

STI FACULTY PERFORMANCE EVALUATION

NAME OF FACULTY MEMBER	DEPARTMENT	SY/TERM
SCHOOL	NAME OF EVALUATOR	DESIGNATION OF EVALUATOR

INSTRUCTION: Please assess the faculty member as to how he/she performs in his/her varying areas of responsibility. Conduct post-evaluation conference within 48 hours after observation. Discuss to the faculty member the areas of improvement observed and agree on the action plan. Let the faculty member sign the form after the discussion. If the faculty member is evaluated by two or more evaluators, deliberate the results to arrive in one final evaluation.

General Guidelines:

Pop-in Observation (Weeks 1-2)	Observe the faculty member in class for 20 minutes. Write your specific comments/observations for each criteria, if applicable.
Formative Evaluation (Weeks 3-5)	Observe the entire class session. Write your specific comments/observations for each item. If space is not enough for your observations, use clean sheets of paper with the name of the faculty being evaluated.
Summative Evaluation (Weeks 11-14)	Observe the entire class session. Write your rating using the following scale: 1: Needs Improvement; 2: Demonstrating Improvement; 3: Demonstrating Proficiency; 4: Proficiency Demonstrated

POP-IN
Area/s for Improvement

POP-IN REMARKS	RESPONSE FROM FACULTY
COMMENDABLE FEATURES	

Date of Discussion

Supervisor's Signature

Faculty Member's Signature

FORMATIVE	SUMMATIVE
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Criteria I: Learning Environment (20%)

Improvement, if any, based on the Pop-In visit	
1. Students are actively involved throughout the lesson	
2. The teacher exerts effort to involve all students in the learning process	

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FORMATIVE	SUMMATIVE
Criteria I: Learning Environment (20%)	
3. The classroom is clean and set up in accordance with the teaching/learning activity	
4. The teacher maintains discipline inside the classroom	
Criteria II: Instructional Delivery and Facilitation (30%)	
Improvement, if any, based on the Pop-In visit	
1. The teacher sets clear learning outcomes in terms of what are expected or required from the students	
2. The teacher takes advantage of the students' prior knowledge in presenting the lesson	
3. The teacher asks questions that allow students to make their own reflections about the lessons	
4. The teacher uses various and engaging teaching strategies in line with the courseware that reinforces the learning outcomes and prepares students for assessment	
5. The teacher provides real-life examples or explains how the content relates to other disciplines or the students' future careers	
6. The teacher provides clear instruction about an activity and explains how the students' will be evaluated	

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Criteria II: Instructional Delivery and Facilitation (30%)	
7. The teacher efficiently manages time for instructional purpose	
Criteria III: Assessment (20%)	
Improvement, if any, based on the Pop-In visit	
1. The teacher uses a variety of appropriate assessment tools (performance tasks) in line with the courseware that reveals the identified learning outcomes have been achieved	
2. The teacher provides appropriate and immediate feedback on tasks/output completed by the students	
Criteria IV: Professionalism (30%)	
Improvement, if any, based on the Pop-In visit	
1. The teacher demonstrates punctuality at post of duty	
2. The teacher demonstrates accuracy in record-keeping and promptness in submission of grades or reports	
3. The teacher is available during advising/consultation sessions with students or parents/guardians	

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FORMATIVE		SUMMATIVE 30%
Criteria IV: Professionalism (30%)		
4. The teacher follows established school policies and procedures		
5. The teacher actively participates and volunteers in various school activities		
6. The teacher provides meaningful courseware feedback and develops additional OBE-aligned learning materials		
		FINAL SCORE

FINAL SCORING AND INTERPRETATION			
3.50 - 4.00 Exceeds Requirements	2.50 - 3.49 Meet Most Requirements	1.50 - 2.49 Meet Few Requirements	1.00 - 1.49 Below Requirements

Final score computation = (Average for Criteria I x 20%) + (Average for Criteria II x 30%) + (Average for Criteria III x 20%) + (Average for Criteria IV x 30%)

FORMATIVE REMARKS	RESPONSE FROM FACULTY
COMMENDABLE FEATURES	
SUGGESTIONS FOR IMPROVEMENT	

Date of Discussion

Supervisor's Signature

Faculty Member's Signature

SUMMATIVE REMARKS	RESPONSE FROM FACULTY
COMMENDABLE FEATURES	
SUGGESTIONS FOR IMPROVEMENT	

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