



Republic of the Philippines
North Eastern Mindanao State University

Rosario, Tandag City, Surigao del Sur 8300

Telefax No. 086-214-4221

Website: www.nemsu.edu.ph



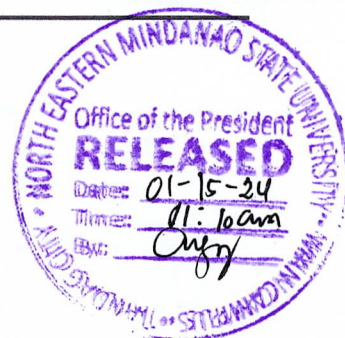
MEMORANDUM FROM THE OFFICE OF THE PRESIDENT

No. 01 - 019, s. 2024

TO: The Vice Presidents
Human Resource Management Officer III
Executive Assistant III

SUBJECT: PERFORMANCE EVALUATION OF THE DEANS

DATE: January 15, 2024



As a basis for the renewal of designations, you are hereby directed to conduct the performance evaluation of the Deans.

To assist you in this process, attached is the performance evaluation tool with a list of evidence of practice and a rating rubric. It is also important to discuss the evaluation with the Deans in a constructive and supportive manner.

Below is the schedule of the Deans' performance evaluation:

Dean/College	DATE/CAMPUS	TIME
Dr. Laurence P. Bazan <i>College of Criminal Justice Education</i>	January 17, 2024 Cantilan	1:00 PM
Atty. Daniel L. Diaz <i>College of Law</i>	January 17, 2024 Tandag	4:00 PM
Dr. Bernardita Quevedo <i>College of Agriculture, Fishery and Forestry</i>	January 18, 2024 Liangá	9:00 AM
Dr. Annie Y. Samarca <i>College of Teacher Education</i>	January 18, 2024 Tandag	3:00 PM
Dr. Alex S. Ladaga <i>College of Engineering and Technology</i>	January 18, 2024 Tandag	4:00 PM
Dr. Born Christian A. Isip <i>College of Information Technology Education</i>	January 19, 2024 Tandag	8:00 AM
Dr. Romeo A. Patan <i>College of Arts and Sciences</i>	January 19, 2024 Tandag	9:00 AM
Dr. Ramel D. Tomaquin <i>College of Business and Management</i>	January 19, 2024 Tandag	10:00 AM
Dr. Evelyn T. Bagood <i>Graduate School</i>	January 19, 2024 Tandag	11:00 AM
Submission of the Evaluation Results to the Office of the President	January 19, 2024	2:00 PM



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The Performance Evaluation Committee shall be composed as follows:

Chairperson:	Vice President for Academic Affairs
Members:	Vice President for Research and Extension
	Vice President for Administration and Finance
	Human Resource Management Officer III
	Executive Assistant III

Transportation and travel expenses of the evaluators shall be charged to any available funds of the University, subject to the existing accounting and auditing rules and regulations.

Thank you in advance for your attention to this matter.

A large, stylized handwritten signature in blue ink, which appears to read "Nemesio G. Loayon".

NEMESIO G. LOAYON, PhD
SUC President III

Cc: **Dean of the Colleges and Graduate School**

PERFORMANCE EVALUATION TOOL FOR DEANS OF THE COLLEGES
For the Period December 15, 2022 to December 15, 2023

Name of College Dean: _____

Campus Station: _____

Pursuant to the provisions of RA 8292, otherwise known as the "Higher Education Act of 1997" Section 21 of RA 9998, and RA 11584, an Act Renaming the Surigao del Sur State University (SDSSU) in the Province of Surigao del Sur to North Eastern Mindanao State University (NEMSU) and in the exigency of the following functions and duties based on their designation, the **College Dean** is hereby evaluated as follows:

Rating Scale:

- 1 - Unsatisfactory
- 2 - Below Expectations
- 3 - Satisfactory
- 4 - Exceeds Expectations
- 5 - Outstanding

