



Information and Communications Technology Office –  
Operations Management Office



# **Student's Faculty Evaluation System (SFES) Work Instruction for Undergraduate Students**

**PLM**

# STUDENT'S FACULTY EVALUATION SYSTEM

## What is your default log-in credential?

Use your student number in the format below:

At **STUDENT-UNDERGRADUATE** under **SIGN IN**

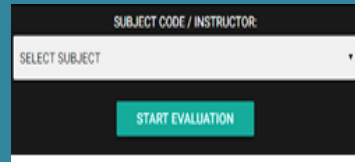
**Username** : student number

**Password** : current password of CRS account

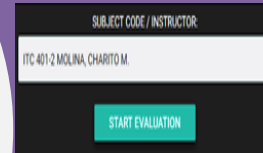
## FACULTY EVALUATION STEPS

1. Type in the address bar: [www.plm.edu.ph/sfe](http://www.plm.edu.ph/sfe)
2. Using the **User Level** drop-down list, choose **STUDENT – UNDERGRADUATE**
3. Use your **Username** (student number) and **Password** (current password of CRS account) then click **LOGIN**
4. Click **SUBJECT CODE-INSTRUCTOR** drop-down list and locate the subject and its corresponding instructor you wish to rate
5. Tap **START EVALUATION** to start the assessment
6. The evaluation instrument is divided into **FACULTY ASSESSMENT, COURSE ASSESSMENT AND SELF-ASSESSMENT**. Indicate your responses by clicking the radio button for quantitative questions and by typing the appropriate answer/feedback/comment in the comment box for qualitative questions.
7. After you have marked all your responses in the page, tap **NEXT** to continue
8. When you are finished with all the questions, click **FINISH**. You are now done evaluating your chosen subject-instructor. You will be directed back to the evaluation homepage where you can continue to assess the rest of your subjects and their corresponding instructors.
9. Repeat items 4-8 to assess other instructors
10. Once you have evaluated all of your subjects-instructors, logout your account

