|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2025-2026 |**FIRST SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA January 2026 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

.

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services

|  |  |
| --- | --- |
|  | Document Code and Title: **ONLINE STUDENT-FACULTY EVALUATION** |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2024-2025 |**SECOND SEMESTER** |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page |
| 0 01 May 2018 Approved by: VPAA July 2025 of |

**Name of Professor:**

**Department:**

**Number of Evaluator:**

|  |  |  |
| --- | --- | --- |
| **No.** | **INSTRUCTIONAL SKILLS** | **AVERAGE** |
| 1 | Communicate clear expectations of the lesson objectives |  |
| 2 | Shows good command of the appropriate language of instruction of the subject being taught |  |
| 3 | Utilizes various learning materials, resources and strategies to enable the students learn and achieve the competencies and learning goals during classes |  |
| 4 | Presents and explains meaningfully and clearly the key concepts |  |
| 5 | Processes students' understanding by asking or clarifying critical questions related to the subject competencies |  |
| 6 | Integrates the subject matter to other disciplines and in national and global issues and concerns |  |
| 7 | Monitors and checks on student’s learning and attainment of target competencies by conducting varied forms of assessment during class discussions. |  |
| 8 | Provides appropriate feedback or interventions to enable students attain the desired lesson competencies. |  |
| 9 | Manages the classroom environment and time to ensure student independent learning and achievement of the lesson target. |  |
| 10 | Supplements online and offline activities and projects to promote independent learning, self-exploration and creativity. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **MANAGEMENT SKILLS** | **AVERAGE** |
| 1 | Manages student’s disruptive behavior constructively. |  |
| 2 | Exhibits a person of confidence, intellect, respect, good values and authority to impose classrooms rules. |  |
| 3 | Maintains orderliness, cleanliness and discipline in the classroom that is conducive to learning. |  |
| 4 | Shows empathy, understanding, leniency and sensitivity for students having difficulty. |  |
| 5 | Shows a good sense of humor to maintain student attention and focus. |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **COMPLIANCE WITH THE SCHOOL POLICIES AND REGULATIONS** | **AVERAGE** |
| 1 | Arrives in classes and dismisses on time. |  |
| 2 | Attends classes regularly. |  |
| 3 | Checks class attendance and examination permits regularly. |  |
| 4 | Provides students with the copy of course outline and follows the target for each topic as stipulated in the course outline. |  |
| 5 | Shows results of quizzes, examinations and periodic grades regularly for student references. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **LEADERSHIP AND GUIDANCE SKILLS** | **AVERAGE** |
| 1 | Communicates with the students for follow-ups through chat, messages, e-mail and other communication platforms in a timely manner. |  |
| 2 | Provides a warm and welcoming environment to encourage students for a dialogue regarding their academic and personal concerns. |  |
| 3 | Encourages students to maximize their talents and potentials through creative and meaningful activities. |  |
| 4 | Conducts regular monitoring/consultation to follow-up student academic performances if needed. |  |
| 5 | Shows respect to students who needs further attention and refer them to proper authorities. |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **No.** | **PERSONAL AND SOCIAL TRAITS** | **AVERAGE** |
| 1 | Observes regularly the proper dress code in the conduct of classes. |  |
| 2 | Exhibits professionalism and proper ethics in all aspects of being an instructor. |  |
| 3 | Shows enthusiasm, resourcefulness and creativity in the conduct of classes. |  |
| 4 | Maintains cordial boundaries in relating with the students. |  |
| 5 | Practices fairness in dealing with student concerns and other classroom related instances during classes. |  |
|  |  | |

|  |
| --- |
| **Total :** |
| **General Average :** |
| **Verbal Description :** |

|  |  |  |
| --- | --- | --- |
| **Scale** | **Range** | **Verbal Interpretation** |
| 4 | 3.26 - 4.00 | HIGHLY SATISFACTORY |
| 3 | 2.51 - 3.25 | SATISFACTORY |
| 2 | 1.76 - 2.50 | FAIR |
| 1 | 1.00 – 1.75 | POOR |

|  |  |
| --- | --- |
|  | Document Code and Title: ONLINE STUDENT-FACULTY EVALUATION |
| Title: INDIVIDUAL EVALUATION REPORT (HED) | SY/AY 2023-2024 |SECOND SEMESTER |
| **CONTROLLED QUALITY DOCUMENT** | Revision No. Effectivity Date Prepared by: Printed Date: Page 2 |
| 0 01 May 2018 Approved by: VPAA June 2024 of 2 |

*Part of the evaluation that the Guidance Office conducts is the evaluation of faculty member’s performance responded by the students. It is a policy employed by the Guidance Office to require all students enrolled every semester to perform the evaluation in order to provide an equal and fair evaluation protocol to faculty members. Rest assured that all the statements given by the students will be treated with utmost confidentiality.*

|  |  |
| --- | --- |
| **POSITIVE COMMENTS** | **NEGATIVE COMMENTS** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name of the instructor

Prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MS. ROSE ANNE A. ANCIRO**

Coordinator, HED Guidance and Testing Center

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MS. DONNA GIFT T. ROMASANTA**

Guidance Counselor, SACLI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. NELSON E. DEAN**

Director, Student Personnel Services