DUTIES & FUCTIONS	1	2	3	4	5	SCORE
1. Sees to it that the College Mission, Goals, and Objectives are satisfied by the curricular and co-curricular programs as well as by the academic pursuit of both the students and the faculty.						
2. Exercises academic leadership and general supervision of the department affiliated to the college to promote academic excellence with high morality and integrity of the college.						
3. Initiates regular and special meetings with the Program Chairs/Coordinators, and with the faculty.						
4. Coordinates with the appropriate academic units regarding the supervision of the pre-service or on-the-job training of the students as required by the College curriculum.						

5. Checks teaching load and syllabi of the faculty in the College, including the subject offerings in each semester, and recommend for approval to the VPAA.						
6. Assists the VPAA in evaluating the performance of the Program Chairpersons and the faculty of the College based on the approved evaluation instrument of the University.						
7. Conducts curricular review as the need arises.						
8. Links and networks with other cooperating agencies and industries.						
9. Submits plans and programs at the start of the academic year and maintains adequate records regarding the operation of the college.						
10. Acts as member of the Academic Council.						
11. Renders report every end of the semester to the VPAA.						
12. Conducts specific class observation at least twice a semester.						
13. Performs all other functions as may be assigned by higher authorities.						
Average						

Remarks:

Performance Evaluator (signature over printed name)

DUTIES & FUCTIONS	EVIDENCES OF PRACTICE (EOPs)
1. Sees to it that the College Mission, Goals, and Objectives are satisfied by the curricular and co-curricular programs as well as by the academic pursuit of both the students and the faculty.	1. Accreditation Results of the Programs under the College
2. Exercises academic leadership and general supervision of the department affiliated to the college to promote academic excellence with high morality and integrity of the college.	1. IPCRF in the last 2 rating periods 2. Faculty Evaluation Results
3. Initiates regular and special meetings with the Program Chairs/Coordinators, and with the faculty.	1. Notice of Meeting/Memorandum, Attendance Sheet, Minutes of Meetings, Photos of Meeting
4. Coordinates with the appropriate academic units regarding the supervision of the pre-service or on-the-job training of the students as required by the College curriculum.	1. Approved Supervisory Plan for the Pre-Service/On-the-Job Training of Students 2. Accomplished Supervision/Monitoring Form for the Pre-Service/On-the-Job Training of Students
5. Checks teaching load and syllabi of the faculty in the College, including the subject offerings in each semester, and recommend for approval to the VPAA.	1. Dully approved teaching load 2. Duly approved course syllabi 3. Subject Offerings per semester, duly approved
6. Assists the VPAA in evaluating the performance of the Program Chairpersons and the faculty of the College based on the approved evaluation instrument of the University.	1. IPCRF of the Program Chairpersons and the Faculty 2. Faculty Evaluation Results
7. Conducts curricular review.	1. Approved Proposal on Curriculum Review 2. Memorandum on the Conduct of Curriculum Review 3. Attendance of the Curriculum Review 4. Approved Revised Curricula of the Program/s 5. Photos of the Curriculum Review
8. Links and networks with other cooperating agencies and industries.	1. MOAs/MOUs between the College and other Cooperating Agencies and Industries

9. Submits plans and programs at the start of the academic year and maintains adequate records regarding the operation of the college.	1. Approved Annual Implementation Plan (AIP) of the College or Approved Proposals (Program, Project, Activity) 2. Monitoring & Evaluation Forms (accomplished) on the performance/operations of the College
10. Acts as member of the Academic Council.	1. Memoranda on the conduct of Academic Council Meetings 2. Attendance Sheet, Certificate of Appearance 3. Minutes/Notes of the Meeting 4. Photos of the Meeting
11. Renders report every end of the semester to the VPAA.	1. Received transmittal of Semestral Report to the VPAA 2. Semestral Report of the College
12. Conducts specific class observation at least twice a semester.	1. Accomplished Class Observation Forms of the Faculty per semester
13. Performs all other functions as may be assigned by higher authorities.	1. Memoranda indicating the Dean's other functions 2. Approved Committees where the Dean is engaged in other functions 3. Communications/Letters/Invitations inviting the Dean for other functions 4. Attendance/Certificate of Appearance to other functions 5. Photos while doing other functions

