



SSCT

"For Nation's Greater Heights"

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



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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
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	
1. 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	
1. 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	
1. 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
Descriptive Rating:	

Remarks / Recommendations: _____

Class Evaluator:

**ENGR. VICENTE DELANTE
MENG'G**
Program Chair, BSEE

Conforme:

ENGR PAGLINAWAN MARK MARVIN
Faculty, BSEE

Approved by:

ENGR ROBERT R. BACARRO,
Dean, CEIT



OFFICE MEMO

REF. NO. : CEIT-025-2019

DATE : MARCH 28, 2019

TO :

DR ANALYN S. MORITE	DR MONALEE DELA CERNA
ENGR DARWIN C. MANGCA	DR JESSICA ROSE E. FERNANDEZ
ENGR JOSELITO BALDAPAN	ALMA CHRISTIE C. REYNA
ENGR VIRNE P. PORTUGUES	DR FROILAN JAY E. CHIRAL
ENGR ROSANNE E. ANDALUZA	DR UNIFE O. CAGAS
ENGR RICHARD A. BADIOLA	DR VIRNILLE C. FRANCISCO
ARCH MARLON C. SOLLOSO	RENZ M. BUCTUAN
ENGR JOHN RODERICK R. GUIZARD	JOVIE M. GALLERA
ENGR ERLITO M. ORIT	TERESITA L. TOLEDO
ENGR ELMARIO PEJAN	AMOR C. MONTEJO
ENGR ARCHIE C. GEGONAT	ENGR CRISPIN P. NOGUERRA
DR AUREA M. MADELO	TRASHY P. DUMAICOS
ENGR PERFECTO R. RUAYA JR	JEAN DARYL P. AMPONG
ENGR ALDRICH B. CALINAWAN	RALPH ARAN C. CABANERO
ENGR RITCHIE A. REYNA	OGAOB, DEAN MARK A.
ENGR CONRADO B. DELOSA JR	ARVIN E. MAG-USARA
ENGR JOSELITO S. BALDAPAN	EVA MARY A. BIRAO
ENGR JOSEPHINE V. ACIDO	REYNALDO R. CERVANTES JR
ENGR JEMIELOU M. FIDELES	JESSA G. HAMBRE
ENGR GALGEN B. GALILA	HASMER SALUBRE
ENGR ANDY BONG F. NAVARRO	MARQUEZO, VANESSA
ENGR VERNON V. LIZA	ELMA C. ECHIN
JUDEL D. PAREDES	KEVIN M. PAYNANDO
ENGR LUCILYN C. BORJA	LIEZL C. GALGO
ENGR LEVI A. CORVERA	ENGR GHANDI B. GALILA
ENGR GRACECHELL M. PASCUA	DR CARLOS H. DONOSO

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. BACARRO, 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
7. Teacher's Load c/o Engr. Ritchie A. Reyna
8. Other Matters

Matters Discussed:

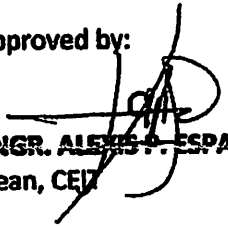
1. The Dean recognize the designated program chairs of CEIT:
 - a. BS ECE – Engr. Robert R. Bacarro
 - b. BSEE – Engr. Darwin Mangca
 - c. BSCE – Engr. Virne Portugues
 - d. BSCpE – Dr. Analyn S. Morite
 - e. BSIS – Engr. Ritchie A. Reyna
 - f. BSIT – Ms. Alma Christie C. Reyna
 - g. BSCS – Dr. Monalee 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 workload.
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:

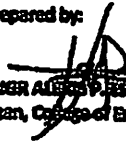

ALMA CHRISTIE C. REYNA
Instructor 1

Approved by:


ENGR. ALEX P. ESPALDON, MIE
Dean, CEIT

April 7, 14, 21, 28, 2018	Budget								
	Person Involved			Selected Faculty, Selected Students					
	Output/Outcome			Civil Construction					
	Remarks								
April 24, 2018	Activity								
	Budget								Faculty Meeting
	Person Involved								\$1,500.00
	Output/Outcome								All Engineering & IT Faculty
	Remarks								Attendance Sheet, Minutes of the Meeting / Monitoring of CET Accomplishments and Initiatives

