Surigao City Campus

Bachelor of Science in Electrical Engineering

SURIGAO STATE COLLEGE OF TECHNOLOGY



"For Nation's Greater Heights"

I.3.4. conducting supervisory visit of classes and providing assistance, if necessary;



Document Code No.	FM-SSCT-ACAD-006
Revision No.	00
Effective Date	20 September 2018
Page No.	1 of 1

COLLEGE OF ENGINEERING & INFORMATION TECHNOLOGY

1st Semester, Academic Year 2021-2022

FACULTY PERFORMANCE EVALUATION INSTRUMENT ON INSTRUCTION

Name of Faculty: PAGLINAWAN, MARK MARVIN D.

Subject: CIRCUITS 2 Lesson: AC CIRCUITS Date: OCTOBER 12, 2021

Time: 2:46 PM Room: EB 304

INSTRUCTION: Please evaluate the faculty using the scale below.

Scale	Parameter	Descriptive Rating	Qualitative Description
Scale 5	4.50-5.00	Outstanding	The performance always exceeds the job requirements.
4	3.50-4.49	Very Satisfactory	The performance often exceeds the job requirements.
3	2.50-3.49	Satisfactory	The performance meets the job requirements.
2	1.50-2.49	Fair	The performance needs some development to meet the job requirements.
1	1.00-1.49	Poor	The performance fails to meet the job requirements

	RATING
A. TEACHER'S PERSONALITY	
Well-groomed with complete uniform and ID in the classroom.	3
2. Free from mannerisms that tend to disturb the students' attention.	4
3. Teacher's personality is strong enough to command respect and attention.	4
4. Shows dynamism and enthusiasm.	4
5. Has a well-modulated voice.	3
Mean	3.6
B. CONTENT	
Demonstrates an in depth knowledge of the subject matter.	4
2. Able to relate lessons to actual life situations.	3
3. Keeps abreast of new ideas and understanding in the field.	4
4. Provides sufficient and concrete examples to create meaningful learning experiences.	4
5. Covers the topic/s as stipulated in the course syllabus.	4
Mean	3.8
C. TEACHING METHODS	
1. Uses methods suited to the needs and capabilities of the students.	4
2. Uses creativity to adapt his/her method to the students' capabilities.	3
3. Allows students to think independently and hold them accountable for their performance.	4
4. Allows student-professor interaction during the teaching-learning activities in the class.	4
5. Utilizes cooperative learning strategies.	4
Mean	3.8
D. MANAGEMENT OF LEARNING	
Checks student's attendance systematically.	3
2. Encourages students to learn beyond what is required and how to apply the concepts learned.	4
3. Sees to it that the room is clean and chairs are well-arranged.	4
4. Uses instructional materials to reinforce the learning processes.	4
5. Observes student's discipline and decorum during classes.	4
Mean	3.8
E. QUESTIONING SKILLS	
1. Probes for learner's understanding.	4
2. Helps students articulate their ideas and thinking process.	4
3. Facilitates factual recall.	4
4. Encourages convergent and divergent thinking.	5
5. Stimulates class discussion and interaction.	3
Mean	4
Grand Mean	3.8

Remarks / Recommendations:	
>	

ENGR PAGLINAWAN MARK MARVIN

Class Evaluator:

Conforme:

Approved by:

ENGR. VICENTE DELANTE
MENG'G
Program Chair, BSEE

Faculty, BSEE

ENGR ROBERT R. BACARRO,

Dean, CEIT

SURIGAO STATE COLLEGE OF TECHNOLOGY Narciso St., Surigao City

* COLLEGE OF ENGINEERING & INFORMATION TECHNOLOGY

OFFICE MEMO

REF. NO.

: CEIT-025-2019

DATE

: MARCH 28, 2019

TO

DR ANALYN S. MORITEG

ENGR DARWIN C. MANGCA

ENGR JOSELITO BALDAPÁN DA

ENGR VIRNE P. PORTUGUES ENGR ROSANNE E. ANDALUZ

ENGR RICHARD A. BADIOLA

ARCH MARLON C. SOLLOSQ

ENGR ERLITO M. ORIT

ENGR ELMARIO PEJAN-ENGR ARCHIE C. GEGONA

DR AUREA M. MADELO

ENGR PERFECTO R. RUAYA JRA ENGR ALDRICH B. CALINAWAN

ENGR RITCHIE A. REYNA ENGR CONRADO B. DELOSA JR

ENGR JOSELITO S. BALDAPAN ENGR JOSEPHINE V. ACIDO

ENGR JEMIELOU M. FIDELES.