Legend:

- 1.0-1.8 for renewal of designation
- 1.9-2.6 recommended for renewal
- 2.7-3.4 may or may not be recommended for renewal
- 3.5-4.2 not recommended for renewal
- 4.3-5.0 no chance to be designated

Rating Guide/Rubric for the College Dean's Performance Evaluation

DUTIES & FUNCTIONS	5	4	3	2	1
1. Sees to it that the College Mission, Goals, and Objectives are satisfied by the curricular and co-curricular programs as well as by the academic pursuit of both the students and the faculty.	The latest accreditation results of the programs under the college (averaged) is 5 (excellent).	The latest accreditation results of the programs under the college (averaged) is 4 (very satisfactory).	The latest accreditation results of the programs under the college (averaged) is 3 (satisfactory).	The latest accreditation results of the programs under the college (averaged) is 2 (fair).	The latest accreditation results of the programs under the college (averaged) is 1 (poor).
2. Exercises academic leadership and general supervision of the department affiliated to the college to promote academic excellence with high morality and integrity of the college.	The average IPCRF rating of the Dean in the last 2 rating periods is 5 (outstanding).	The average IPCRF rating of the Dean in the last 2 rating periods is 4 (very satisfactory).	The average IPCRF rating of the Dean in the last 2 rating periods is 3 (satisfactory).	The average IPCRF rating of the Dean in the last 2 rating periods is 2 (unsatisfactory).	The average IPCRF rating of the Dean in the last 2 rating periods is 1 (poor).
3. Initiates regular and special meetings with the Program Chairs/Coordinators, and with the faculty.	Has conducted at least 7 meetings with the Department Chairpersons, Program Coordinators and the Faculty.	Has conducted 5-6 meetings with the Department Chairpersons, Program Coordinators and the Faculty.	Has conducted 3-4 meetings with the Department Chairpersons, Program Coordinators and the Faculty.	Has conducted only 1-2 meeting with the Department Chairpersons, Program Coordinators, and the Faculty.	Has not conducted any meeting with the Department Chairpersons, Program Coordinators, and the Faculty.

4. Coordinates with the appropriate academic units regarding the supervision of the pre-service or on-the-job training of the students as required by the College curriculum.	The results of the monitoring of pre-service or on-the-job training of students is communicated through meetings or other means as basis for intervention to address gaps.	Monitoring of pre-service or on-the-job training of students is done in accordance to the approved supervisory plan.	The supervision plan for monitoring pre-service or on-the-job training of students is communicated to the concerned academic units or faculty responsible for supervision/monitoring.	There is a supervision plan for monitoring the pre-service or on-the-job training of students but is not implemented.	The college has not implemented supervision or monitoring of pre-service or on-the-job training of students.
5. Checks teaching load and syllabi of the faculty in the College, including the subject offerings in each semester, and recommend for approval to the VPAA.	The Dean checked 100% of the teaching load and syllabi of the faculty in the College, including the subject offerings in each semester, and has recommended for approval to the VPAA.	The Dean checked 90% of the teaching load and syllabi of the faculty in the College, including the subject offerings in each semester, and has recommended for approval to the VPAA.	The Dean checked 80% of the teaching load and syllabi of the faculty in the College, including the subject offerings in each semester, and has recommended for approval to the VPAA.	The Dean checked 70% of the teaching load and syllabi of the faculty in the College, including the subject offerings in each semester, and has recommended for approval to the VPAA.	The Dean does not check teaching load and syllabi of the faculty in the College, including the subject offerings in each semester, and has not recommended for approval to the VPAA.
6. Assists the VPAA in evaluating the performance of the Program Chairpersons and the faculty of the College based on the approved evaluation instrument of the University.	The Dean assisted the VPAA in evaluating the performance of the Program Chairpersons and the faculty of the College based on the approved evaluation instrument of the University. 100% of the faculty were evaluated.	The Dean assisted the VPAA in evaluating the performance of the Program Chairpersons and the faculty of the College based on the approved evaluation instrument of the University. 90% of the faculty were evaluated.	The Dean assisted the VPAA in evaluating the performance of the Program Chairpersons and the faculty of the College based on the approved evaluation instrument of the University. 80% of the faculty were evaluated.	The Dean assisted the VPAA in evaluating the performance of the Program Chairpersons and the faculty of the College based on the approved evaluation instrument of the University. 70% of the faculty were evaluated.	The Dean did not assist the VPAA in evaluating the performance of the Program Chairpersons and the faculty of the College based on the approved evaluation instrument of the University.