Prepared by:


EMER ALDERSON, P.Eng
 Dean, College of Engineering

April 14, 21, 2018	Person Involved		Edmunds Coordinator, Faculty, Selected Students						
	Objectives		Picture Documentation, Narrative Report / Community benefited the facilities constructed						
	Remarks								
April 17, 2018	Activity						ISO Orientation for Faculty		
	Budget						\$28,000.00		
	Person Involved						All Engineering & IT Faculty		
	Objectives						All classes Short, Certificates / 100% of the C&IT Faculty are aware of ISO		
	Remarks								
April 7, 14, 21, 28, 2018	Activity	Preparation for Accreditation							
	Budget	\$6,000.00							
	Person Involved	Assign Faculty @							
	Objectives	Folder Documents per Program / 100% of the required documents are							
	Remarks								
	Activity			Christmas / Cook Project Phase 4					

February 21, 2018	Activity								
	Budget								
	Persons Involved								
	Contributions								
	Remarks								
	Activity								
	Budget								
	Persons Involved								
	Contributions								
	Remarks								
	Activity								
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	Remarks								
	Activity								

Meeting for Engg Review Program

PGJ00100

Dean, Program Head

Attendance Sheet,

Minutes of the

Meeting / Minutes

Two passing mark of

Engineering board

consultation

College Meet

Celebration

Note

Engineering Student

Council, Advisor

Attendance Sheet,

Minutes of the

Meeting / Minutes

the Projects and

Activities of

Engineering and IT

Christmas Meet

Project Phase 2

January 28, 2018	Faculty Person Involved	Engineering	Subcommittee of Emergency/ Crisis Test Team	Sponsor on PPR/00109	Engineering & IT Faculty Participating Faculty																
January 28, 2018	Faculty Person Involved	Engineering	Subcommittee of Emergency/ Crisis Test Team	Sponsor on PPR/00109	Engineering & IT Faculty Participating Faculty																

Prepared by:

[Signature]
EMER ALBERTO V. BALABON, MSIE
 Dean, College of Engineering

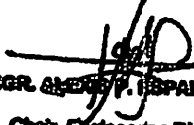
DOWRY CASE NO. 10/2019
 CIVIL COURT NO. 1, JALPAIGURI
 DISTRICT JALPAIGURI
 JALPAIGURI DISTRICT

Sl. No.	Name of the Party	Address	Occupation	Relationship	Remarks
1	Shri. [Name]	[Address]	[Occupation]	[Relationship]	[Remarks]
2	Shri. [Name]	[Address]	[Occupation]	[Relationship]	[Remarks]
3	Shri. [Name]	[Address]	[Occupation]	[Relationship]	[Remarks]
4	Shri. [Name]	[Address]	[Occupation]	[Relationship]	[Remarks]
5	Shri. [Name]	[Address]	[Occupation]	[Relationship]	[Remarks]
6	Shri. [Name]	[Address]	[Occupation]	[Relationship]	[Remarks]
7	Shri. [Name]	[Address]	[Occupation]	[Relationship]	[Remarks]
8	Shri. [Name]	[Address]	[Occupation]	[Relationship]	[Remarks]
9	Shri. [Name]	[Address]	[Occupation]	[Relationship]	[Remarks]
10	Shri. [Name]	[Address]	[Occupation]	[Relationship]	[Remarks]

Month	Day	Project Phase / Description	Project Name	Project Value	Project Status	Project Location	Project Manager	Project Sponsor	Project Stakeholders	Project Risks	Project Opportunities	Project Challenges	Project Lessons Learned
January	27, 2018	Project Phase 1	Project Phase 1	\$25,000,000	Completed	London, Ontario	John Smith	John Smith	John Smith, Jane Doe, Bob Johnson	Project completed on time and within budget.	Client satisfaction high.	Minor communication issues.	Clear communication and regular updates.
January	18, 2018	Project Phase 2	Project Phase 2	\$15,000,000	In Progress	London, Ontario	John Smith	John Smith	John Smith, Jane Doe, Bob Johnson	Project is currently on track.	Client satisfaction medium.	Minor budget overruns.	Regular communication and updates.
January	28, 2018	Project Phase 3	Project Phase 3	\$10,000,000	Not Started	London, Ontario	John Smith	John Smith	John Smith, Jane Doe, Bob Johnson	Project is currently on hold.	Client satisfaction low.	Major budget overruns.	Regular communication and updates.

