



CAVITE STATE UNIVERSITY GENERAL TRIAS CITY CAMPUS

Town Proper, City of General Trias, Cavite

Creating a Community of Life-Long Learners

BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION

FIRST SURVEY VISIT

**AREA III
CURRICULUM AND INSTRUCTION**



CAVITE STATE UNIVERSITY GENERAL TRIAS CITY CAMPUS

Town Proper, City of General Trias, Cavite

BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION

FIRST SURVEY VISIT

AREA III

**CURRICULUM AND
INSTRUCTION**

**RECORDS OF FACULTY
PERFORMANCE
EVALUATION, DONE BY
STUDENTS, PEER,
SUPERVISOR, ETC.**



Click the link below for

IPCR for January to June 2021



BS OFFICE ADMINISTRATION




SUMMARY LIST OF INDIVIDUAL PERFORMANCE RATINGS
for the period January to June 2020

OFFICE/UNIT/COLLEGE/CAMPUS: General Trias Campus

NAME OF EMPLOYEE	RATING	
	January to June 2020	
	Numerical	Adjectival
1. Roncesvalle J. Caipang	4.50	Very Satisfactory
2. April G. Gile	4.39	Very Satisfactory
3. Shaine C. Hayag	4.46	Very Satisfactory
4. Noel B. Manarpiis	4.34	Very Satisfactory
5. Louziela P. Masana	4.50	Very Satisfactory

Number of Faculty	6
Average Rating of Faculty	
<u>Total Numerical</u> Number of Employees	4.438

Prepared by:


SHAINÉ C. HAYAG
Campus Coordinator

Certified True and Correct:


NOEL A. SEDIGO
Campus Administrator





SUMMARY LIST OF INDIVIDUAL PERFORMANCE RATINGS
for the period July to December 2020

OFFICE/UNIT/COLLEGE/CAMPUS: General Trias Campus

NAME OF EMPLOYEE	RATING	
	July to December 2020	
	Numerical	Adjectival
1. Roncesvalle J. Caipang	4.51	Very Satisfactory
2. April G. Gile	4.26	Very Satisfactory
3. Shaine C. Hayag	4.51	Very Satisfactory
4. Noel B. Manarpiis	4.50	Very Satisfactory
5. Louziela P. Masana	4.50	Very Satisfactory
6. Daniel C. Abuton	4.48	Very Satisfactory
7. Leonardo M. Araga	4.05	Very Satisfactory
8. Christine Joy B. Ballano	4.29	Very Satisfactory
9. Cheyne L. Banogon	4.43	Very Satisfactory
10. Keithlyn M. Bay	4.19	Very Satisfactory
11. Romano H. Buenavista Jr.	4.29	Very Satisfactory
12. Jonel N. Camalig	4.38	Very Satisfactory
13. Kimberlyn Ann S. Cantilero	4.05	Very Satisfactory
14. Alexa Jean Q. Colocado	4.38	Very Satisfactory
15. Aljevin A. Comiso	4.48	Very Satisfactory
16. Sheryl B. Dungo	3.81	Satisfactory
17. Khennel S. Erolin	4.43	Very Satisfactory
18. Dennis M. Felix	2.81	Unsatisfactory
19. Vincelle Kriz P. Galicha	3.86	Satisfactory
20. Kaycelyn Marjorie O. Gambon	4.14	Very Satisfactory
21. Quennie Rose T. Gelig	4.33	Very Satisfactory
22. Lady May R. Gesulga	4.05	Very Satisfactory
23. Diolito C. Gregorio Jr.	4.29	Very Satisfactory
24. John Riel B. Labiang	4.14	Very Satisfactory
25. Xenonlee E. Laynes	4.43	Very Satisfactory
26. John Darren H. Lubaton	4.19	Very Satisfactory
27. Katherine Ann M. Magracia	4.48	Very Satisfactory
28. Christalene Jewel M. Mercado	4.48	Very Satisfactory
29. Joan O. Monastrial	3.57	Satisfactory
30. Mikael Florenz P. Nuestro	4.50	Very Satisfactory
31. Christian B. Panganiban	4.43	Very Satisfactory
32. Albino F. Panotes	4.38	Very Satisfactory
33. Antonio Frederick V. Pellano	3.68	Satisfactory
34. Analiza B. Ramos	3.71	Satisfactory



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The premier university in historic Cavite recognized for excellence in the development of morally upright and globally competitive individuals.



