

FELIPA M. RICO, Ph.D.
VP, Academic & Student Affairs



CLASS OBSERVATION IN THE NEW NORMAL

Doc Control No.

PRMSU-ASA-COMSP016

Effectivity Date

May 4, 2021

Revision No.

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Page 2 of 4

BY: GERRY D. ORAYA
DATE: MAY 8 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.

Prepared by:

MARLON JAMES A. DEDICATORIA, Ph.D.
Dean, College of Engineering

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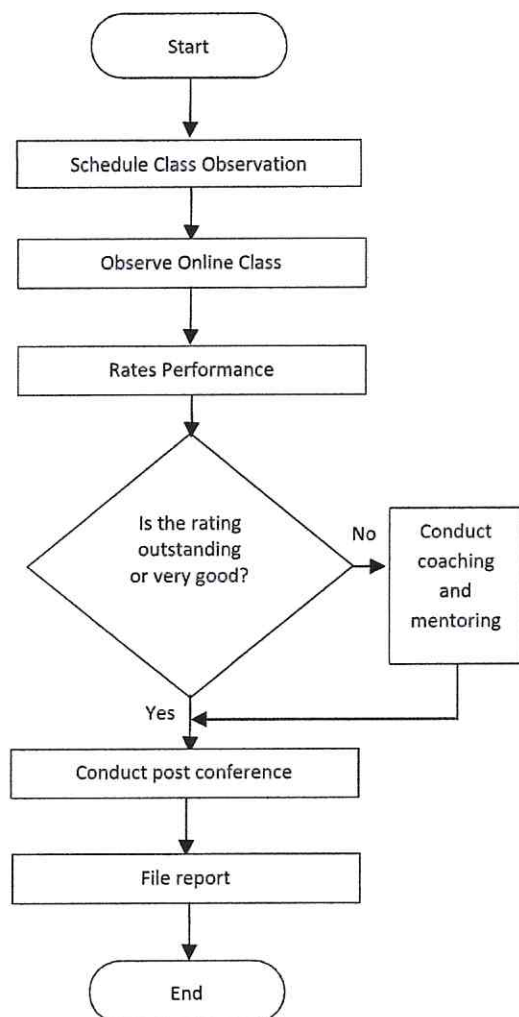
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Page 3 of 4

5.0 PROCEDURES

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FLOWCHART



RESPONSIBLE

Dean/Program/Dept.
Chairperson

Sets the schedule of class observation.

Dean/Program/Dept.
Chairperson

Checks the class syllabus and conducts the online class observation using the Online Class Observation Form.

Dean/Program/Dept.
Chairperson

Dean/Program Chair rates the performance of the faculty. If the rating is outstanding and very good, conduct post conference, else, if the rating of the faculty member is fair or poor, the program chair/department chairperson will do coaching and mentoring.

Dean/Program/Dept.
Chairperson &
Faculty Member

Conduct a post conference with the Faculty regarding the result of the class observation for feedback and dialogue.

College Secretary


Receives and file report for future utilization, monitoring and evaluation.

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		Effectivity Date	May 4, 2021	
		Revision No.	00	Page 4 of 4

6.0 ATTACHMENT/FORMS

Class Observation Form for Online Classes

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DATE: MAY 04 2021

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