



Republic of the Philippines
CEBU TECHNOLOGICAL UNIVERSITY
 MAIN CAMPUS

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OFFICE OF THE UNIVERSITY PRESIDENT

January 17, 2023

CTU MEMORANDUM

No.: PA17 - 31 s. 2023

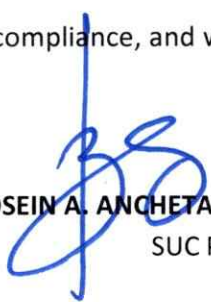
TO : ALL CAMPUS DIRECTORS
ATTENTION: ALL CAMPUS DEANS OF INSTRUCTION
 ALL COLLEGE DEANS
 ALL ACADEMIC CHAIRPERSONS
 ALL SAO DEANS/DIRECTORS
 ALL GUIDANCE COUNSELORS
 ALL SAST FOCAL PERSONS
 ALL FACULTY (REGULAR AND CONTRACT OF SERVICE)
 ALL STUDENTS

SUBJECT: CONDUCT OF UNIVERSITY-WIDE ONLINE STUDENT ASSESSMENT SURVEY FOR TEACHERS (SAST)

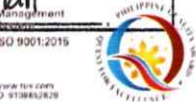
- To comply with the CTU Learning Continuing Plan for AY 2022-2023 and other accreditation and quality audits. Students' Assessment Survey for Teachers (SAST) will be conducted this Second Semester, Academic Year 2022-2023.
- Below are the timelines for the said activity.

DATE	ACTIVITY	OFFICE RESPONSIBLE	REMARKS
January 12-15, 2023	Dissemination of Information to Students	Student Affairs and Services and Guidance Office	
January 17-31, 2023	SAST Evaluation Period	SAST Focal Person	
February 2023	Consolidation and Analysis of the SAST Result	SAST Focal Person	
March 10, 2023	Submission of SAST Result	SAST Focal Person	SAST Result (hard copy) will be submitted to SAO (CTU Main Campus). While the soft copy shall be sent to ofa@ctu.edu.ph

- Students are obliged to participate in the conduct of SAST as this is one of the requirements for enrollment for the First Semester, Academic Year 2023-2024.
- For your reference, please see the attached procedures in the conduct of the online Students' Assessment Survey for Teachers (SAST) for the Second Semester, Academic Year 2021-2022.
- This is for your information, compliance, and widest dissemination.


 ROSEIN A. ANCHETA, JR., ASEAN P.E., D. M., Ph.D.
 SUC President IV

CEBU TECHNOLOGICAL UNIVERSITY
 OFFICE OF THE UNIVERSITY PRESIDENT
RELEASED
 DATE: 1/17/23 TIME: 4:04 PM
 BY: Hannah
 Management
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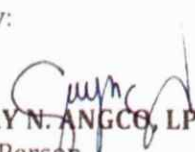


OFFICE OF THE PRESIDENT

PROCEDURES IN THE CONDUCT OF THE ONLINE STUDENT'S ASSESSMENT SURVEY FOR TEACHERS (SAST) FOR THE SECOND SEMESTER, ACADEMIC YEAR 2021-2022


1. While waiting to finalize the instrument for Online Faculty Appraisal (OFA), the existing instrument of the Students' Assessment Survey for Teachers (SAST) shall be used.
2. There shall be no face-to-face conduct of SAST. While also waiting for the portal or site to be created, a Google Form shall be utilized using the campus CTU official email account (e.g. ofa@ctu.edu.ph). The Google link/s must be shared to the campus official Facebook Page/Group for the students to participate in the SAST.
3. To ensure the survey's integrity, the students must use their official CTU email account. Suppose the student's official email account is not activated; such must be reported to the campus/college MIS and must be given an immediate solution. This shall be facilitated by the Guidance Counselors or SAS Deans/Directors.
4. Students must prepare their Certificate of Registration (COR)/list of enrolled courses with the corresponding name of the Instructors/Professors. Each student must evaluate all their course instructors/professors.
5. The Deans/Directors of the Student Affairs and Services, together with the Guidance Counselors, shall facilitate the dissemination of the announcement as to the schedule of the SAST.
6. The Campus Deans of Instruction, in coordination with the College Deans and Academic Chairpersons, shall help in disseminating the information to their respective students and monitor the student's participation in the survey.
7. The students are required to evaluate all their course instructors/professors as this is a requirement for the enrollment (for old students) in the First Semester, Academic Year 2022-2023.
8. The SAST working group decided to exclude item number 8 under Management, "is on time or regular in the class," since it no longer applies under the New Normal.
9. All data gathered shall be treated with utmost confidentiality. The course instructors/professors have no access to students' ratings. They will only receive summary of report per course and the overall result. A university memorandum shall be issued reiterating the purpose of the SAST and reminding the faculty not to intervene in the conduct of SAST.

Prepared by:


ROBERT JAY N. ANGCO, LPT, M.Ed-Math
 SAST Focal Person


IRVIN A. NARSICO, LPT
 OIC Dean, Student Affairs and Services

Recommending Approval:


HEDELIZA A. PINEDA, Ph.D.
 Vice President for Academic Affairs

Approved by:


ROSEIN A. ANCHETA JR., ASEAN P.E., DM., Ph. D.
 SUC President IV



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