ENGR GALGEN B. GALILA ENGR ANDY BONG F. NAVARROS

ENGR VERNON V. LIZA VAZ JUDEL D. PAREDES'

ENGR LUCILYN C. BORJA

ENGR LEVI A. CORVERA ENGR GRACECHELL M. PÁSCUA DR MONALEE DELA CERNA Jung

DR JESSICA ROSE E. FERNANDEZ ALMA CHRISTIE C. REYNA A

DR FROILAN JAY E. GHRAI

DR UNIFE O. CAGASI

DR VIRNILLE C. FRANCISCO

RENZ M. BUCTUAN ENGR JOHN RODERICK R. QUITARUM PIOVIE M. GALLERA ON

TERESITA L. TOLEDO AMOR C. MONTEJO Pre

ENGR CRISPIN P. NOGUERI TRASHY P. DUMAICOS

JEAN DARYL P. AMPON RALPH ARAN C. CABAÑERO

OGAOB, DEAN MARK A

ARVIN E. MAGUSARA EVA MARY A. BIRAO/U

REYNALDO R. CERVANTES

ØESSA G. HAMBRE HASMER SALUBRE

MARQUEZO, VANESSA

ELMA C. ECHIN

KEVIN M. PAYNANDO A LIEZL C. GALGO-

ENGR GHANDI B. GALILA DR CARLOS H. DONOSO3

FROM

: ENGR ROBERT R. BACARRO, MECE, MBA

Dean, CEIT

SUBJECT

: SCHEDULE OF CLASSROOM OBSERVATION

CC

DR RONITA E. TALINGTING

VP for Academic Affairs

Greetings!

Please be informed that the Program Chairs are scheduled to observe your class from April 1 to April 5, 2019. Present your syllabus during the class observation.

Thank you for your support.

ENGR ROBERT R. NACARRO, MECE, MBA Dean, CEIT



SURIGAO STATE COLLEGE OF TECHNOLOGY

Surigao City

Minutes of Meeting on January 9, 2018 College of Engineering & Information Technology

Call to order: A division meeting of the CEIT was held in EB 341 on January 8, 2018. The meeting convened at 9:15 a.m. and presided by the Dean of the College of Engineering & Information Technology, Engr. Alexis P. Espaldon. A prayer was led by Engr. Analyn S. Morite.

Most of the faculty members attended the meeting with only 2 faculty members is on official travel.

The agenda of the meeting are as follows:

- 1. Recognition of Program Chairs
- 2. Assignment of Rooms
- 3. Student Organizations Updates
- 4. Calendar of Activities c/o Engr. Robert R. Bacarro
- 5. Classroom Observation
- 6. Monitoring of Classes
- Teacher's Load c/o Engr. Ritchie A. Reyna 7.
- 8. Other Matters

Matters Discussed:

- 1. The Dean recognize the designated program chairs of CEIT:
 - a. BS ECE Engr. Robert R. Bacarro
 - b. BSEE Engr. Darwin Mangca
 - c. BSCE Engr. Virne Portugues
 - d. BSCpE Dr. Analyn S. Morite
 - e. BSIS Engr. Ritchie A. Reyna
 - BSIT Ms. Alma Christie C. Reyna
 - g. BSCS Dr. Monalee Dela Cerna
- 2. Assignment of Rooms: The Dean informed the faculty that whatever room that is being assigned it should be followed for monitoring purposes, the Dean also reminded the faculty that during class hours faculty should not leave the classroom.
- 3. For the student organization update the Dean approach Ms. Guerra regarding the student officers that the two student body of the IT and Engineering will simply elect to come up with one set of student officers for the College of Engineering & Information Technology.
- 4. Engr. Bacarro presented to the faculty the program, project, and or activity matrix of the year 2018 for the college. The major concern/project for the college is the Christmas kiosks to be showcase at the Surigao City Luneta Park. Please see attached.
- 5. The Dean informed the faculty that a monitoring of classroom will be done by the Dean and the Program Chairs at a faculty convenient time.
- 6. For the monitoring of classes all faculty should follow the assign room based on the faculty
- 7. Engr. Reyna informed the faculty that the teacher's load is still on process because there was a major revision on the class program and faculty workload in the IT division.

