S.6. There is a mechanism to facilitate the teaching-learning process.

The following ISO Procedures and Work Instructions directly govern academic and instructional operations under the Quality Management System (QMS) at the University of Southern Mindanao (USM):

1. USM-EDU-001: Procedure for Academic Advising Provides guidelines for designated faculty advisers in guiding students regarding enrollment, course sequencing, allowable unit loads, program shifting, and academic progress monitoring.
2. USM-EDU-002: Procedure for Classroom Observation Ensures efficient and effective classroom delivery by guiding immediate supervisors, department chairs, and college deans in conducting regular classroom observations and post-observation evaluations.
3. USM-EDU-003: Design, Development and Revision of Curriculum Outlines the standardized, multi-tiered process for conceptualizing, reviewing, verifying, validating, and approving new or revised degree program curricula across academic bodies and stakeholders.
4. USM-EDU-005: Assessment of Academic Performance and Submission of Grades Standardizes academic evaluation, grade computation, passing percentage criteria, grade analysis, and online grade submission protocols.
5. USM-EDU-006: Procedure on Evaluation of Instructional Materials Establishes systematic procedures for reviewing, evaluating, recommending, approving, and archiving faculty-developed instructional materials (IMs) such as modules, workbooks, and software.

6. USM-EDU-007: Facilitating Initiatives for Poor Academic Performance Procedure Provides intervention mechanisms and support procedures for students experiencing academic performance difficulties (grades below 3.00).
7. USM-EDU-008: Evaluating Learning Outcomes and Test Construction Guides faculty members in constructing summative test items using a Table of Specifications (TOS) mapped to Bloom's Taxonomy and learning outcomes.
8. USM-EDU-010: Procedure for Course Syllabus Preparation and Revision Provides a standardized Outcomes-Based Education (OBE) guide for planning, designing, revising, and approving course syllabi.
9. USM-EDU-011: Distribution of Faculty Workload Procedure Ensures systematic assignment and equitable distribution of teaching loads and preparations for faculty members each term.
10. USM-EDU-012: Procedure for Facilitation of Examinations Guides faculty in scheduling, proctoring, platform selection, and conducting major summative examinations (Midterm and Final Exams).
11. USM-EDU-014: Use of Facilities and Borrowing of College Equipment Defines guidelines and approval flows for borrowing college tools, machinery, and laboratory equipment, as well as utilizing facility spaces.
12. USM-EDU-015: Practice Teaching Procedure Governs pre-service teacher deployment, cooperating school coordination, field monitoring, and performance evaluation.

13. USM-EDU-016: Procedure for Delivery of Instruction (Face-to-Face) Guides faculty through lesson preparation, instructional material utilization, classroom management, attendance tracking, and learning assessments.
14. USM-DIO-006: On-The-Job-Training Procedure Governs internship application, screening, Host Training Establishment (HTE) placement, MOA execution, field monitoring, and grading for student internship programs.
15. Make-up Class Procedure Provides documented guidelines for faculty members in requesting, scheduling, securing student agreement for, and conducting make-up classes for unfinished topics.

Sample ISO Forms Related to Instruction

UNIVERSITY OF SOUTHERN MINDANAO				
Course Syllabus for Financial Management				
Course Number	AEC 19	Rev. No.	4	Page 1 of 15

EFFECTIVE DATE	REV. NO.	REVISION TYPE	CHANGE DESCRIPTION	PAGE AFFECTED	ORIGINATOR
January 20, 2025	4	PARTIAL	Revised course number, course evaluation, course evaluation and classroom policies.	3-15	SANDRA ANGELA A. BANGCAYA
February 12, 2024	3	PARTIAL	Revised the COs and course content. Revised teaching and learning activities, learning materials, assessment tasks, and classroom policies for face-to-face learning mode.	5-15	SANDRA ANGELA A. BANGCAYA
January 16, 2023	2	PARTIAL	Revised the teaching and learning activities, time frame, and classroom policies	5-14	SANDRA ANGELA A. BANGCAYA
January 31, 2022	1	PARTIAL	Revised the course topics and time frame	5-14	SHEREEN MAE P. VILLARUZ
January 15, 2021	0	ALL	Newly established in accordance to the Quality Management System Requirements	ALL	SHEREEN MAE P. VILLARUZ, SANDRA ANGELA A. BANGCAYA

INSTITUTIONAL POLICIES

Author:	Reviewer:	Verifier:	Validator:	Final Approver:	DCC USE ONLY
SANDRA ANGELA A. BANGCAYA Faculty	RHENALIE N. BELLO College Curriculum Coordinator	JAY-R G. VILDAC Subject Expert	IRVING T. FAJARITO, JR. Dean	MARCOS F. MONDERIN Vice President for Academic Affairs	DOCUMENT CONTROL INDICATOR MASTER 2025.01.13 COPY
Date: 2024. 12. 10	Date: 2024. 12. 17	Date: 2024. 12. 23	Date: 2025. 01. 03	Date: 2025. 01. 09	

UNCONTROLLED

MASTER COPY

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Only documents with standard signatories of USM are considered official.

ISO Syllabus form

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

ACKNOWLEDGMENT OF RECEIPT OF SYLLABUS CONTENTS

Course Number	AEC 15	Semester	1st
Course Description	Intermediate Accounting 3	School Year	2026 - 2027
Professor Name	Baikenyan B. Guiamon	Students: Yr/Course/Sec	3/BSMA-A
Type of Class	☑ Lecture ☐ Laboratory ☐ Lec w/ Lab		
Date of Distribution	2026.08.24		

By signing, I hereby declare that I have understood the course outcomes, course contents, teaching and learning activities, references, course evaluation, grading system, and class policies of the course.

