Pangasinan State University - College of Teacher Education

OFFICE ADVISORY No. 06  
Series 2025

Date: March 5, 2025  
To: DEPARTMENT CHAIRPERSONS  
 CTE FACULTY MEMBERS  
Subject: Schedule for Class Observations

1. Class observation is a vital process that the College Dean and Department Chairpersons must carry out as part of the Educational Organization Management System. This ensures that faculty members effectively fulfill their primary teaching responsibility while providing students with a high-quality learning experience.

2. In this regard, the undersigned would like to remind the Department Chairpersons to conduct the announced class observations for the 2nd semester, S.Y. 2024-2025.

3. Please inform the faculty members within your department to select their preferred schedules for the class observations.

4. Kindly submit a schedule matrix for each department, which should include the following details:  
 a. Name of Faculty  
 b. Course Code and Title  
 c. Course and Section to be observed  
 d. Topic to be taught  
 e. Schedule/Date/Time  
 f. Classroom Assignment

5. The College Secretary will prepare the template to ensure uniformity of the matrix.

6. Thank you so much for your usual cooperation.

RANDY SORIANO, PhD  
Dean, College of Teacher Education

Approved:  
RENATO E. SALCEDO, PhD, CESE  
Campus Executive Director