- 8. Other Matters: It was Ms. Montejo present to the faculty regarding the accreditation of the different programs in the college. She informed the tentative schedule on the accreditation on March 19 23, 2018 for Level 1 is BSEE and on May 7 11, 2018 for Level 2 are BSECE, BSCpE, BSIS, and BSCS and for Level 3 phase 1 is for BSIT and BSCE. A service credit will be availed by the faculty who will worked on the accreditation. See attached assigned task force.
- 9. Adjournment of Meeting. There being no other business, the meeting was adjourned at 10:45 a.m.

Prepared by:

ALMA CHRISTIE C. REYNA

Instructor 1

Approved by:

engr. Alexis 7. Espaldon, Mie

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Prepared by:

ENGR ALLES P. SE NADOM, NEE Dean, Colospo of Engineering

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	that aim to aid it policy-making and in the production of profesypes that can be useful to both the College and the industry		T			
8. Faculty Exclusion	To provide feedback on an employee's performance; To create a development plan for areas of improvement and to provide rationale for a mail increase, and To provide an experiunity for the teacher and the chair to have a one-on-tree discussion of where the teacher stands and what it takes to get to the next step.	Evaluation System Class Observation	Once every Semester	Faculty, HRESO, Guidence, OPS	N/A	100% of the Faculture been object evaluated
8. Students' Development	To prepare students in taking board exams. To increase the engineering board exam passing rate To develop enhance student's take development To provide a place for meeting new people and thende To halp the students gain new experiences	Conduct revised enhancement seminare relative to engineering brand counts. Conduct Engineering Days	2 rd Semester A 2017-18 Jenuary, 2018	Graduating Students Chair and Faculty of Engineering Division Faculty and Students	P100,000.00	The passing rate the College in high than the National Passing Rate Sign of the studer
	and knowledge that are not dilated in the four comerc of the scanderns. To develop and mobilize the students for meaningful and responsive community extension service	Participate in callege activities		Pacally and Students	N/A	have actively participated and estanded school activities

Prepared by:

ENGR. ALERS . I SPALDON MEE

Chair, Engineering Division

Key Programs/ Projects	Description of Programi Project Objektives	Stratogics/ Activities	Timo Frame	Responsible Buroaus/ Dollvory Units	Program/ Project Budget	Output
4. Faculty Mealing & Consultation	To discuss malters, issues and concerns relative to their work as a teacher. To thresh out problems related to academics. To share insights and ideas about issues and help them team information about themselves. To address some problems and conflicts in the Division.	Faculty Consultative Meeting	Once a month or when the need orises	Faculty and Chair	NA	96% of the fact have attended regular faculty meeting end consultation.
5. Faculty Monitoring	- To determine whether they actively participate to internal and external activities.	 Checking of Attendance 	Whole year	Faculty and Chair	₽₩A	 96% have active puricipated currentics and extracurics activities
5. Facully Teambuilding	 To establish bonds of friendship and unity among the faculty. To build tearnwork for the purpose of increasing team's officiency and elfectiveness. To foster awareness of the team spin and to miniorse commitment to the team's chered goals and objectives. 	 Group Redivities 	Once a semualer	Faculty and Chair	NVA	100% have site teambuilding activities
Faculty I Search, Indension and Production	To develop-community relationship through mutual cooperation and support of planned extension programs and services. To mobilize the college constituency for meaningful and responsive community service. To conduct studies and research projects	Attendance to Research, Extension and Production for a Attendance to Research In-House Review	At least once every school year	Faculty and Chair	P500,000 <u>.00</u>	• 50% have often for a cominer

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SURIGAO STATE COLLEGE OF TECHNOLOGY

Surigao City

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Matters Discussed:

- 1. The Dean recognize the designated program chairs of CEIT:
 - a. BS ECE Engr. Robert R. Bacarro
 - b. BSEE Engr. Darwin Mangcac. BSCE Engr. Virne Portugues
 - d. BSCpE Dr. Analyn S. Morite
 - BSIS Engr. Ritchie A. Reyna e.