Name	Signature
Jasmine A. Tabil	
Sheryl Jane J. Tuquito	
Rica P. Plasis	
Jachino Aileene C. Cerbolles	
Samantha Dianne M. Pacupac	
Jerome Jay Ikaros L. Andres	
Mona A. Rovido	
Izzy G. Mateo	
Rochelle Jay V. Orillaneda	
Anne Marione B. Carreo	
Estrada, Marjun Villa P.	
Jhoanna Dacuan C. Flores	
Princess Anjma V. Alawi	
Hannah Bella O. Olo	
Queenie Aubrey M. Moring	
Castillo, Marvin L.	
Balisia, Alexander John P.	
Dagdag, Jellson Mae V.	
Jambee O. Narvaez	
Hazel A. Tampipi	
Kaiser T. Tanabe	
Tyad James D. Matos	
[illegible]	
Gemica Joyce P. Trevino	
Jacinth Faith P. Elmecklan	
Kathleen Joy C. Bangal	
Ritchel L. Limbagan	
Proctor, Princess R. Gonzaga	
Xuerina Clarrielle B. Abellana	
Samantha Louiseanne F. Galo	
Jane Grace V. Aminah	
Gille, Cristian Jay F. Gille	
Fajardo, Kreth L.	
Subeldo, Kristina Hope P.	

Acknowledgement receipt of syllabus contents

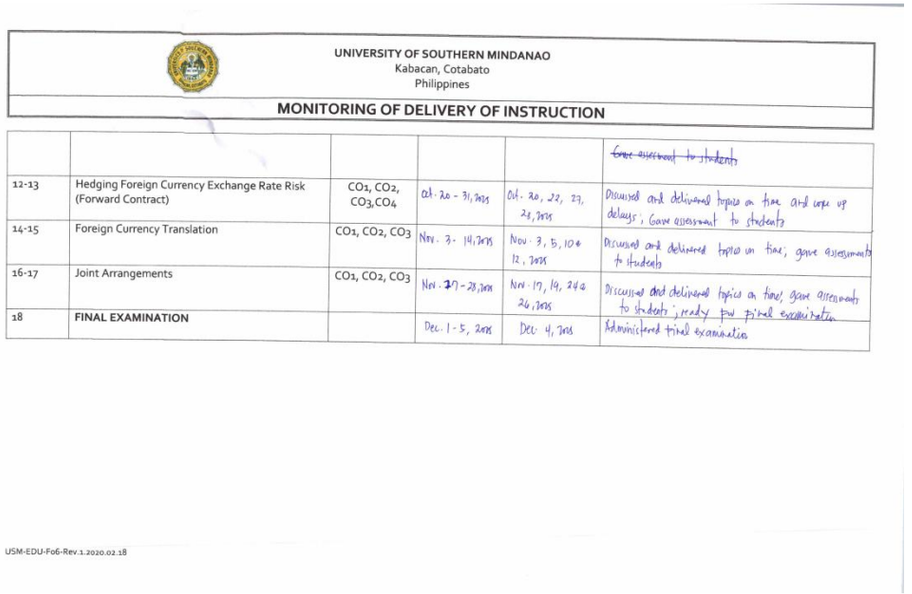
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

MONITORING OF DELIVERY OF INSTRUCTION

Course Title	Accounting for Business Combinations			Semester/Academic Year	1st Semester 2025-2026	
Course Number	AEC 21	Faculty in charge	Dr. Allen Shane C. Garcia, CPA	Room Number	LEDP 12	Day/Time	MW: 8:00AM - 10:30AM

Time Frame	Topics	CO Addressed	Target week/date	Delivery monitoring (Actual date)	Remarks
1	Class Orientation		August 4-8, 2025	August 4, 2025	Gave class orientation during the first day of class
1-2	Business Combination-Statutory Merger and Statutory Consolidation	CO1, CO2	August 4-15, 2025	August 4, 6, 11 13 2025	Discussed and delivered topics on time, gave assessment to students
3-4	Separate and Consolidated Financial Statement at the Date of Acquisition	CO3	August 18-29, 2025	August 18, 20, 25 and 27, 2025	Discussed and delivered topics on time
5-6	Separate and Consolidated Financial Statements-Subsequent to Date of Acquisition	CO1, CO2, CO3	Sep. 1-12, 2025	Sept ~~August~~ 3, 8, 10, 2025	Discussed and delivered topics on time, gave assessments to students
7-8	Elimination of Unrealized Profit Intercompany Sales of Inventory	CO1, CO4	Sep. 15 - 26, 2025	Sept. 15, 17, 22, 24, 2025	Discussed and delivered topics on time; gave assessments to students
9	**MIDTERM EXAMINATION**		Sept. 29 - Oct 3, 2025	Oct. ~~6~~ 9 10, 2025	the midterm schedule was set in the 10th week because of ~~planned~~ activity, administered midterm examinatio
10	Elimination of Unrealized Gains or Losses on Intercompany Sales of Property and Equipment	CO1, CO2, CO3	Oct. 6 - 10, 2025	Oct. 13, 2025	Discussed topics and double time to cope up delays
11	Foreign Currency Transactions	CO1, CO2, CO3	Oct 13 - 17, 2025	Oct. 15, 2025	Discussed topics and double time to cope up delays