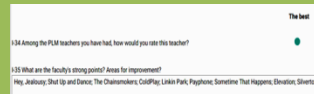
## SELECT SUBJECT



## START EVALUATION



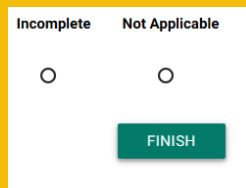
## MARK RESPONSES



## NEXT



## FINISH



# HOW TO LOGIN IN THE SFES PAGE? (STUDENT - UNDERGRADUATE)

1. Type in the address bar: **www.plm.edu.ph/sfe** then press **Enter**



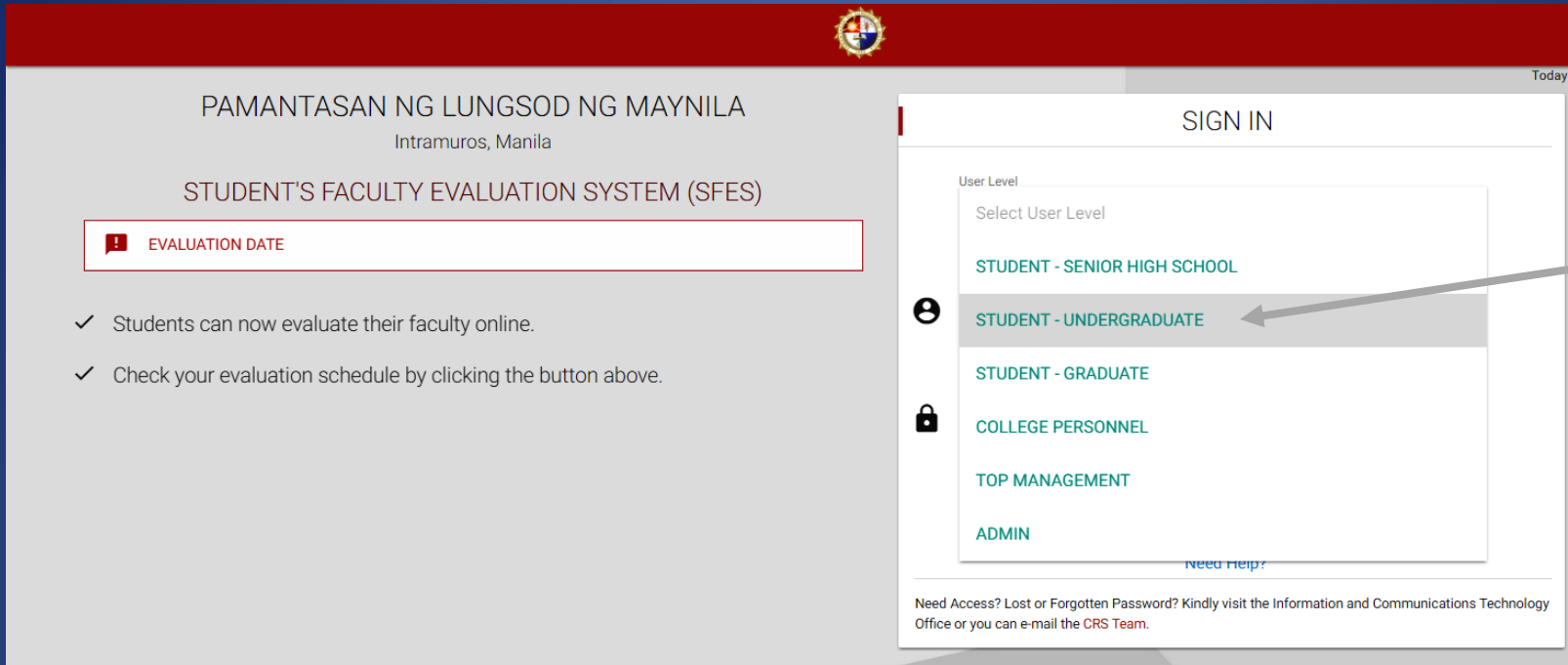
When you see this page, do not fret. Just click **ADVANCED**.



Then click **Proceed to 180.232.72.50 (unsafe)**. You will be directed to the SFES Homepage.

