


**UNIVERSITY OF THE PHILIPPINES  
DILIMAN, QUEZON CITY**

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MEMORANDUM NO. OVCAA-ECA 19-467

TO : ALL DEANS, DIRECTORS, HEADS OF ACADEMIC UNITS

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

SUBJECT : SET Answering for AY 2019-2020 1<sup>st</sup> semester

DATE : 22 October 2019

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**Please note that the Student Evaluation of Teaching (SET) Answering Module of the Computerized Registration System (CRS) will be open from 10 November 2019 until 3 December 2019 only.** This applies to all units except the MBA and MS Finance programs of the College of Business Administration, the MM Program of UPDEPP and UPDEPO, and ASP.

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.

**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.