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UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

MONITORING OF DELIVERY OF INSTRUCTION

					~~Gave assessment to students~~
12-13	Hedging Foreign Currency Exchange Rate Risk (Forward Contract)	CO1, CO2, CO3, CO4	Oct. 20 - 31, 2025	Oct. 20, 22, 27, 29, 2025	Discussed and delivered topics on time and cope up delays; Gave assessment to students
14-15	Foreign Currency Translation	CO1, CO2, CO3	Nov. 3 - 14, 2025	Nov. 3, 5, 10 & 12, 2025	Discussed and delivered topics on time; gave assessments to students
16-17	Joint Arrangements	CO1, CO2, CO3	Nov. 17-28, 2025	Nov. 17, 19, 24 & 26, 2025	Discussed and delivered topics on time; gave assessments to students; ready for final examination
18	**FINAL EXAMINATION**		Dec. 1 - 5, 2025	Dec. 4, 2025	Administered final examination

USM-EDU-Fo6-Rev.1.2020.02.18

Sample monitoring of instruction form

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

TABLE OF SPECIFICATIONS

INCOME TAXATION

FINAL EXAMINATION
(1ST Semester, 2024-205)

Topic	No. of Hours	% of Items	No. of Items	Distribution of Items						Total
				Remembering	Understanding	Applying	Analyzing	Evaluating	Creating	
Allowable Deductions	5	6		1,2,14	44,45	13				6
Withholding taxes/foreign Tax credit	10	10		3,4,38	41	15,37,38,40,42,43				10
Returns and Payment of tax	5	6		5,6		17,34,35,36				6
Accounting Methods and Period	5	6		16,33	18	7,31,32				6
Tax remedies/Penalties/Tax incentives	10	10		8,20,26,27	30	19,24,25,28,29				10
Compliance Requirements	2.5	4		12	11,23	9				4
Barangay Micro Business Enterprise	2.5	3		10,21	22					3
TOTAL	40	100	45	17	8	20				

Prepared by:

JAY-R G. VILDAC

Noted by:

SANDRA ANGELA A. BANGCAYA
Department Chairperson, Accountancy

USM-EDU-F25-Rev.1.2021.06.10

Sample ISO TOS Form

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

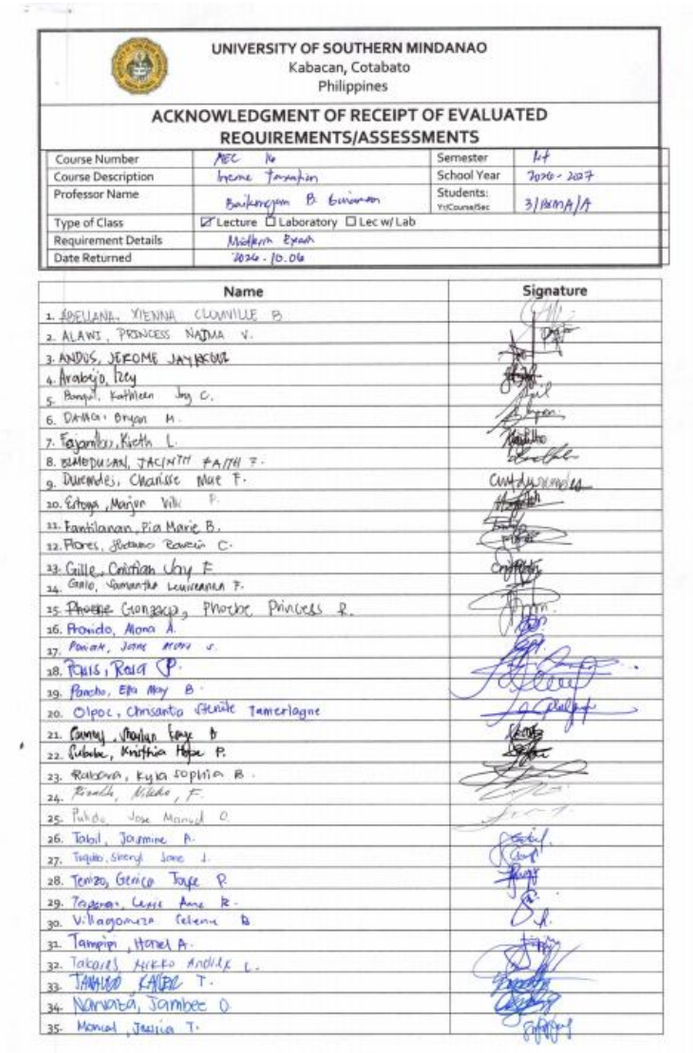
ITEM ANALYSIS

Course #:	AEC 02	Course Description:	Accounting for Partnership and Corporation
Semester:	2nd Semester	School Year:	2025-2026
Exam Term:	☐Long Exam	☑Midterm Exam	☐Final Exam
Nature of Course:	☐General Course	☑Professional Course	☐Specialized Course