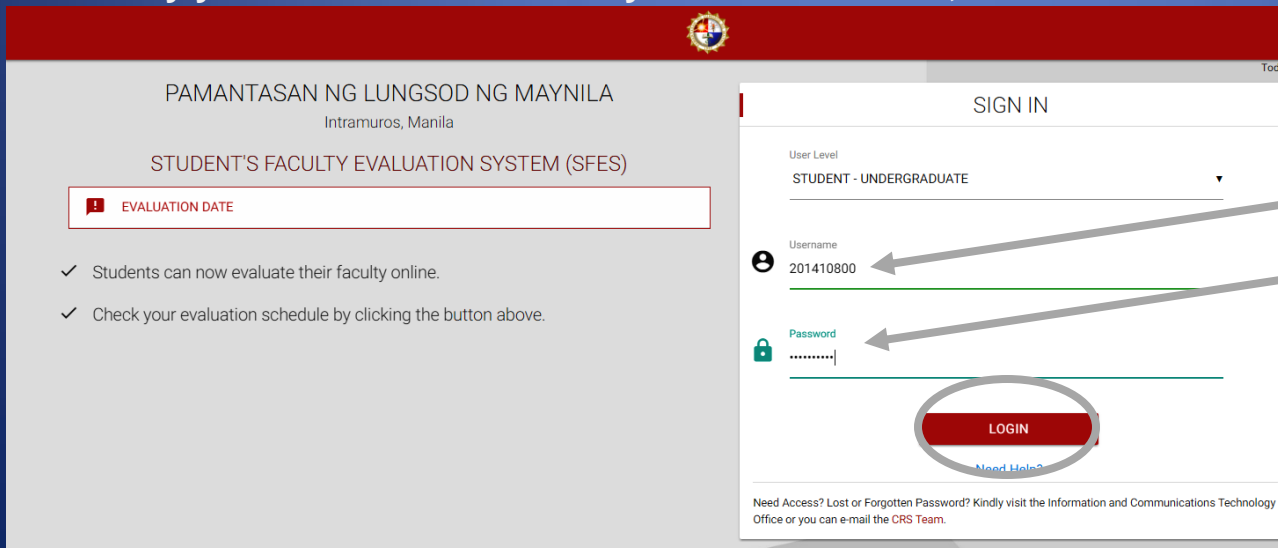


## 2. Using the User Level drop-down list, choose STUDENT – UNDERGRADUATE



The screenshot shows the main interface of the Student's Faculty Evaluation System (SFES) on the left and a 'SIGN IN' modal window on the right. The main interface includes the university name 'PAMANTASAN NG LUNGSOD NG MAYNILA', the location 'Intramuros, Manila', and the system title 'STUDENT'S FACULTY EVALUATION SYSTEM (SFES)'. A red-bordered box highlights an 'EVALUATION DATE' button. Below it, two checkmarks indicate that students can now evaluate faculty online and check their evaluation schedule. The 'SIGN IN' modal window has a 'User Level' dropdown menu with the following options: 'STUDENT - SENIOR HIGH SCHOOL', 'STUDENT - UNDERGRADUATE' (highlighted with a grey background and a grey arrow pointing to it), 'STUDENT - GRADUATE', 'COLLEGE PERSONNEL', 'TOP MANAGEMENT', and 'ADMIN'. A 'Need Help?' link is visible below the dropdown. At the bottom of the modal, there is a note: 'Need Access? Lost or Forgotten Password? Kindly visit the Information and Communications Technology Office or you can e-mail the CRS Team.'

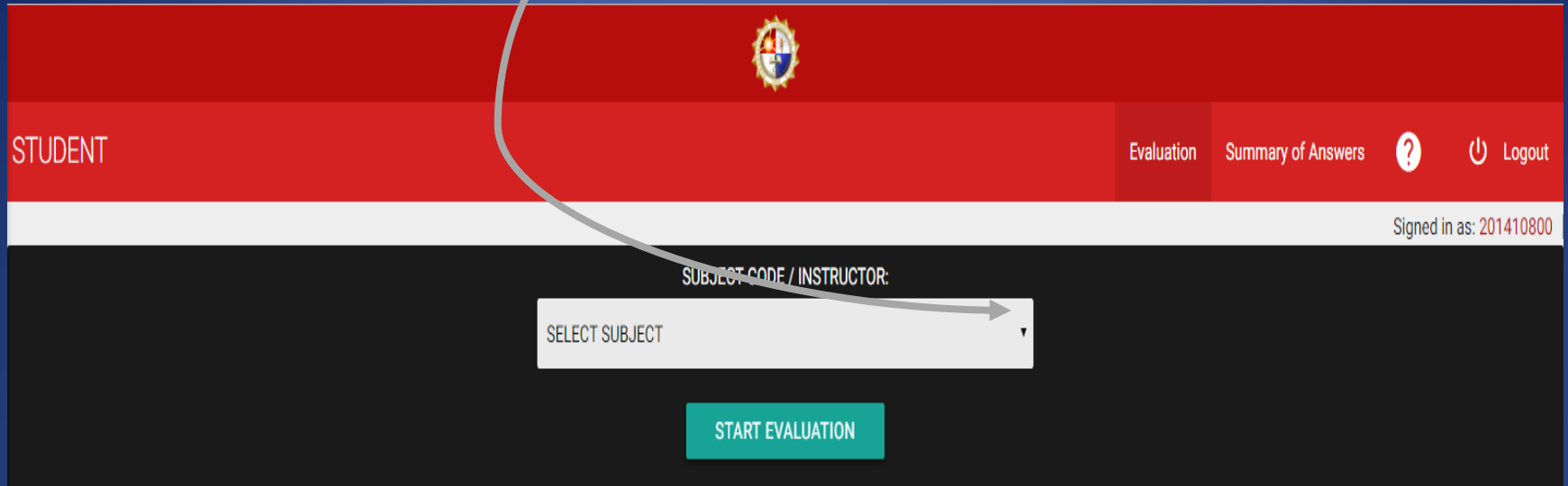
## 3. Use your Username (student number) and Password (current password of the CRS account) the same way you would do to access your CRS account, and then click LOGIN



