Conferences									
d) Research Published in Peer-									
reviewed Journals									
e) Filed/Published/Approved									
Intellectual Property Rights									
f) Research Utilized/Deployed									
through									
Commercialization/Extension/									
Policy									
1 Oney									
g) Number of citations in									
journals/books									
EXTENSION									
9. Extension projects.									
a) Extension proposal									
submitted/activity conducted									
b) Persons trained/provided									
with technical advise									
c) Persons who avail the									
service who rated the service									
as good or better			<u> </u>			L.		L.	
d) Persons given training or									
advisory who rated the									
timeliness of service delivery									
as good or better									
<u> </u>	1	<u>1</u>	1	<u> </u>					

e) Technical advice responded								
within 3 days upon request								
SUPPORT FUNCTION								
10. Perform Officially-								
Deligated Assignment								
a) Accomplishment Report								
11. Participate in the Flag								
Raising Ceremony								
a) Attendance								
12. Participate in the Flag								
lowering								
a) Attendance								
13. Participate in the health								
and wellness program								
a) Attendance sheet/Program								
of activities/other document								
as proof								
14. Participate in school								
celebrations and other allied								
activities								
a) Attendance sheet/Program								
of activities/other document								
as proof								
15. Attend trainings								
/conferences/seminars								
a)								
Training/Seminar/Conference								
certificate of attendance/								
participation								
16. Attend Faculty Meeting								
a) Attendance								
17. Involvement in								
accreditation/ISO and other related activities								
a) Attendance								
18. Participate in the spiritual								
activities								
a) Attendance sheet/Program								
of activities/other document								
as proof								
ADMINISTRATIVE FUNCTIONS								
19. Perform Administrative								
Designation Functions								
a. Prepare								
b. Submit								
c. Increase								
Comment and Recommendation	for Devel	onment Burnoses		Nume	rical	٨	diacti	val Pating:
Comment and Necommendation	וטו טפעפו	opinent rui poses		Numerical Adjectival Rating: Rating:		vai Natilig.		
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Discussed with:	Assessed by:	Checked by:	Final Rating:
Name	Name:	Name:	Name:
Ratee	Campus Director	HRMO	Vice President for Academic Affairs
Date:	Date:	Date:	Date: