



## CLASS OBSERVATION IN THE NEW NORMAL

Doc Control No.

PRMSU-ASA-COMSP016

### Effectivity Date

May 4, 2021

Revision No.

Page

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BY: GERRY O.G. ORAYA

DATE May 31 2021 Revision Date   Effect

## Revision History

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BY: **BERRY DO ORAYA**  
DATE: **MAY 04, 2021**

### 1.0 OBJECTIVE

To establish and maintain documented procedure in assessing the Regular, Contract of service, Part-timer faculty members through class observations.

### 2.0 SCOPE

This procedure applies to all faculty members under the Regular and Contract of Service (Full-time or Part-time) status.

### 3.0 REFERENCES

Qualitative Contribution Evaluation (QCE) of the National Budget Circular (NBC) No. 461  
Class Observation Form (Source: Borabo, Milagros, L. Ph. D., and Heidi Grace Lim Borabo, Ph.D./My Practice Teaching Handbook and Portfolio)  
Civil Service Commission Handbook  
Administrative and Financial Policies

### 4.0 DEFINITION OF TERMS

**Assessment** – refers to the evaluation done to assess the teaching performance of the faculty members through Class Observation, Individual Performance Commitment Review and the QCE (Teaching Effectiveness)

**Contract of Service (COS) Faculty** – refers to instructor/professor on a contract basis and have no employer-employee relationship. COS faculty may be full-time or part-time.

**Regular Faculty** – refers to the faculty members who are permanent and those with temporary status. but has no employer and employee relationship. Contract of Service may be Full-time or Part-Time.

**Part-timer** – refer to COS faculty who teach 12 units and below.

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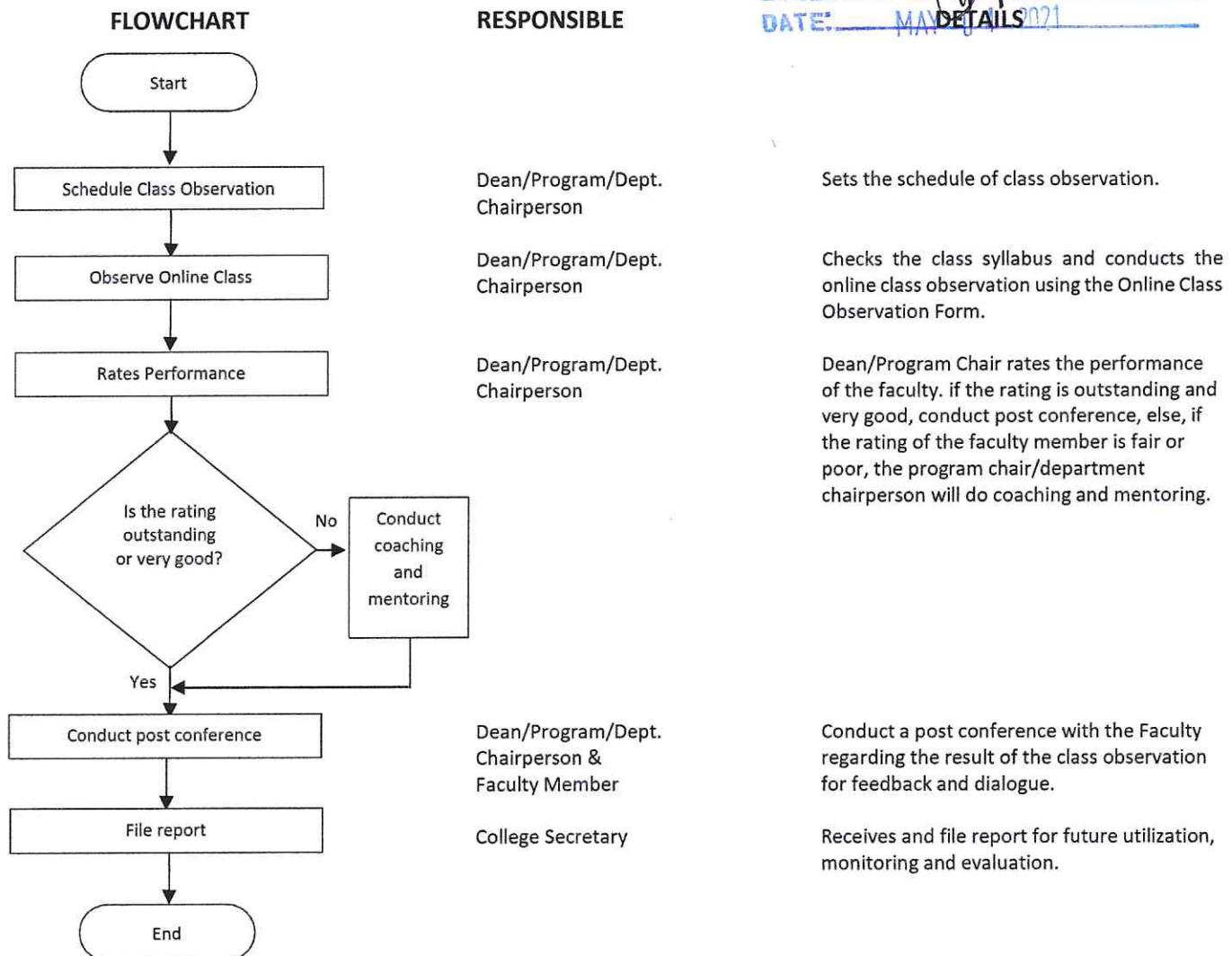
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### 5.0 PROCEDURES



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DETAILS

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### 6.0 ATTACHMENT/FORMS

Class Observation Form for Online Classes

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