7. Conducts curricular review.	2 curricular reviews were conducted.	1 curricular review was conducted.	The curricular review is conceptualized (there is proposal) and is duly approved but is not implemented.	The curricular review is conceptualized (there is proposal) but not realized (not duly signed/approved).	The College has not conducted any curricular review.
8. Links and networks with other cooperating agencies and industries.	The college has duly executed at least 7 MOAs/MOUs with other cooperating agencies and industries.	The college has duly executed 5-6 MOAs/MOUs with other cooperating agencies and industries.	The college has duly executed 3-4 MOAs/MOUs with other cooperating agencies and industries.	The college has duly executed only 1-2 MOA/MOU with other cooperating agencies and industries.	The college has not linked and networked with other cooperating agencies and industries.
9. Submits plans and programs at the start of the academic year and maintains adequate records regarding the operation of the college.	There is an approved Annual Implementation Plan (AIP) of the College with Approved Proposals (Program, Project, Activity) and has Monitoring & Evaluation Forms (accomplished) on the performance/operations of the College.	There is an approved Annual Implementation Plan (AIP) of the College with Approved Proposals (Program, Project, Activity) but there are no Monitoring & Evaluation Forms (accomplished) on the performance/operations of the College.	There is an approved Annual Implementation Plan (AIP) of the College but with limited approved Proposals (Program, Project, Activity) and there are no Monitoring & Evaluation Forms (accomplished) on the performance/operations of the College.	There is an approved Annual Implementation Plan (AIP) but has no corresponding approved Proposals (Program, Project, Activity) and there are no Monitoring & Evaluation Forms (accomplished) on the performance/operations of the College.	The college has not submitted plans and programs at the start of the academic year and has not maintained adequate records regarding the operation of the college.
10. Acts as member of the Academic Council.	Has attended at least 4 council meetings.	Has attended 3 council meetings.	Has attended 2 council meetings.	Has attended 1 council meeting.	Has not attended any council meeting.
11. Renders report every end of the semester to the VPAA.	Has submitted 2 semestral reports to the VPAA.	Has submitted 1 semestral report to the VPAA.	There are 2 semestral reports but were not submitted to the VPAA.	There is only 1 semestral report but was not submitted to the VPAA.	Has not submitted any semestral report to the VPAA.

12. Conducts specific class observation at least twice a semester.	100% of the faculty members of the college were observed for at least twice a semester.	90% of the faculty members of the college were observed for at least twice a semester.	80% of the faculty members of the college were observed for at least twice a semester.	70% of the faculty members of the college were observed for at least twice a semester.	60% (or lower) of the faculty members of the college were observed for at least twice a semester.
13. Performs all other functions as may be assigned by higher authorities.	Did at least 7 other functions.	Did 5-6 other functions.	Did 3-4 other functions.	Did only 1-2 support function.	Did not do other functions.