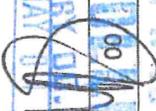




CLASS OBSERVATION IN THE NEW NORMAL

Doc Control No.	PRMSU-ASA-COMSP016
Effectivity Date	May 4, 2021
Revision No.	00 Page 2 of 4

PREPARED BY: 
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, Miliagros, L. Ph. D., and Heidi Grace Lim Borabo, Ph.D./My Practice Teaching Handbook and Portfolio)
Civil Service Commission Handbook
Administrative and Financial Policies

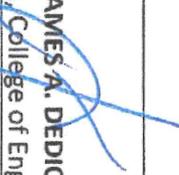
4.0 DEFINITION OF TERMS

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:	Approved by:
 MARLON JAMES A. DEDICATORIA, Ph.D. Dean, College of Engineering	 FELIPA M. RICO, Ph.D. VP, Academic & Student Affairs



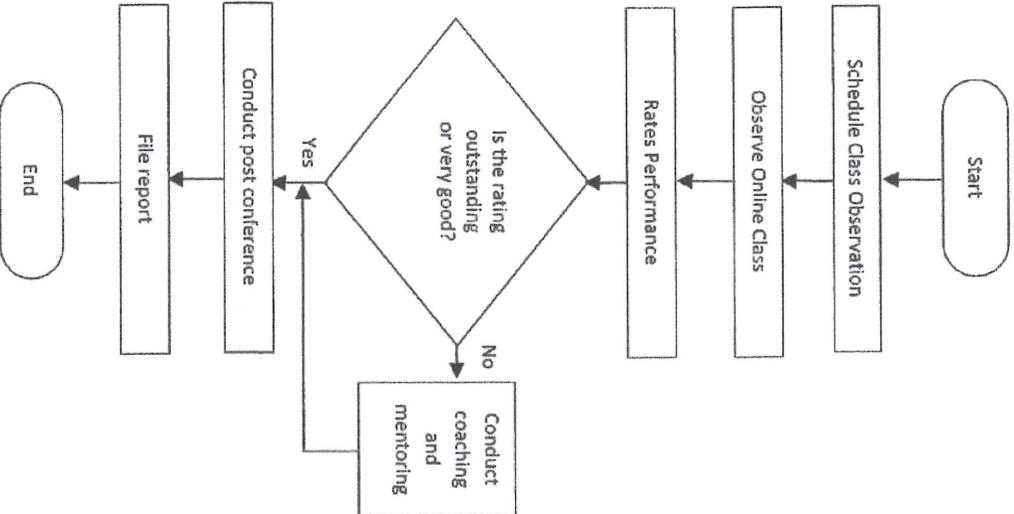
CLASS OBSERVATION IN THE NEW NORMAL

Doc Control No.	PRMSU-ASA-COMSP016	
Effectivity Date	May 4, 2021	
Revision No.	00	Page 3 of 4

5.0 PROCEDURES


 COPY HERE TO COPY
 BY: GERARD D. DRAYA
 DATE: MAY 2021

FLOWCHART



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.

Prepared by:

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

Approved by:

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



**CLASS OBSERVATION
IN THE NEW NORMAL**

Doc Control No.	PRMSU-ASA-COMSP016	
Effectivity Date	May 4, 2021	
Revision No.	00	Page 4 of 4

6.0 ATTACHMENT/FORMS

Class Observation Form for Online Classes

PRMSU
CONTROL COPY
BY: *[Signature]*
DATE: MAY 04, 2021

Prepared by: MARLON JAMES A. DEDICATORIA, Ph.D. Dean College of Engineering	Approved by: <i>[Signature]</i> FELIPA M. RICO, Ph.D. VP, Academic & Student Affair
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Republic of the Philippines
PRESIDENT RAMON MAGSAYSAY STATE UNIVERSITY
(Formerly Ramon Magsaysay Technological University)
 Iba, Zambales

CLASS OBSERVATION
 (Lecture Classes)

PRMSU
CONTROLLED COPY
 BY: GERRY DE MARIYA
 DATE: JUN 01 2021

Instructor/Professor: _____

Subject Taught: _____ Semester/Academic Year: _____

Date and Time: _____ Online Platform/Application: _____

Directions: Indicate the rating on the different items by checking the items on the corresponding column provided:
 4 – Outstanding 3 – Very Good 2 – Fair 1 – Poor

	TEACHER				
	4	3	2	1	
1					
2					
3					
4					
5					
6					
7					

Mean: _____

	STUDENTS				
	4	3	2	1	
1					
2					
3					
4					

Mean: _____

Remarks/Comments:

Conforme:

Observed by:

 Instructor/Professor

 Dean/Principal/ Area / Program Chairperson



Republic of the Philippines
PRESIDENT RAMON MAGSAYSAY STATE UNIVERSITY
 (Formerly Ramon Magsaysay Technological University)
 Iba, Zambales
CLASS OBSERVATION
 (ONLINE LABORATORY CLASSES)

CONTROLLED COPY
 BY: GERRY B. QUINAY
 DATE: JUN 01 2021
 PRMSU

Instructor/Professor: _____
 Subject Taught: _____
 Building and Room: _____

Date: _____
 Academic Year: _____

Directions: Indicate the rating on the different criteria by checking the items on the corresponding column provided:
 4 - Very Satisfactory 3-Satisfactory 2- Fair 1-Needs Improvement

Criteria	4	3	2	1
Planning and Organizing Skills Assigns materials to be used to students ahead of time Disseminates procedures ahead of time Conducts pre-lab discussions before the experiment Conducts post-lab discussions after the experiment Advises students to observe proper safety and precautionary measures when performing the experiment	If ALL of the descriptors were met	If 4 of the descriptors were met	If 2-3 of the descriptors were met	If only 1 or below of the descriptors are met
Resourcefulness and Management Skills Simplifies adapted laboratory procedures Revises procedures suited to the availability of chemicals/equipment and apparatus Substitutes locally available materials to unavailable ones Improvises some apparatus needed in the experiment Uses recyclable/indigenous materials in the conduct of experiment	If ALL of the descriptors were met	If 4 of the descriptors were met	If 2-3 of the descriptors were met	If only 1 or below of the descriptors are met
Evaluation Skills Prepares assessment tool (e.g. rubric or checklist) in the evaluation of students' performance Incorporates measures in the assessment tool that guarantees authenticity of the output submitted. Informs students about the assessment tool being the basis for grading lab output/performance Gives feedback/comments on the students performance/output	If ALL of the descriptors were met	If 3 of the descriptors were met	If 2 of the descriptors were met	If only 1 or below of the descriptors are met

Remarks/Comments:

Observed and Evaluated by:

Conforme:

Dean/Principa/Area or Program Chairperson

Signature Over Printed Name of Instructor