ITEM	DIFFICULTY INDEX (P)	DESCRIPTION
1	0.81	Very Easy Item
2	0.79	Easy Item
3	0.40	Moderately Difficult Item
4	0.64	Easy Item
5	0.62	Easy Item
6	0.67	Easy Item
7	0.67	Easy Item
8	0.81	Very Easy Item
9	0.21	Difficult Item
10	0.40	Moderately Difficult Item
11	0.67	Easy Item
12	0.83	Very Easy Item
13	0.54	Moderately Difficult Item
14	0.46	Moderately Difficult Item
15	0.77	Easy Item
16	0.79	Easy Item
17	0.25	Difficult Item
18	0.33	Difficult Item
19	0.44	Moderately Difficult Item
20	0.64	Easy Item
21	0.71	Easy Item
22	0.37	Difficult Item
23	0.52	Moderately Difficult Item
24	0.83	Very Easy Item
25	0.87	Very Easy Item
26	0.90	Very Easy Item
27	0.83	Very Easy Item
28	0.54	Moderately Difficult Item
29	0.62	Easy Item

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ISO Item Analysis Form



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

ACKNOWLEDGMENT OF RECEIPT OF EVALUATED REQUIREMENTS/ASSESSMENTS

Course Number	AEC 14	Semester	1st
Course Description	Income Taxation	School Year	2026 - 2027
Professor Name	Baikeryam B. Guiamadin	Students: Yr/Course/Sec	3/BSMA/A
Type of Class	☑ Lecture ☐ Laboratory ☐ Lec w/ Lab		
Requirement Details	Midterm Exam		
Date Returned	2026.10.06		

Name	Signature
1. ADELANE, VIENNA CLAMILLE B.	
2. ALAWI, PRINCESS NAIMA V.	
3. ANDUS, JEROME JAYKEVIN	
4. Arabejo, Izzy	
5. Bongat, Kathleen Joy C.	
6. DAMAS, Bryan M.	
7. Fajardo, Kieth L.	
8. GLEMOPUSAN, JACINTH FAITH T.	
9. Quevedes, Charisse Mae F.	
10. Estoya, Marjon Vik P.	
11. Fantilanan, Pia Marie B.	
12. Flores, Jhetanee Ranein C.	
13. Galle, Cristian Jay E.	
14. Gario, Samantha Lemuramos F.	
15. Phoebe Gonzaga, Phoebe Princess R.	
16. Provido, Mona A.	
17. Punan, Jone Mark V.	
18. Rallis, Raiza P.	
19. Rancho, Ella May B.	
20. Olpoc, Chrisanta Gienile Tamerlagne	
21. Cumay, Meghan Faye D.	
22. Cubale, Kristhia Hope P.	
23. Redoveo, Kyla Sophia B.	
24. Rosath, Nikko F.	
25. Pukao, Jose Manuel O.	
26. Tabal, Jasmine A.	
27. Tuquio, Sheryl Jane L.	
28. Temzo, Gemco Taye P.	
29. Tagoran, Lizzie Ann R.	
30. Villagonza, Celeste B.	
31. Tampipi, Honel A.	
32. Takores, Alfredo Andrix L.	
33. Tanalgo, Kaizer T.	
34. Narvaza, Jambee O.	
35. Manual, Jessica T.	

Acknowledgement receipt of return of evaluated exam exam

USM
University of Southern Mindanao

Instructor:	ALLEN SHANE C. GARCIA
Course and Sec	3/BSAccty/A
Sem/Academic	2nd sem/ SY 2024-2025
Course Code:	AEC 18
Course Title:	BUSINESS TAXATION
Day:	
Time:	Lec / Lab

