


VERSION NO. 1	MANUAL TITLE CURRICULUM AND INSTRUCTION MANUAL	DOCUMENT NO. CIM 4.8
	DOCUMENT NAME FEEDBACK MECHANISM	REVISION NO. 0
		EFFECTIVITY DATE DECEMBER 5, 2016
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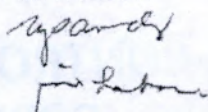
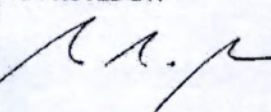


5.0 LIST OF FORMS AND REPORTS

5.1 Forms


- 5.1.1 Letter to Parent with Reply Slip Form
- 5.1.2 Appointment Form
- 5.1.3 Call/Consultation Slip
- 5.1.4 Anecdotal Report (AR) Form
- 5.1.5 Monitoring Form

5.2 Reports

- 5.2.1 Anecdotal reports

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VERSION NO. 1	MANUAL TITLE CURRICULUM AND INSTRUCTION MANUAL	DOCUMENT NO. CIM 5.0
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1.0 OBJECTIVES

- 1.1 To ensure that the teacher's work performance is monitored regularly.
- 1.2 To ensure a fair and inclusive evaluation of the teacher's performance.
- 1.3 To provide opportunity for the teachers to assess and improve work performance (mentoring).


2.0 SCOPE

This process applies to the monitoring of teacher performance by the immediate superior and evaluation of the teacher performance by the student and immediate superior.

3.0 POLICIES

- 3.1 The PSHS faculty member:
 - 3.1.1 Is capable of handling good classroom management.
 - 3.1.2 Presents clear concepts of values as imparted to students.
 - 3.1.3 Sees to it that the subject matter taught is well-organized, clear and consistent with the mission, vision of the school.
 - 3.1.4 Prepares and implements the PSHS System curriculum; the teacher however, may make some modification in strategies/approach.
 - 3.1.5 Adopts varied teaching strategies; creative and innovative; designs activities which involve the whole class. There must be proper orientation/setting of students reporting style and output.
 - 3.1.6 Exhibits mastery of the subject matter. Elaborates and gives clear-cut examples.
 - 3.1.7 Encourages and allows students to ask questions.
 - 3.1.8 Observes systematic, orderly and neat work. Submits A-1 report/output requirements i.e. following the expectations/standards of the campus.
 - 3.1.9 Follows instructions of the authorities/superiors.



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- 3.1.10 Takes initiative; self-governing. Foresees and takes accountability/caution of the possible impact of his/her action on people/organization.
- 3.1.11 Does work within the context of the system and within his/her boundary or area of responsibility.
- 3.1.12 Manifests commitment; finishes what he/she has started.
- 3.1.13 Starts, finishes, and submits work and requirements on time.
- 3.1.14 Performs his/her responsibilities with least supervision.
- 3.1.15 Complies with clearance requirements at the end of every school year.
- 3.1.16 Has a positive work attitude, punctual, and observes work ethics.
- 3.1.17 Is trustworthy, competent and visibly empowered.
- 3.2 The Academic Unit Head shall monitor the teaching performance of the faculty members based on the agreed monitoring tool regularly.
- 3.3 The Academic Unit Head shall provide on-time feedback regarding the performance of the faculty members.
- 3.4 The CID Chief shall implement the teacher's evaluation by the students using the agreed evaluation tool.
- 3.5 The CID Chief shall provide copy of the summary of result of the evaluation of the student to the faculty member.
- 3.6 The Academic Unit Head shall conduct evaluation of teacher's performance using the agreed evaluation tool.
- 3.7 The Academic Unit Head shall discuss the result of the evaluation of the teacher's performance to the faculty member.
- 3.8 The assigned superiors shall observe classes using the prescribed evaluation tool:



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Employment Status of Teacher	Frequency of Observation	Suggested Evaluators
Substitute	At least twice within the length of service	Academic Unit Head, FAS IO (For MC only) or CID Chief
Contract of Service	At least twice within the length of service	Academic Unit Head, FAS IO (For MC only) or CID Chief
Part-time	At least twice within the length of service	Academic Unit Head, FAS IO (For MC only) or CID Chief
Permanent under probationary	At least one/rating period observation within the school year	Academic Unit Head, FAS IO (For MC only) or CID Chief
Permanent	At least one observation within the school year	FAS IO (For MC only) or CID Chief



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4.0 PROCEDURES

4.1 Monitoring of the Teacher's Attendance to their Classes

Responsibility	Activity
Academic Unit Head	<ol style="list-style-type: none"> 1. Monitors the attendance of the teachers in their classes through the monitor sheet from the class monitor. 2. Reminds teachers who incurred absences in their classes. 3. Reports teachers who incurred frequent absences from their classes to the CID Chief.
CID Chief	<ol style="list-style-type: none"> 4. Calls the attention of teachers who incurred frequent absences from their classes. 5. Recommends action if needed to the FAD Chief through the Human Resource Management Unit.

4.2 Monitoring the Submission of required documents, reports or output of the Teacher


Responsibility	Activity
Academic Unit Head	<ol style="list-style-type: none"> 1. Monitors the submission of required documents, reports or output of the teacher. 2. Reminds the teacher who failed to submit required documents, reports or outputs. 3. Reports teacher who failed to submit required documents, reports or output to the CID Chief.
CID Chief	<ol style="list-style-type: none"> 4. Calls the attention of the faculty member who failed to submit required documents, reports or output.



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4.3 Evaluation of Teacher's Performance by the Student

Responsibility	Activity
CID Secretary	1. Prepares the Teaching Performance Evaluation Tool.
CID Chief	2. Prepares the schedule of teacher's evaluation by the student.
	3. Facilitates the teacher's evaluation.
CID Secretary	4. Prepares and submits summary of result of the evaluation to the CID Chief.
CID Chief/ Academic Unit Head	5. Discusses the result of the evaluation to the faculty member.
CID Chief/ Academic Unit Head and Faculty Member	6. Agrees on how to improve teaching performance based on the students' evaluation.
CID Chief/ Academic Unit Head	7. Monitors the performance of the faculty member based on the agreed plan.
CID Secretary	8. Compiles and files results of the evaluation. Gives copy to Human Resource Management Unit.



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4.4 Evaluation of Teacher's Performance by the Assigned Superiors/Evaluators

Responsibility	Activity
Academic Unit Head/CID Chief	1. Conducts evaluation of teacher's performance using the agreed Teaching Performance Evaluation Tool.
	2. Discusses the results of the evaluation of the teacher's performance immediately after the evaluation.
Academic Unit Head/CID Chief and Faculty Member	3. Agree on ways on how to improve the teaching performance of the faculty member.
Academic Unit Head/CID Chief	4. Monitors the performance of the faculty member based on the agreed plan.
CID Secretary	5. Compiles and files results of the evaluation. Gives copy to Human Resource Management Unit.

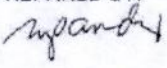
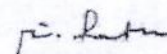
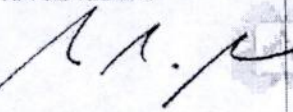

5.0 LIST OF FORMS AND REPORTS

5.1 Forms

- 5.1.1 Teaching Performance Evaluation Tool (by Student)
- 5.1.2 Teaching Performance Evaluation Tool (by Superior)

5.2 Reports

- 5.2.1 Summary of the Teaching Performance Evaluation

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