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CvSU MISSION
Cavite State University shall provide excellent, equitable and relevant educational opportunities in the arts, science and technology through quality instruction and relevant research and development activities.
It shall produce professional, skilled and morally upright individuals for global competitiveness.

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

I, **April G. Gile**, of the **Cavite State University - T3 Campus**, Division of **Department of Management**, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **January - June 2020**.

APRIL G. GILE

Ratee

Date: 15-Jun-20

Reviewed by:	Date:	Approved by:	Date:
NOEL A. SEDIGO, MSC Immediate Supervisor	15-Jun-20	NOEL A. SEDIGO, MSC Head of Office	15-Jun-20
Output	Success Indicator (Target + Measures)	Actual Accomplishments	Rating
			Q¹ E² T³ A⁴
Strategic Priority No:			
Output 1	85%		
Output 2	10%		
Output 3	5%		
Core Functions:			
Instruction (85%)	1. Teaching Hours per Week (15 hours / week) 2. Enhancement of the curriculum a. submit course syllabus in 50% of the subjects b. submit 1 module/manual/workbook c. 75% of all exams with TOS d. prepare at least 3 Teaching Aids 3. Attend Trainings and Seminars (11-20 hours) 4. Enroll 6 units in CHED recognized	conducted 24 teaching hours/week submitted course syllabi in 100% of the subject submitted 1 module 100% of all exams have TOS prepared more than 10 teaching aids attended 50 hours of trainings and seminars none	5 5 5 5.00 5 5 5 5.00 3 4 4 3.00 5 5 5 5.00 5 5 5 5.00 5 5 5 5.00 0 0 0 0.00
Research (10%)	1. at least a co-study leader in an approved research proposal	none	0 0 0 0.00
Extension (5%)	1. at least 10-14 hours of active involvement in extension activity	20 hours of active involvement in extension activities	4 4 4 4.00
Strategic Functions:			
OSAS Coordinator	Monitored/conducted students activities related to students' welfare	conducted students' orientation pertaining to students' welfare (eg. organization, olympiad)	5 5 5 5.00
Job Placement Coordinator	students taking their on the job training were deploy to their respective sites.	100% of students were deploy provided with signature Memorandum of Understanding from both he University and linkage/s.	5 5 5 5.00
Department Chair	conduct 1 classroom observation and monitor classroom activities facilitate 1 department meeting check and approve 50% documents pertaining to curriculum and instructions	conduct 5 classroom observation and monitor classroom activities facilitated 1 meeting for the Second Semester, AY 2019 - 2020 checked and approved 100% documents pertaining to curriculum and instruction prepared by the faculty members in the department such as exams, TOS, course syllabi, etc.	5 5 5 5.00 3 4 4 3.67 5 5 5 5.00
Final Average Rating	87.87 4.39		94.67
Comments and Recommendations for Development Purposes Sets priorities and adjusts them as needed when unexpected situations arise. Takes pride in work and strives to improve work performance.			
Discussed With	Date	Assessed by:	Final Rating by
APRIL G. GILE Employee	15-Jun-20	I certify that I discussed my assessment of the performance with the employee NOEL A. SEDIGO, MSC Supervisor	NOEL A. SEDIGO, MSC Head of Office

Legend: 1 - Quantity 2 - Efficiency 3 - Timeliness 4 - Average

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research and development activities.
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individuals for global competitiveness.

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

I, **April G. Gile**, of the **Cavite State University - T3 Campus**, Division of **Department of Management**, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **July - December 2020**.