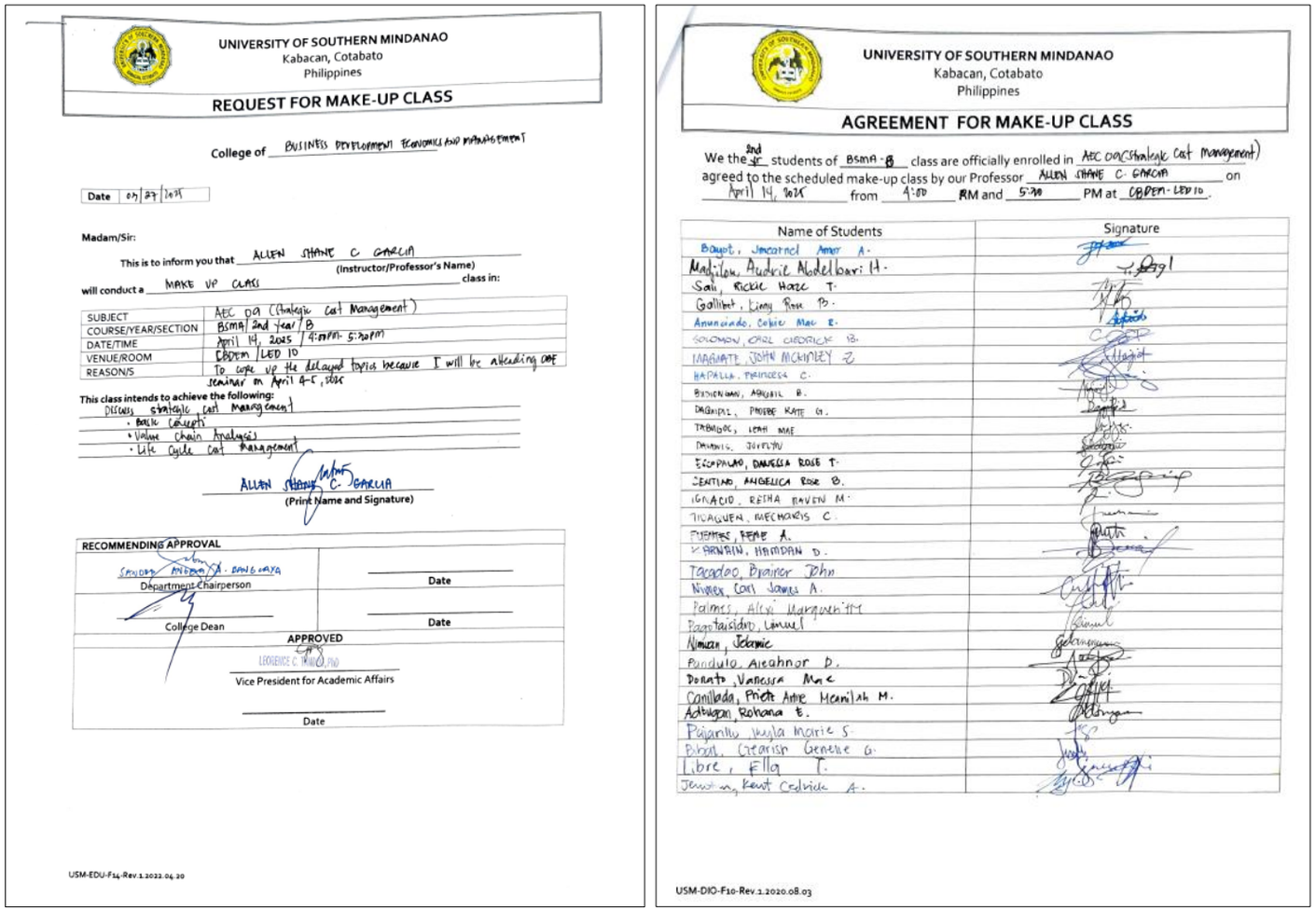
USM CLASS RECORD
MIDTERM
LECTURE

MIDTERM RATING(LECTURE)

Name of Student	Class Part														QUIZ											
	Entry											TOTAL	AVERAGE	POINTS	Entry					TOTAL	AVERAGE	POINTS				
Pre-te		Ass(Estate tax)	Ass (resident cit)	Participation	Attendance	Group Activity									LQ 1	LQ 2	LQ 3	LQ4					Midterm Exam			
POSSIBLE HIGHEST SCORE	10	20	8	20	20	15						93	100	20%	60	55	55	53		223.00	100	40%	70			
1 ALIMAO, MABETH Tunggal	6	19	8	20	20	15						88.00	94.62	18.92	60	52	48	50.5		210.50	94.39	37.76	66			
2 ANGELES, ANGEL ROSE Galagate	6	20	8	20	20	15						89.00	95.70	19.14	53	52	46	50.5		201.50	90.36	36.14	61			
3 ARDINA, MARY NELLE Olmoguez	6	20	8	20	20	15						89.00	95.70	19.14	50	46	42.5	45.5		184.00	82.51	33.00	52			
4 ASOY, ESTHER M.		13	2	20	20	15						69.50	74.73	14.95	45	43.5	27.5	41.5		157.50	70.63	28.25	53			
5 CLAUD, CEDRIC Cabanayan	4	20	8	20	20	15						87.00	93.55	18.71	55	46	38	46		185.00	82.96	33.18	64			
6 ELTAGONDE, ELAH Lita	7	20	8	20	20	15						90.00	96.77	19.35	58	53	46.5	48.5		206.00	92.38	36.95	59			
7 ITO, KRISTELLE CHRISMARIE Dasn		20	8	20	20	15						83.00	89.25	17.85	51	52	43	47		193.00	86.55	34.62	66			
8 JAVIER, COLYN KAYE Romero	7	20	8	20	20	15						90.00	96.77	19.35	54	49.5	36	47.5		187.00	83.86	33.54	54			
9 LABUCAY, KARL LOUIE Espera	6	20	8	20	20	15						89.00	95.70	19.14	54	41.5	37.5	46.5		179.50	80.49	32.20	56			
10 LANAJA, HYRIAH ZOE Biendima	6	20	8	20	20	15						89.00	95.70	19.14	51	50	49	39		189.00	84.75	33.90	51			
11 MANAROS, AMERAH Sali	9	20	8	20	20	15						92.00	98.92	19.78	56	49	40.5	48		193.50	86.77	34.71	52			
12 MANIMOG, JOHN LLOYD Roble	6	20	8	20	20	15						89.00	95.70	19.14	55	53	52.5	52		212.50	95.29	38.12	64			
13 MONCADA, PAULYN ANDREA Oquer	6	20	8	20	20	15						89.00	95.70	19.14	54	52.5	45.5	49.5		201.50	90.36	36.14	64			
14 OMAY, RHEALYN Vasquez	6	20	8	20	20	15						89.00	95.70	19.14	52	47.5	40.5	49.5		189.50	84.98	33.99	57			

USM-EDU-F24-Rev.1.2021.06.04

Sample class record excel file



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

REQUEST FOR MAKE-UP CLASS

College of BUSINESS DEVELOPMENT ECONOMICS AND MANAGEMENT

Date 04/27/2025

Madam/Sir:

This is to inform you that ALLEN SHANE C GARCIA (Instructor/Professor's Name) will conduct a MAKE UP CLASS class in:

