OFFICE FOR THE ADVANCEMENT OF TEACHING
OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
UNIVERSITY OF THE PHILIPPINES DILIMAN

Memorandum No. OAT-OVCAA-JARC 22-08

TO : Deans, Directors, and Heads of Academic Units

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

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

SUBJECT : SET Answering 2nd Sem AY 2021-2022
from 28 April 2022 to 25 May 2022

DATE : 21 April 2022

Please note that the Student Evaluation of Teaching (SET) Answering Module in the Computerized Registration System (CRS) will be **open from April 28, 2022 to May 25, 2022 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.

We also would like to remind units with teaching fellows and teaching associates (TFs/TAs) that their performance evaluation will be conducted during the period stated above. We will send another notice to units concerned about the process of TA/TF evaluation.

The results of the SET for AY 2021-2022 will be used for developmental purposes (e.g., improving online/remote teaching and learning) and for decision-making 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.