APRIL G. GILE

Date: **31-Dec-20**

Reviewed by:	Date:	Approved by:	Date:
NOEL A. SEDIGO, MSC Immediate Supervisor	31-Dec-20	NOEL A. SEDIGO, MSC Head of Office	31-Dec-20

Output	Success Indicator (Target + Measures)	Actual Accomplishments	Rating				Remarks
			Q ¹	E ¹	T ¹	A ¹	
Strategic Priority No:							
Output 1	85%						
Output 2	10%						
Output 3	5%						
Core Functions:							
Instruction (85%)	1. (Teaching Hours per Week) 15 hours/ week	conducted 14 teaching hours/week	3	3	3	3.00	
	2. Enhancement of the curriculum						
	a. submit course syllabus in 50% of the subjects	submitted course syllabi in 100% of the subject	5	5	5	5.00	
	b. submit 1 module/manual/workbook	submitted 1 module	3	4	5	4.00	
	c. 75% of all exams with TOS	100% of all exams have TOS	5	5	5	5.00	
	d. prepare at least 3 Teaching Aids	prepared more than 10 teaching aids	5	5	5	5.00	
	3. Attend Trainings and Seminars (11-20 hours)	attended 30 hours of trainings and seminars	5	5	5	5.00	
	4. Enroll 6 units in CHED recognized	none	0	0	0	0.00	65.57
Research (10%)	1. at least a co-study leader in an approved research proposal	none	0	0	0	0.00	0.00
Extension (5%)	1. at least 10-14 hours of active involvement in extension activity	54 hours of active involvement in extension activities	5	5	5	5.00	5.00
Strategic Functions:							70.57
OSAS Coordinator	Monitored/conducted students activities related to students' welfare	conducted students' orientation, students' olympiad and aquilante.	5	5	5	5.00	
	Preparation of documents for AACUP	prepared and accomplished documents for accreditation for Area IV - Support to Students	5	5	5	5.00	
	Recognized accredited academic and non academic student organization	Recognized academic and non academic organization and student council for SY 2019 - 2020	5	5	5	5.00	
Job Placement Coordinator	students taking their on the job training were deploy to their respective sites	100% of students were deploy provided with signature Memorandum of Understanding from both he University and linkage/s.	5	5	5	5.00	
Department Chair	conduct 1 classroom observation and monitor classroom activities	conduct 1 classroom observation and monitor classroom activities	3	3	3	3.00	
	facilitate 1 department meeting	facilitated 2 meetings for the First Semester	4	4	4	4.00	
	check and approve 50% documents pertaining to curriculum and instructions	checked and approved 100% documents pertaining to curriculum and instruction prepared by the faculty members in the department such as exams, TOS, course syllabi, etc.	5	5	5	5.00	91.43
Final Average Rating	85.17	4.26					

Comments and Recommendations for Development Purposes: Keep on performing and sustaining targets with high performance by accomplishing them.

Discussed With	Date	Assessed by	Date	Final Rating by	Date
APRIL G. GILE Employee	31-Dec-20	I certify that I discussed my assessment of the performance with the employee NOEL A. SEDIGO, MSC Supervisor	31-Dec-20	NOEL A. SEDIGO, MSC Head of Office	31-Dec-20

Legend: 1 - Quantity 2 - Efficiency 3 - Timeliness 4 - Average



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Don Severino de las Alas Campus
Indang, Cavite
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HUMAN RESOURCE DEVELOPMENT OFFICE

OFFICE MEMORANDUM
No. 4, series 2020

To : **ALL CONCERNED**

From : **MARY JANE D. TEPORA**
Director

Noted : **CAMILLO A. POLINGA, PhD, ASEAN Engr.**
Vice-President, Administrative and Support Services

Subject : **SUBMISSION OF ACCOMPLISHED IPCR**

Date : **January 22, 2020**

As per Civil Service Commission (CSC) compliance and the scheduled visit of the CSC personnel on January 29, 2020, you are all required to submit to this Office the accomplished IPCR of your respective faculty members and employees for July to December 2019 rating period together with the Summary List of Individual Performance Ratings on or before January 27, 2020.