SUBJECT	AEC 09 (Strategic Cost Management)
COURSE/YEAR/SECTION	BSMA/ 2nd Year/B
DATE/TIME	April 14, 2025 / 4:00PM- 5:30PM
VENUE/ROOM	CBDEM / LED 10
REASON/S	To cope up the delayed topics because I will be attending OJT seminar on April 4-5, 2025

This class intends to achieve the following:
Discuss strategic cost management concepts
- Basic Concepts
- Value Chain Analysis
- Life Cycle Cost Management

ALLEN SHANE C. GARCIA
(Print Name and Signature)

RECOMMENDING APPROVAL

SHIELA MARIA A. BANGAYA
Department Chairperson — Date

College Dean — Date

APPROVED

LEORBICE C. [illegible], PhD
Vice President for Academic Affairs

Date

USM-EDU-F14-Rev.1.2022.04.20

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

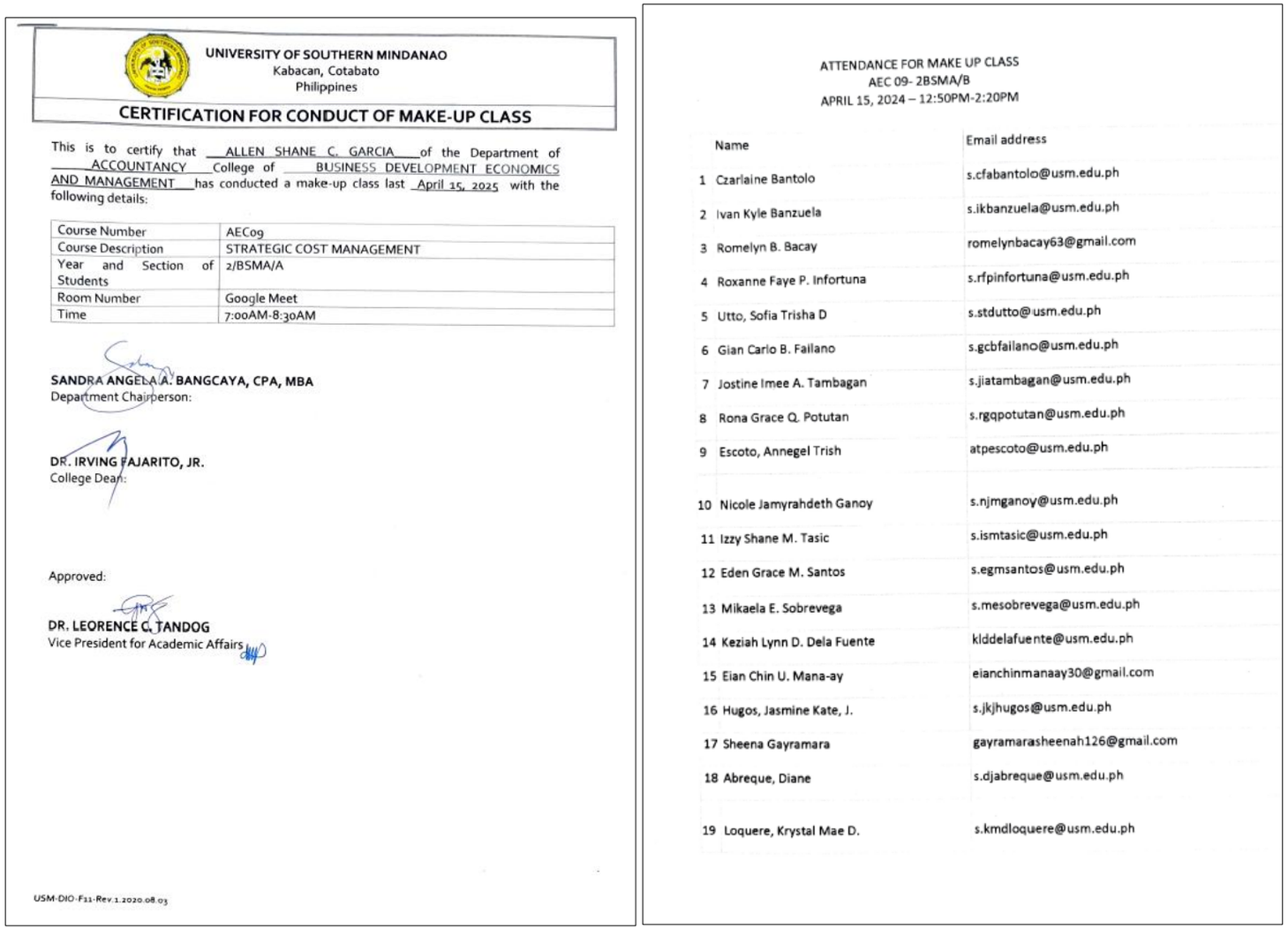
AGREEMENT FOR MAKE-UP CLASS

We the 2nd yr students of BSMA-B class are officially enrolled in AEC 09 (Strategic Cost Management) agreed to the scheduled make-up class by our Professor ALLEN SHANE C. GARCIA on April 14, 2025 from 4:00 PM and 5:30 PM at CBDEM-LED 10.

