

- 4.12. **Faculty Performance Evaluation** Each Faculty member shall undergo self, students, deans, peer's evaluation, and other feedback mechanisms such as industry, community, or stakeholders every semester of the Academic Year.
- 4.13. **Make-up Classes.** A faculty member is required to apply for a make-up class if he/she will be absent from his/her regular class. The application form must be recommended by the Institute Dean and approved by the Vice President for Academics, and then the same must be submitted to the registrar
- 4.14. **Academic Counseling.** There shall be an academic counseling for students having difficulties or problems with their academic performance as evident in their grades and class attendance. The program head with the supervision of the institute dean shall call out the attention of the student prior to the conduct of counseling.
- 4.15. **Examinations.** There shall be two (2) periodic examinations per semester: midterm and final examinations.
- 4.16. **Teaching Preparations.** A full-time faculty member is usually given a maximum of four (4) teaching preparations. However, a full time faculty may be given more than four (4) teaching preparations when there is exigency of needs provided that there will only be a maximum of three (3) courses allowed to be in a successive schedule.
- 4.17. **Methods of Instruction** Methods, strategies of instruction, and assessment tools to be used shall be in accordance with the needs of the specific academic program indicated in the OBTLF approved by the Dean.
- 4.18. **Cheating** cheating should never be tolerated. Instructors should be vigilant when administering test. A student caught cheating shall be referred to the Director of Student Affairs for proper disciplinary action
- 4.19. **Grading System** the College shall adopt a uniform OBE approach grading system (refer to student manual).
5. **Consultation Hours.** The instructor shall devote one (1) hour per three (3) unit course for student's consultation every week



Gov. Alfonso D. Tan College
Maloro, Tanguib City
Human Resource Management Office

GADTC-HRMO ADVISORY No. 1 s.2019

**TO : ALL FACULTY/
OTHER CONCERNED FACULTY**

FROM : HRMO

SUBJECT: IN-SERVICE TRAINING PROGRAM S.Y. 2019 - 2020

DATE : 3 JULY 2019

Please be informed of the forthcoming Seminar-Workshop. Below are the details:

Training/ Seminar	Date/Venue/Time	Participants	Resource Speaker
Grading System	July 3, 2019 AVR GADTC 3:00pm to 5:00 pm	All Newly Hired Faculty	Clint Joy M. Quije, LPT
Strategies in Teaching	July 10, 2019 AVR GADTC 8:30am to 5:00 pm	All Faculty	Rosalina Loquias, MAED
Table of Specifications Strategy of Assessment	July 17, 2019 AVR GADTC 8:30am to 12:00n	All Faculty	Alemar Mayordo, MAED
Alfonso's Instructor I THE PROFESSIONAL TEACHER	July 17, 2019 AVR GADTC 1:00pm to 5:00 pm	All Faculty	Babylin A. Mina, MPA
Outcomes-Based Education (OBE)	July 24 – 25, 2019 AVR GADTC 8:30am to 5:00 pm	All Faculty	Jay Mar G. Requina, MPA
Organizational Structure, Vision and Mission of the City & GADTC and GADTC and the Community	July 31, 2019 AVR, GADTC 8:30am – 12:00n	All newly hired employees	Maricelle M. Nueva, DM
Guidance and Testing Orientation	July 31 AVR, GADTC 1:00pm to 5:00pm	All Faculty	Guidance and Testing Personnel

This activity is part of our continuing program to sustain our competitive advantage in the delivery of quality education.

Everyone is expected to be present.

Best,

for publisher 7-3-19

ROMAR S. MEGRIÑO

HRMO

cc: VP for Planning, QM, Alumni & External Affairs
VP for ACA, VP for Admin