	that aim to aid in policy-making and in the production of prototypes that can be used to both the College and the industry					
8. Faculty Evaluation	<ul style="list-style-type: none"> To provide feedback on an employee's performance; To create a development plan for areas of improvement and to provide rationale for a merit increase, and To provide an opportunity for the teacher and the chair to have a one-on-one discussion of where the teacher stands and what it takes to get to the next step. 	<ul style="list-style-type: none"> Performance Evaluation System Class Observation 	Once every Semester	Faculty, HRMO, Guidance, OPS	N/A	<ul style="list-style-type: none"> 100% of the Facu have been object evaluated
9. Students' Development	<ul style="list-style-type: none"> To prepare students in taking board exams. To increase the engineering board exam passing rate To develop enhance student's total development To provide a place for meeting new people and friends To help the students gain new experiences and knowledge that are not offered in the four corners of the academe. To develop and mobilize the students for meaningful and responsive community extension service 	<ul style="list-style-type: none"> Conduct review/enhancement seminars relative to engineering board exams. Conduct Engineering Days Participate in college activities 	<p>2nd Semester A 2017-18</p> <p>January, 2018</p> <p>Whole Year Round</p>	<p>Graduating Students Chair and Faculty of Engineering Division</p> <p>Faculty and Students</p> <p>Faculty and Students</p>	<p>P100,000.00</p> <p>P10,000.00</p> <p>N/A</p>	<ul style="list-style-type: none"> The passing rate of the College is high than the National Passing Rate 96% of the student have actively participated and attended school activities

Prepared by:


ENGR. AMADOR P. ESPALDON, EEE
 Chair, Engineering Division

Key Programs/ Projects	Description of Program/ Project Objectives	Strategies/ Activities	Time Frame	Responsible Bureaus/ Delivery Units	Program/ Project Budget	Output
4. Faculty Meeting & Consultation	<ul style="list-style-type: none"> To discuss matters, 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 learn information about themselves To address some problems and conflicts in the Division 	<ul style="list-style-type: none"> Faculty Consultative Meeting 	Once a month or when the need arises	Faculty and Chair	N/A	<ul style="list-style-type: none"> 95% of the faculty have attended regular faculty meeting and consultation.
5. Faculty Monitoring	<ul style="list-style-type: none"> To determine whether they actively participate to internal and external activities. 	<ul style="list-style-type: none"> Checking of Attendance 	Whole year	Faculty and Chair	N/A	<ul style="list-style-type: none"> 96% have actively participated cur and extracurricular activities
6. Faculty Teambuilding	<ul style="list-style-type: none"> To establish bonds of friendship and unity among the faculty. To build teamwork for the purpose of increasing team's efficiency and effectiveness. To foster awareness of the team spirit and to reinforce commitment to the team's shared goals and objectives. 	<ul style="list-style-type: none"> Group Bonding Group Activities 	Once a semester	Faculty and Chair	N/A	<ul style="list-style-type: none"> 100% have attended teambuilding activities
7. Faculty Research, Extension and Production	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Attendance to Research, Extension and Production for a Attendance to Research In-House Review 	At least once every school year	Faculty and Chair	P500,000.00	<ul style="list-style-type: none"> 50% have attended for a seminar



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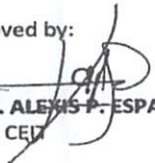
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Prepared by:


ALMA CHRISTIE C. REYNA
 Instructor 1

Approved by:


ENGR. ALEXIS P. ESPALDON, MIE
 Dean, CEIT



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.

Present:

- | | | | | |
|------------------|-----------------|-----------------|----------------|-----------------|
| 1. Engr. Acido | 3. Ms. Echin | 5. Engr. Mangca | 7. Ms. Reyna | 9. Ms. Quitalig |
| 2. Engr. Bacarro | 4. Engr. Galila | 6. Engr. Morite | 8. Engr. Reyna | 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, 2017 and it is not compulsory.

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:

1. Engr. Acido – December 26 – 29, 2017
2. Ms. Reyna – December 26 – 29, 2017
3. Engr. Reyna – January 2 – 4, 2018
4. Engr. Bacarro – January 2 – 4, 2018