Name of Students	Signature
Bayot, Jancarol Amor A.	
Madilow, Audric Abdelbari H.	
Sali, Rickie Haze T.	
Gollinet, Liezy Rose B.	
Amancado, Cedric Mac E.	
SOLOMON, CARL CHEDRICK B.	
MAGANATE, JOHN MCKINLEY Z.	
HAPALLA, PRINCESS C.	
BENDINGAN, ABIGAIL B.	
DAGONDAL, PHOEBE KATE G.	
TABUGOC, LEAH MAE	
DAMONIS, JOVELYN	
ESCAPALAO, DANIELLA ROSE T.	
SANTIAGO, ANGELICA ROSE B.	
IGNACIO, REITHA RAVEN M.	
TICAGUEN, MECHARIS C.	
FUENTES, FEMIE A.	
KAHAIN, HAMIDAN D.	
Tagadao, Brainer John	
Nuñez, Carl James A.	
Palmes, Alexi Margueritte	
Pagotaisidro, Lemuel	
Nimaen, Jolanie	
Pundato, Aleahnor D.	
Donato, Vanessa Mae	
Camilada, Princess Anne Meanilah M.	
Adtabgan, Rohana E.	
Pajarillo, Kayla Marie S.	
Binas, Clarish Genevie G.	
Libre, Ella T.	
Jeruta, Kent Cedrick A.	

USM-DIO-F10-Rev.1.2020.08.03

Sample Request and Agreement for Make-up Class ISO Form



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

CERTIFICATION FOR CONDUCT OF MAKE-UP CLASS

This is to certify that ALLEN SHANE C. GARCIA of the Department of ACCOUNTANCY College of BUSINESS DEVELOPMENT ECONOMICS AND MANAGEMENT has conducted a make-up class last April 15, 2025 with the following details:

Course Number	AECog
Course Description	STRATEGIC COST MANAGEMENT
Year and Section of Students	2/BSMA/A
Room Number	Google Meet
Time	7:00AM-8:30AM

SANDRA ANGELA A. BANGCAYA, CPA, MBA
Department Chairperson:

DR. IRVING FAJARITO, JR.
College Dean:

Approved:

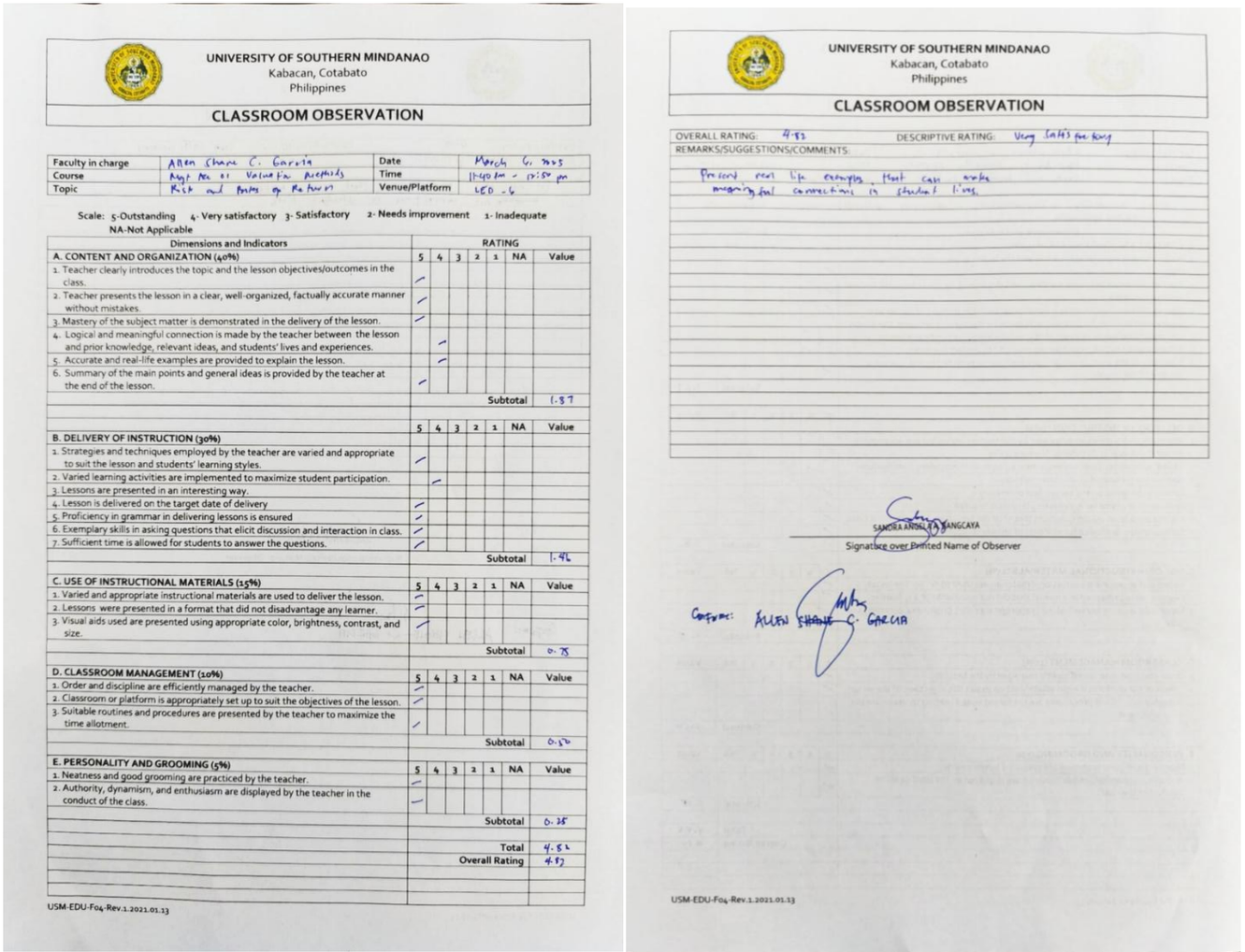
DR. LEORENCE C. TANDOG
Vice President for Academic Affairs