Please be reminded of the following SPMS provisions: (1) the average of all individual employee performance assessment shall not go higher than the collective performance of the office, OPCR; and (2) the heads shall ensure that the employees are notified of their final performance assessment.

Attached is the Summary List of Individual Performance Rating Form.

For strict compliance.



(346) 418-4927 / 59487721048
email: hrd@csu.edu.ph



BS OFFICE ADMINISTRATION



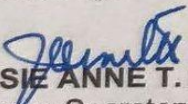
SUMMARY LIST OF INDIVIDUAL PERFORMANCE RATINGS
for the period July to December 2019

OFFICE/UNIT/COLLEGE/CAMPUS: T3 Campus

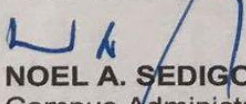
NAME OF EMPLOYEE	RATING	
	Numerical	Adjectival
1: Pamela Daphne R. Busog	4.06	Very Satisfactory
2: Jessie Anne T. Demetillo	4.19	Very Satisfactory
3: Jelyn D. Digma	4.08	Very Satisfactory
4: Arlene L. Estrada	4.22	Very Satisfactory
5: Vienna Mi A. Feranil	4.20	Very Satisfactory
6: Cristza D.O. Manlapig	4.19	Very Satisfactory
7: Desiree Anne D. Mendoza	4.07	Very Satisfactory
8: Kristel Shane C. Paminter	4.09	Very Satisfactory
9: Lilian O. Sidamon	4.19	Very Satisfactory
10: Rose Ann R. Tobias	4.00	Very Satisfactory
11: Gideon Luke P. Ty	4.14	Very Satisfactory
12: Keno A. Villavicencio	4.10	Very Satisfactory
13: Roncesvalle J. Caipang	4.21	Very Satisfactory
14: Alelie B. Diato	4.27	Very Satisfactory
15: April G. Gile	4.10	Very Satisfactory
16: Shane C. Hayag	4.25	Very Satisfactory
17: Charmaine T. Banag	3.94	Satisfactory
18: Debbie Rose T. Banag	4.09	Very Satisfactory
19: Ritch M. Banate	4.18	Very Satisfactory
20: Cris Albert P. Cajigas	3.97	Very Satisfactory
21: Mary Rose E. Elamparo	4.17	Very Satisfactory
22: Melona O. Igmasine	4.17	Very Satisfactory
23: Noel B. Manarpiis	3.18	Satisfactory
24: Mildred A. Sebastian	4.11	Very Satisfactory
25: Joyce Erika S. Senaris	3.95	Satisfactory
26: Mark Joel C. Sibulo	4.04	Very Satisfactory

Number of Faculty	26
Average Rating of Staff	
Total Numerical Number of Employees	4.08

Prepared by:


JESSIE ANNE T. DEMETILLO
Campus Secretary

Certified True and Correct:

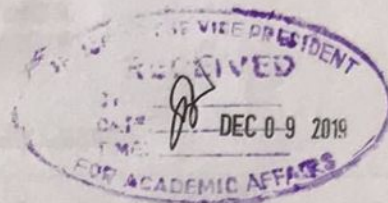

NOEL A. SEDIGO
Campus Administrator



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December 5, 2019

DR. CAMILO A. POLINGA
VP for Academic Affairs
This University

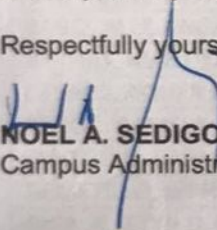


Dear Dr. Polinga:

This is to respectfully submit the SET Result of the faculty of T3 Campuses for July to December 2019 rating period.

Thank you very much.

