TAB CODE	DOCUMENTS
F. Performance Evaluation	
F.1	Policy on Monitoring Submission of Academic Requirements
F.2	Policy on Monitoring Participation in Trainings, Meetings and others
F.3	Faculty and Staff Clearance
F.4	Summary of Faculty Requirements Report
F.5	Faculty Participation to College and Institute Activities
F.6	Provision for Faculty Evaluation
F.7	Professional Organizations Affiliation
F.8	List of Seminars and Trainings Attended
F.9	List of Civic Organizations Participated and their Documentations
F.10	List of Presenter/Lecturer/Facilitator/Panelist/ Evaluator Participated and their Documentations
F.11	Faculty Performance Evaluation
F.12	Consolidated Students' Rating
F.13	Class Observation Report
F.14	Consultation Report
F.15	OBTLP or Syllabi
F.16	Table of Specifications
F.17	Students' Grades
F.18	Monthly Attendance of Students
F.19	Class Records
F.20	Evaluation Tool for Instructional Materials and Report of Evaluation
F.21	Report of Faculty Class Attendance
F.22	Report of Consistency in Program and Course Objectives with the Syllabi/OBTLP
F.23	Consolidated Report on Submission of Academic Requirements
F.24	Report of Institutional Trainings, Seminars, Meetings and other Activities with documents
F.25	Consolidated Result of Faculty Performance
G – Faculty Development Program	
G.1	Annual Approved Budget
G.2	Faculty Development Program
G.3	Orientation Program
G.4	Academic Calendar Activities
G.5	Specialized In-Service Training and its Documentation
G.6	Report of Faculty Development Program Conducted & Documentation
G.7	Report of Professional Affiliation
G.8	Support for Faculty Development Program
G.9	Supports for Full-Time Faculty (Grants, Scholarship, Research, Seminar/Trainings)
G.10	Training Calendar of Activities
G.11	Documentations on Conducted Meetings
G.12	Documents Presenting Budget
G.13	Resolution on Faculty Development Program
G.14	Report of Budget Utilization of Faculty Development Program
G.15	Consolidated Report of Meetings
G.16	Consolidated Report of In-Service Trainings
G.17	Report on Grants/Scholarship

FACULTY

F – Performance Evaluation

- Policy of Monitoring on Submission of Academic Requirements

All faculty members must secure and submit the following academic requirements promptly:

1. OBTLP

1.1 Instructors shall make an Outcomes-Based Teaching Learning Plan and Course Outline for each course handled. This must be checked by the program head, noted by the dean and approved by the VP for Academics.

1.2 Instructors shall distribute a copy of the Course Outline of each course to each of their classes within the first week of the class.

1.3 Instructors shall provide a transmittal for the students of each class to sign and fill-up the date upon received.

1.4 The transmittal for the distribution of the OBTLP must be signed by the program head and the dean with a date indicated.

1.5 Instructors shall also submit a copy of the OBTLP and the transmittal to the secretary of the institute for monitoring.

2. ATTENDANCE SHEET AND SEAT PLAN

2.1 Instructors shall prepare attendance sheets and/or seat plan for each course handled following the college wide format.

2.2 Instructors shall submit the filled-in attendance sheets and/or seat plan to the secretary of the institute signed by the dean with indicated date within 5 working days after the midterm and final examination.

3. ACADEMIC COSULTATION REPORT

3.1 Instructors shall prepare academic consultation log every grading period. This document will serve as a monitoring report about those students who have personal and academic related problems.

3.2 Instructors shall submit the academic consultation report to the secretary of the institute noted by the program head and the dean with date indicated.

4. TOS, TQs and ANSWER KEYS

4.1 Instructors must prepare TOS, TQs and Answer Keys at least One (1) day before the schedule of the examination for every grading period.

4.2 These shall be checked by the program head and approved by the dean with the indicated date.

5. GRADES RELEASED LOG
5.1 Midterm

5.1.1 Instructors shall secure grades released log for the release of grades for the students per course within 14 working days after the midterm examination.

5.1.2 Grades Released Log must be signed by the students with specific dates indicated upon received.

5.1.3 Instructors shall submit the grades released log per course to the secretary of the institute noted by the dean upon submission.

5.2 Final

5.2.1 Instructors shall finish computing the grades of the students per course within 7 working days after the final examination.

5.2.2 Final Grade shall be reviewed by the Program Head and checked by the Institute Dean before the encoding of grades in the electronic grading system.

5.2.3 In the encoding of grades, instructors shall secure a code provided by the CISO staff before accessing the electronic grading system. Encoding of grades must be within 7 working days after the final examination.

5.2.4 Instructors shall secure a printed copy of the encoded grades from the Registrar staff.

5.2.5 The final printed copies of the grades from the Registrar office must be signed the instructors, noted by the dean and approved by the VP for Academics.

5.2.6 Instructors shall submit the original copy to the registrar's office and secure a signature of the Registrar staff and the date of the submission of grades for transmittal purposes.

6. CLASS RECORD

6.1 Class record must be read by the co-instructors to double check the entries of grades every grading period.

6.2 Instructors shall submit the class record to the secretary of the institute, specific date of submission must be recorded by the secretary in the transmittal signed by the dean 7 working days after the midterm and final examination.