 - BSIT Ms. Alma Christie C. Reyna g. BSCS - Dr. Monalee Dela Cerna
- Assignment of Rooms: The Dean informed the faculty that whatever room that is being assigned it should be followed for monitoring purposes, the Dean also reminded the faculty that during class hours faculty should not leave the classroom.
- For the student organization update the Dean approach Ms. Guerra regarding the student officers that the two student body of the IT and Engineering will simply elect to come up with one set of student officers for the College of Engineering & Information Technology.
- Engr. Bacarro presented to the faculty the program, project, and or activity matrix of the year 2018 for the college. The major concern/project for the college is the Christmas kiosks to be showcase at the Surigao City Luneta Park. Please see attached.
- The Dean informed the faculty that a monitoring of classroom will be done by the Dean and the Program Chairs at a faculty convenient time.
- For the monitoring of classes all faculty should follow the assign room based on the faculty workload.
- Engr. Reyna informed the faculty that the teacher's load is still on process because there was a major revision on the class program and faculty workload in the IT division.

8. Other Matters: It was Ms. Montejo present to the faculty regarding the accreditation of the different programs in the college. She informed the tentative schedule on the accreditation on March 19-23, 2018 for Level 1 is BSEE and on May 7 - 11, 2018 for Level 2 are BSECE, BSCpE, BSIS, and BSCS and for Level 3 phase 1 is for BSIT and BSCE. A service credit will be availed by the faculty who will worked on the accreditation. See attached assigned task force.

9. Adjournment of Meeting. There being no other business, the meeting was adjourned at 10:45 a.m.

Prepared by:

ALMA CHRISTIE C. REYNA Instructor 1

Approved by:

ENGR. ALE SPALDON, MIE Dean, CELT



SURIGAO STATE COLLEGE OF TECHNOLOGY Narciso Street, Surigao City

ENGINEERING DIVISION

MINUTES OF THE MEETING OF THE FACULTY LAST NOVEMBER 15, 2017 AT EB 141.

The meeting started at 9:05 a.m. with an Opening Prayer by Engr. Acido.

Presider: Engr. Alexis P. Espaldon, MIE, the Chair of the Engineering Division.

1. Engr. Acido

3. Ms. Echin 4. Engr. Galila 5. Engr. Mangca

7. Ms. Reyna

9. Ms. Quitalig

2. Engr. Bacarro

6. Engr. Morite

10. Engr. Orit

Agenda of the meeting:

1. Faculty & Staff Christmas Party

Engr. Espaldon informed the body that the SSCT Christmas party will be on December 20, 2017 at Philippine Gateway Hotel, 5:00p.m. The attire of the attendees will be cocktail dress with a motif of red, no maong pants for the gentlemen. Each faculty member will prepare 350pesos for the payment in case no funds available. Each division will prepare a presentation that will be taken care of by Engr. Galila. The division will prepare also 1 lechon and a viand, so an amount of 300pesos per faculty will be collected by Engr. Galila on or before December 1, 2017. A seminar will be held on December 19-20, 2017.

2. Academic Matters

Engr. Espaldon also informed the body that the VP Academics Dr. Talingting has declared that no students will be allowed after December 18, 2017. So make sure that the final exam will be taken in advance before December 18, 2017. The Christmas party for the students will be on December 15, 2017and it is not

Advance enrolment for the 2nd semester 2017-2018 will be on Nov. 20, 2017, no grade, no clearance, no payment and no evaluation is required. Enrolment for transferee will be on December 18, 2017.

The deadline for the gradesheet will be on December 29, 2017 Last day of service is December 23, 2017.

Resume of duty is on January 5, 2018.

Start of class for the 2nd semester is on January 8, 2018

Faculty Duty for Enrolment for the 2nd semester for service credit:

- Engr. Acido December 26 29, 2017
 Ms. Reyna December 26 29, 2017
- Engr. Reyna January 2 4, 2018
 Engr. Bacarro January 2 4, 2018

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ENGINEERING DIVISION FACULTY MEETING NOVEMBER 15, 2017 ATTENDANCE

NAME	SIGNATURE		
MMA CHRISNE C. PEYNA	aneya		
Arah s. Monite	Do		
ACIDO, JOSEPHINE V.			
MANGCA; DARWIN C.	time		
GALILA, GALGEN B.	-		
POWAR, RIPCHIO 15	43		
SOCETIN & QUITALIC	\\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\		
POBERT R. BACARRO	Opmin/		
ELMA C. ECHW	/rean		
Opi, Epilio m.	RW.		
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