



Institutional Testing and  
Evaluation Office

**GUIDELINES FOR COURSE EVALUATION**  
**SENIOR HIGH SCHOOL**  
**Manila and Laguna**

**Rationale:**

Implementation of course evaluation is important as it provides students' feedback about the faculty and different aspects of the course for teacher's professional growth, better student outcomes, and course improvement. It provides timely and constructive feedback to teachers in order to improve their quality of instruction and to ensure accountability for classroom performance.

**Principles:**

1. Equity and fairness should be upheld in the evaluation process.
2. The course 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 teaching performance.
3. Course evaluation results should be treated as private and confidential information.

**Policies:**

1. Course evaluation is conducted every trimester.
2. All faculty members (Full-time and Part-time) will be evaluated in all their assigned courses for the term.
3. The faculty evaluation will cover all classifications of courses such as:
  - a. Lecture
  - b. Laboratory
  - c. Hybrid
  - d. Team-teaching
  - e. Research
  - f. Thesis
  - g. Practicum
4. Practicum and Thesis courses will be administered on the 13<sup>th</sup> week of the term or after defense week.



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5. All/Both faculty members handling team-teaching courses will be evaluated in the same course.
6. OBE-based evaluation forms will be used for the following SHS courses:
  - 6.1 Lecture Evaluation Form – for lecture courses, including team teaching, modular, special classes, seminars, tutorials, reviews, and asynchronous.
  - 6.2 Laboratory Form – for laboratory courses
  - 6.3 Practicum Form – for practicum courses
  - 6.4 Research/Thesis Form – for pure research, research writing, and thesis courses
7. The evaluation results shall be released to the following:
  - President
  - Provost
  - Associate Provost
  - Dean, The Academy
  - Head of the Senior High School
  - Department Chair
  - Academic Coordinators
  - Faculty member concerned