Respectfully yours,


NOEL A. SEDIGO, MSc
Campus Administrator



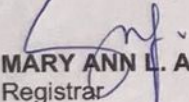
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SUMMARY LIST OF SET RATINGS
for the period July to December 2019

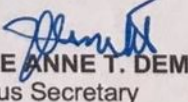
OFFICE/UNIT/COLLEGE/CAMPUS: General Trias City Campus

NAME OF EMPLOYEE	RATING	
	January to June 2019	
	Numerical	Adjectival
Caipang, Roncesvalle Jaectin	4.04	Very Satisfactory
Diato, Alelie Briones	3.58	Satisfactory
Hayag, Shaine Creencia	4.25	Very Satisfactory
Goloso, April Manuel	4.30	Very Satisfactory
Abuton, Daniel C.	4.60	Very Satisfactory
Antonio, Ma. Genissa Vergara	4.20	Very Satisfactory
Ballano, Christine Joy Berenio	3.83	Satisfactory
Banogon, Cheyne Larazan	4.28	Very Satisfactory
Camalig, Jonel Noche	4.35	Very Satisfactory
Colocado, Alexa Jean Quion	4.33	Very Satisfactory
Comiso, Aljevin Alvarez	4.84	Very Satisfactory
Dungo, Sheryl Besoyo	3.84	Satisfactory
Edera, Rojini	4.62	Very Satisfactory
Engaling, Jaena Cel Habig	4.76	Very Satisfactory
Enriquez, Jessica Rose P.	4.46	Very Satisfactory
Escaslante, JC Asis	4.45	Very Satisfactory
Gambon, Kaycelyn Marjorie O.	4.53	Very Satisfactory
Garcia, Mika Shynette Dinglasan	4.78	Very Satisfactory
Gelig, Quennie Rose Tutor	4.63	Very Satisfactory
Gesulga, Lady May Ranada	4.24	Very Satisfactory
Gregorio, Diolito Jr. C.	4.69	Very Satisfactory
Ignacio, Marie Joy Candia	4.63	Very Satisfactory
Labiang, John Riel Banzon	4.50	Very Satisfactory
Laynes, Xenonlee Enciso	3.59	Satisfactory
Magracia, Katherine Ann Marquez	4.55	Very Satisfactory
Manarpiis, Noel B.	4.77	Very Satisfactory
Mercado, Christalene Jewel M.	4.43	Very Satisfactory
Nocon, Cleafere Legaspi	4.73	Very Satisfactory
Palomar, Mary Ann Payno	4.09	Very Satisfactory
Panotes, Albino Fabricante	4.43	Very Satisfactory
Pellano, Antonio Frederick V.	4.65	Very Satisfactory
Ramos, Analiza B.	3.42	Satisfactory
Sacopaño, Marlon Liveta	4.03	Very Satisfactory
Sarreal, Rommel Herrera	4.08	Very Satisfactory
Villa, Estelita Arellano	3.31	Satisfactory


Prepared by:


MARY ANN L. ANONAS
Registrar

Reviewed by:


JESSIE ANNE T. DEMETILLO
Campus Secretary

Approved:


NOEL A. SEDIGO
Campus Administrator



SUMMARY OF STUDENT EVALUATION (SET)
1st Semester AY 2017-2018

	FACULTY MEMBER	RATING
<i>Permanent Faculty:</i>		
1	Barliso, Victoriano P., Jr.	95.46
2	Caipang, Ronesvalle J.	77.50
3	Masana, Louziela P. (Study Leave)	/
<i>Temporary Faculty:</i>		
4	Creencia, Glenn Bryan A.	85.89
5	Diato, Alelie B.	78.60
6	Hayag, Shaine C.	87.40
<i>Part-Time Faculty/Contract of Service:</i>		
7	Banogon, Cheyne L.	70.53
8	Camalig, Jonel N.	77.50
9	Comiso, Aljevin A.	87.41
10	Dungo, Sheryl B.	68.93
11	Esmaya, Marianne C.	92.00
12	Gatdula, Leslie Anne N.	83.80
13	Gesulga, LadyMay R.	82.25
14	Josue, Erica May A.	87.16
15	Labaguis, Rebekkah Ruth S.	75.13
16	Layug, Erwin Joel B.	79.23
17	Magracia, Katherine Ann M.	84.23
18	Manarpiis, Noel B. (Affiliate)	89.00
19	Matilla, Sharon C.	78.47
20	Molde, Juphanie C.	94.61
21	Navida, Allan L.	88.23
22	Obsines, Haydee T.	92.72
23	Rañada, Edmar A.	97.33
24	Villa, Estelita A.	74.87

