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MEMORANDUM NO. OVCAA-ECA 19-345-A

TO : ALL DEANS, DIRECTORS, HEADS OF ACADEMIC UNITS

FROM :  EVANGELINE C AMOR, PhD
Vice-Chancellor for Academic Affairs

SUBJECT : Amended SET Answering date to be until 14 May 2019 only

DATE : 9 May 2019

Please note that the Student Evaluation of Teaching (SET) Answering Module of the Computerized Registration System (CRS) will be open until 14 May 2019 only. This applies to all units except the MBA and MS Finance programs of the College of Business Administration, the MM Program of UPEPP and UPEPO, the Spring-ASIA program of the School of Urban and Regional Planning and the College of Law. The change of the date retains the original schedule of SET Answering in past semesters.

Students may accomplish the SET by logging into their CRS accounts and clicking on the "SET Answering Module." Please remind your students in the regular calendar that those who fail to answer the SET will be tagged as "low priority" in the next term's pre-enlistment, while the students in the MBA calendar who fail to answer the SET will be delayed for 1 hour in the next term's real-time enlistment.

We request all units to inform their faculty members regarding the online SET, and the faculty members, in turn, to actively encourage their students (both undergraduate and graduate) to **accomplish the SET carefully and regularly**. Aside from providing valuable feedback for the improvement of instruction and courses, SET results are also used in the renewal of appointments, recommendations for tenure, promotions, and awards.

Note that the evaluation of the teaching performance of teaching fellows and teaching assistants (TFs/TAs) should be conducted during the same period as that for SET answering.

Kindly cascade the information to your faculty and students.