Memorandum No. OAT-OVCAA-IDS-25-07

TO	:	Deans, Directors, and Heads of Academic Units
THROUGH	:	**Maria Vanessa P. Lusung-Oyzon, PhD** Vice Chancellor for Academic Affairs
FROM	:	**Ivy D.C. Suan, PhD** Director, Office for the Advancement of Teaching
SUBJECT	:	SET Answering for Midyear AY 2024-2025 from 16 - 23 July 2025
DATE	:	3 July 2025

Please note that the Student Evaluation of Teaching (SET) Answering Module in the Computerized Registration System (CRS) will be **open from July 16 - 23, 2025 only**. This applies to all units except the MBA and MS Finance programs of the Cesar E.A. Virata School of Business, the Master of Management (MM), and Master in Governance and Innovative Leadership (MGIL) programs of UPDEPP/O, PM-TMEM, and UPSA.

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 associates (TFs/TAs) should also be conducted during the period stated above via CRS (if available).

For TFs and TAs who are not included in the CRS, kindly accomplish this Qualtrics Form during the same period: https://upsystemdiliman.qualtrics.com/jfe/form/SV_cM7b9vHtSzNf9xl

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 Midyear AY 2024 - 2025 will be used for developmental purposes (e.g., improving online/remote teaching and learning) and for decision-making purposes (e.g., 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.