Prepared by:

Rogelyn P. Alarca
ROGELYN P. ALARCA
Administrative Officer I

Noted:

Camilo A. Polinga
CAMILO A. POLINGA, PhD, ASEAN Eng
OIC, Dean



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Number of Faculty	6
Average Rating of Faculty	
<u>Total Numerical</u> Number of Employees	4.438

Prepared by:


SHAINÉ C. HAYAG
Campus Coordinator

Certified True and Correct:


NOEL A. SEDIGO
Campus Administrator





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Average Rating of Faculty	
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Prepared by:


SHAINÉ C. HAYAG
Campus Coordinator

Certified True and Correct:


NOEL A. SEDIGO
Campus Administrator

The QCE of the NBC No. 461
Instrument for Instruction/Teaching Effectiveness
Rating Period: JANUARY 2019 to MAY 2019

Name of Faculty: JACE ENCALING

Academic Rank: INSTRUCTOR 1

Evaluators:

☐ Self

☐ Peer

☐ Student

☒ Supervisor

Instruction: Please evaluate the faculty using the scale below. Encircle your rating.

Scale	Descriptive Rating	Qualitative Design
5	Outstanding	The performance almost always exceeds the job requirements. The Faculty is an exceptional role model.
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements
1	Poor	The faculty fails to meet job requirements

A. Commitment		Scale				
1.	Demonstrates sensitivity to students' ability to attend and absorb content information.	5	4	3	2	1
2.	Integrates sensitively his/her learning objectives with those of the students in a collaborative process.	5	4	3	2	1
3.	Makes self available to students beyond official time.	5	4	3	2	1
4.	Regularly comes to class on time, well-groomed and well-prepared to complete assigned responsibilities.	5	4	3	2	1
5.	Keeps accurate records of students' performance and prompt submission of the same.	5	4	3	2	1
Total Score		20				
B. Knowledge of Subject		Scale				
1.	Demonstrates mastery of the subject matter (explain the subject matter without relying solely on the prescribed textbook).	5	4	3	2	1
2.	Draws and share information on the state of the art of theory and practice in his/her discipline.	5	4	3	2	1
3.	Integrates subject to practical circumstances and learning intents/purposes of students	5	4	3	2	1
4.	Explains the relevance of present topics to the previous lessons, and relates the subject matter to relevant current issues and/or daily life activities.	5	4	3	2	1
5.	Demonstrates up-to-date knowledge and/or awareness on current trends and issues of the subject.	5	4	3	2	1
Total Score		15				

C. Teaching for Independent Learning		Scale				
1.	Creates teaching strategies that allow students to practice using concepts they need to understand (interactive discussion).	5	4	3	2	1
2.	Enhances student self-esteem and/or gives due recognition to students' performance/potentials.	5	4	3	2	1
3.	Allows students to create their own course with objectives and realistically defined student-professor rules and make them accountable for their performance.	5	4	3	2	1
4.	Allows student to think independently and make their own decisions and holding them accountable for their performance based largely on their success in executing decisions.	5	4	3	2	1
5.	Encourages students to learn beyond what is required and help guide the students how to apply the concepts learned	5	4	3	2	1
Total Score		19				

D. Management of Learning		Scale				
1.	Creates opportunities for intensive and/or extensive contribution of students in the class activities (e.g. breaks class into dyads, triads or buzz/task groups).	5	4	3	2	1
2.	Assumes roles as facilitator, resource person, coach, inquisitor, integrator, referee in drawing students to contribute to knowledge and understanding of the concepts at hands.	5	4	3	2	1
3.	Designs and implements learning conditions and experience that promotes healthy exchange and/or confrontations.	5	4	3	2	1
4.	Structures/re-structures learning and teaching-learning context to enhance attainment of collective learning objectives.	5	4	3	2	1
5.	Use of Instructional Materials (audio/video materials: fieldtrips, film showing, computer aided instruction and etc.) to reinforces learning processes.	5	4	3	2	1
Total Score		18				

Comments: Encourage class participation by showing a warm and approachable attitude towards the students. Please also do more preparation in reviewing the concepts and theories to be discussed so you could give real life applications of theories. Engage more in a collaborative learning process.

