



Institutional Testing and  
Evaluation Office

## EVALUATION OF SENIOR HIGH SCHOOL FACULTY MEMBERS (Science and Technology Campus)

### **Rationale:**

Implementation of performance evaluation for faculty members is important as it allows communication between the teacher and the students for the continuous teacher's professional growth and improved student outcomes. It provides timely and constructive feedback to teachers in order to improve their quality of instruction and to ensure accountability for classroom performance. It may also serve as basis for administrative decisions.

### **Principles:**

1. Equity and fairness should be upheld in the evaluation process.
2. The performance evaluation process should not be used in a punitive, retaliatory or discriminatory manner. Rather, it should provide faculty with constructive comments to help them develop professionally and to make improvements in their performance.
3. Evaluation results should not be used as the sole basis for promotion or remuneration.
4. Performance evaluation results should be treated as private and confidential information.

### **Policies:**

1. Faculty evaluation is conducted every trimester.
2. All faculty members with teaching load will be evaluated in all of his/her subjects, which will include Core, Applied, Specialized, Christian Living subjects.
3. The list of faculty members, assigned subjects, and sections will be obtained from the Office of the Assistant Principal for Senior High School.



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**Procedures:**

Evaluation Procedures:

1. Faculty members will be informed about their inclusion in the faculty evaluation through email notification.
2. The faculty evaluation will be conducted online at the computer laboratories during Homeroom or EmTech (Empowerment Technologies) class schedule. Homeroom advisers and EmTech teachers will be requested to allow their students to do the evaluation at the computer laboratories on a specified date.
3. The faculty evaluation will be conducted online through the My.Lasalle (MLS) portal. Upon log-in to the account, the student will be automatically prompted by the system to accomplish the evaluation. This prompt (pop-up message) will continually appear on the MLS page until the student has finished the evaluation for all his/her faculty members.
4. The online evaluation will be available for two (2) weeks.
5. The evaluation results shall be released to the following:
  - 5.1 In electronic form:
    - Principal, Integrated School
    - Faculty Concerned
  - 5.2 In printed form:
    - Vice Chancellor for Academics
    - Principal, Integrated School
    - Faculty concerned