USM-DIO-F11-Rev.1.2020.08.03

ATTENDANCE FOR MAKE UP CLASS
AEC 09- 2BSMA/B
APRIL 15, 2024 – 12:50PM-2:20PM

	Name	Email address
1	Czarlaine Bantolo	s.cfabantolo@usm.edu.ph
2	Ivan Kyle Banzuela	s.ikbanzuela@usm.edu.ph
3	Romelyn B. Bacay	romelynbacay63@gmail.com
4	Roxanne Faye P. Infortuna	s.rfpinfortuna@usm.edu.ph
5	Utto, Sofia Trisha D	s.stdutto@usm.edu.ph
6	Gian Carlo B. Failano	s.gcbfailano@usm.edu.ph
7	Jostine Imee A. Tambagan	s.jiatambagan@usm.edu.ph
8	Rona Grace Q. Potutan	s.rgqpotutan@usm.edu.ph
9	Escoto, Annegel Trish	atpescoto@usm.edu.ph
10	Nicole Jamyrahdeth Ganoy	s.njmganoy@usm.edu.ph
11	Izzy Shane M. Tasic	s.ismtasic@usm.edu.ph
12	Eden Grace M. Santos	s.egmsantos@usm.edu.ph
13	Mikaela E. Sobrevega	s.mesobrevega@usm.edu.ph
14	Keziah Lynn D. Dela Fuente	klddelafuente@usm.edu.ph
15	Eian Chin U. Mana-ay	eianchinmanaay30@gmail.com
16	Hugos, Jasmine Kate, J.	s.jkjhugos@usm.edu.ph
17	Sheena Gayramara	gayramarasheenah126@gmail.com
18	Abreque, Diane	s.djabreque@usm.edu.ph
19	Loquere, Krystal Mae D.	s.kmdloquere@usm.edu.ph

Sample Certificate for Conduct of Make-up Class ISO Form



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

CLASSROOM OBSERVATION

Faculty in charge	Allen Shane C. Garcia	Date	March 6, 2025
Course	Mgt Ac 01 Valuation Methods	Time	11:40 AM - 12:50 pm
Topic	Risk and Rates of Return	Venue/Platform	LED - 6

Scale: 5-Outstanding 4- Very satisfactory 3- Satisfactory 2- Needs improvement 1- Inadequate
NA-Not Applicable

Dimensions and Indicators	RATING						
A. CONTENT AND ORGANIZATION (40%)	5	4	3	2	1	NA	Value
1. Teacher clearly introduces the topic and the lesson objectives/outcomes in the class.	✓						
2. Teacher presents the lesson in a clear, well-organized, factually accurate manner without mistakes.	✓						
3. Mastery of the subject matter is demonstrated in the delivery of the lesson.	✓						
4. Logical and meaningful connection is made by the teacher between the lesson and prior knowledge, relevant ideas, and students' lives and experiences.		✓					
5. Accurate and real-life examples are provided to explain the lesson.		✓					
6. Summary of the main points and general ideas is provided by the teacher at the end of the lesson.	✓						
						Subtotal	1.87
	5	4	3	2	1	NA	Value
B. DELIVERY OF INSTRUCTION (30%)							
1. Strategies and techniques employed by the teacher are varied and appropriate to suit the lesson and students' learning styles.	✓						
2. Varied learning activities are implemented to maximize student participation.		✓					
3. Lessons are presented in an interesting way.							
4. Lesson is delivered on the target date of delivery	✓						
5. Proficiency in grammar in delivering lessons is ensured	✓						
6. Exemplary skills in asking questions that elicit discussion and interaction in class.	✓						
7. Sufficient time is allowed for students to answer the questions.	✓						
						Subtotal	1.46
	5	4	3	2	1	NA	Value
C. USE OF INSTRUCTIONAL MATERIALS (15%)							
1. Varied and appropriate instructional materials are used to deliver the lesson.	✓						
2. Lessons were presented in a format that did not disadvantage any learner.	✓						
3. Visual aids used are presented using appropriate color, brightness, contrast, and size.	✓						
						Subtotal	0.75
	5	4	3	2	1	NA	Value
D. CLASSROOM MANAGEMENT (10%)							
1. Order and discipline are efficiently managed by the teacher.	✓						
2. Classroom or platform is appropriately set up to suit the objectives of the lesson.	✓						
3. Suitable routines and procedures are presented by the teacher to maximize the time allotment.	✓						
						Subtotal	0.30
	5	4	3	2	1	NA	Value
E. PERSONALITY AND GROOMING (5%)							
1. Neatness and good grooming are practiced by the teacher.	✓						
2. Authority, dynamism, and enthusiasm are displayed by the teacher in the conduct of the class.	✓						
						Subtotal	0.25
						Total	4.82
						Overall Rating	4.82

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UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

CLASSROOM OBSERVATION

OVERALL RATING: 4.82 DESCRIPTIVE RATING: Very Satisfactory

REMARKS/SUGGESTIONS/COMMENTS:

Present real life examples that can make meaningful connections in student's living.

SANDRA ANGELA SANGCAYA
Signature over Printed Name of Observer

Observed: ALLEN SHANE C. GARCIA

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Sample class observation form