Signature of Evaluator

[Signature]

Name of Evaluator

: GIDEON LOKE P. TU

Position of Evaluator

: DEPARTMENT CHAIR

Date

: February 26, 2019

The QCE of the NBC No. 461
Instrument for Instruction/Teaching Effectiveness
Rating Period: JANUARY 2019 to MAY 2019

Name of Faculty: SHARINE C. HAYAG

Academic Rank: INSTRUCTOR 1

Evaluators:

☐ Self

☐ Peer

☐ Student

☒ Supervisor

Instruction: Please evaluate the faculty using the scale below. Encircle your rating.

Scale	Descriptive Rating	Qualitative Design
5	Outstanding	The performance almost always exceeds the job requirements. The Faculty is an exceptional role model.
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements
1	Poor	The faculty fails to meet job requirements

A. Commitment		Scale				
1.	Demonstrates sensitivity to students' ability to attend and absorb content information.	5	(4)	3	2	1
2.	Integrates sensitively his/her learning objectives with those of the students in a collaborative process.	5	(4)	3	2	1
3.	Makes self available to students beyond official time.	(5)	4	3	2	1
4.	Regularly comes to class on time, well-groomed and well-prepared to complete assigned responsibilities.	5	(4)	3	2	1
5.	Keeps accurate records of students' performance and prompt submission of the same.	(5)	4	3	2	1
Total Score		22				
B. Knowledge of Subject		Scale				
1.	Demonstrates mastery of the subject matter (explain the subject matter without relying solely on the prescribed textbook).	5	(4)	3	2	1
2.	Draws and share information on the state of the art of theory and practice in his/her discipline.	5	(4)	3	2	1
3.	Integrates subject to practical circumstances and learning intents/purposes of students	(5)	4	3	2	1
4.	Explains the relevance of present topics to the previous lessons, and relates the subject matter to relevant current issues and/or daily life activities.	5	(4)	3	2	1
5.	Demonstrates up-to-date knowledge and/or awareness on current trends and issues of the subject.	(5)	4	3	2	1
Total Score		22				

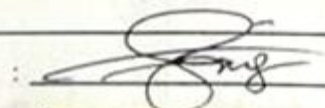


C. Teaching for Independent Learning		Scale				
1.	Creates teaching strategies that allow students to practice using concepts they need to understand (interactive discussion).	5	4	3	2	1
2.	Enhances student self-esteem and/or gives due recognition to students' performance/potentials.	5	4	3	2	1
3.	Allows students to create their own course with objectives and realistically defined student-professor rules and make them accountable for their performance.	5	4	3	2	1
4.	Allows student to think independently and make their own decisions and holding them accountable for their performance based largely on their success in executing decisions.	5	4	3	2	1
5.	Encourages students to learn beyond what is required and help/guide the students how to apply the concepts learned	5	4	3	2	1
Total Score		21				

D. Management of Learning		Scale				
1.	Creates opportunities for intensive and/or extensive contribution of students in the class activities (e.g. breaks class into dyads, triads or buzz/task groups).	5	4	3	2	1
2.	Assumes roles as facilitator, resource person, coach, inquisitor, integrator, referee in drawing students to contribute to knowledge and understanding of the concepts at hands.	5	4	3	2	1
3.	Designs and implements learning conditions and experience that promotes healthy exchange and/or confrontations.	5	4	3	2	1
4.	Structures/re-structures learning and teaching-learning context to enhance attainment of collective learning objectives.	5	4	3	2	1
5.	Use of Instructional Materials (audio/video materials, fieldtrips, film showing, computer aided instruction and etc.) to reinforces learning processes.	5	4	3	2	1
Total Score		22				

Comments: Use more engaging activities where students will be able to learn through collaborative effort. Reinforce students more to stimulate learning and interests.

