OFFICE FOR THE ADVANCEMENT OF TEACHING
Office of the Vice-Chancellor for Academic Affairs
UNIVERSITY OF THE PHILIPPINES DILIMAN

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MEMORANDUM NO. OAT-OVCAA-JARC 21-20

TO : ALL DEANS, DIRECTORS, HEADS OF ACADEMIC UNITS

FROM : **Jose Antonio R Clemente, PhD**
Director, Office for the Advancement of Teaching

THROUGH **Ma. Theresa T. Payongayong, PhD**
Vice Chancellor for Academic Affairs

SUBJECT : SET Answering 2nd Sem AY 2020-2021 from 28 May to 11 June 2021

DATE : 24 May 2021

Please note that the Student Evaluation of Teaching (SET) Answering Module in the Computerized Registration System (CRS) will be **open from 28 May 2021 to 13 June 2021 only**. This applies to all units except the MBA and MS Finance programs of the College of Business Administration, PM-TMEM and ASP.

Students may accomplish the SET by logging into their CRS accounts and clicking on the "SET Answering Module." 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.

Note that the evaluation of the teaching performance of teaching fellows and teaching assistants (TFs/TAs) should also be conducted during the period stated above. An accompanying memo will be released regarding this. For assistance with online evaluation of TFs/TAs, kindly email the Office for the Advancement of Teaching at ovcaa.oatdiliman@up.edu.ph.

The results of the SET for AY 2020-2021 will only be used for developmental purposes (e.g., improving online/remote teaching and learning). The results will not be used for decision-making on faculty promotions, awards, tenure, and appointments.

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.**

Kindly cascade the information to your faculty and students.