Signature of Evaluator :



Name of Evaluator :

GIDEON LUKE P. TY

Position of Evaluator :

DEPARTMENT CHAIR

Date :

February 26, 2019

The QCE of the NBC No. 461
Instrument for Instruction/Teaching Effectiveness
Rating Period: AUGUST 2018 to DECEMBER 2018

Name of Faculty: SHARNE C HAYAG

Academic Rank: INSTRUCTOR 1

Evaluations:

☐ Self

☐ Peer

☐ Student

☒ Supervisor

Instruction: Please evaluate the faculty using the scale below. Encircle your rating.


Scale	Descriptive Rating	Qualitative Design
5	Outstanding	The performance almost always exceeds the job requirements. The Faculty is an exceptional role model.
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A. Commitment		Scale				
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B. Knowledge of Subject		Scale				
1.	Demonstrates mastery of the subject matter (explain the subject matter without relying solely on the prescribed textbook).	5	(4)	3	2	1
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3.	Integrates subject to practical circumstances and learning intents/purposes of students	5	(4)	3	2	1
4.	Explains the relevance of present topics to the previous lessons, and relates the subject matter to relevant current issues and/or daily life activities.	(5)	4	3	2	1
5.	Demonstrates up-to-date knowledge and/or awareness on current trends and issues of the subject.	5	(4)	3	2	1
Total Score		21				

C. Teaching for Independent Learning		Scale				
1.	Creates teaching strategies that allow students to practice using concepts they need to understand (interactive discussion).	5	4	3	2	1
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4.	Allows student to think independently and make their own decisions and holding them accountable for their performance based largely on their success in executing decisions.	5	4	3	2	1
5.	Encourages students to learn beyond what is required and help guide the students how to apply the concepts learned	5	4	3	2	1
Total Score		24				

D. Management of Learning		Scale				
1.	Creates opportunities for intensive and/or extensive contribution of students in the class activities (e.g. breaks class into dyads, triads or buzz/task groups).	5	4	3	2	1
2.	Assumes roles as facilitator, resource person, coach, inquisitor, integrator, referee in drawing students to contribute to knowledge and understanding of the concepts at hands.	5	4	3	2	1
3.	Designs and implements learning conditions and experience that promotes healthy exchange and/or confrontations.	5	4	3	2	1
4.	Structures/re-structures learning and teaching-learning context to enhance attainment of collective learning objectives.	5	4	3	2	1
5.	Use of Instructional Materials (audio/video materials: fieldtrips, film showing, computer aided instruction and etc.) to reinforces learning processes.	5	4	3	2	1
Total Score		22				

Comments: TDPIL : MEMORY Engage more with student during presentation and class activities.

Signature of Evaluator : 
Name of Evaluator : GIDEON LUKWIRA P. M
Position of Evaluator : DEPARTMENT CHAIR
Date : November 5, 2018

The QCE of the NBC No. 461
Instrument for Instruction/Teaching Effectiveness
Rating Period: AUGUST 2019 to DECEMBER 2019

Name of Faculty: SH/HE C. PABLO

Academic Rank: INSTRUCTOR 1

Evaluators:

☐ Self

☐ Peer

☐ Student

☒ Supervisor

Instruction: Please evaluate the faculty using the scale below. Encircle your rating.

Scale	Descriptive Rating	Qualitative Design
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Total Score		22				

C. Teaching for Independent Learning		Scale				
1.	Creates teaching strategies that allow students to practice using concepts they need to understand (interactive discussion).	5	4	3	2	1
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5.	Use of Instructional Materials (audio/video materials: fieldtrips, film showing, computer aided instruction and etc.) to reinforces learning processes.	5	4	3	2	1
Total Score		24				

Comments: Topic: Consumer - Please give more questions that would induce critical thinking to the student. :)

Signature of Evaluator

Name of Evaluator

: GILSON LOPEZ

Position of Evaluator

: DEPARTMENT CHAIR

Date

: Sept 26, 2018