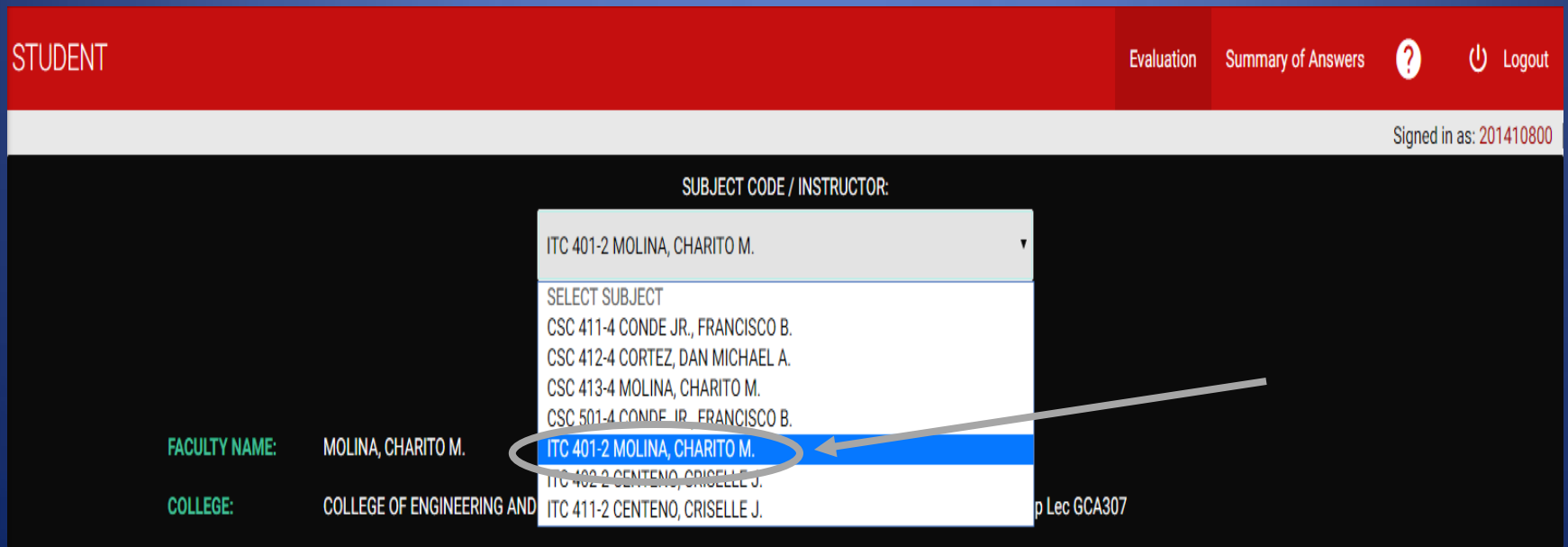
The screenshot shows the same main interface as in the previous step. The 'SIGN IN' modal window is now filled with login information. The 'User Level' dropdown is set to 'STUDENT - UNDERGRADUATE'. The 'Username' field contains '201410800' and the 'Password' field contains a masked password. A red 'LOGIN' button is circled in red, with a grey arrow pointing to it. A 'Need Help?' link is visible below the button. At the bottom of the modal, there is a note: 'Need Access? Lost or Forgotten Password? Kindly visit the Information and Communications Technology Office or you can e-mail the CRS Team.'

## HOW TO EVALUATE?

4. Once you've gained system access, click the SUBJECT CODE-INSTRUCTOR drop-down list and locate the subject and its corresponding instructor you wish to rate.



The screenshot shows the top navigation bar with the word "STUDENT" on the left and "Evaluation", "Summary of Answers", a help icon, and a "Logout" button on the right. Below the navigation bar, a white bar indicates the user is "Signed in as: 201410800". The main content area has a dark background with the text "SUBJECT CODE / INSTRUCTOR:" above a white dropdown menu. The dropdown menu currently displays "SELECT SUBJECT". Below the dropdown is a green button labeled "START EVALUATION". A grey arrow points from the text in the instruction above to the dropdown menu.



The screenshot shows the same interface as above, but the dropdown menu is open, displaying a list of subject and instructor options. The option "ITC 401-2 MOLINA, CHARITO M." is highlighted in blue. A grey arrow points from the text in the instruction above to this highlighted option. Below the dropdown, the text "FACULTY NAME: MOLINA, CHARITO M." and "COLLEGE: COLLEGE OF ENGINEERING AND" is visible. The bottom right corner shows "p Lec GCA307".

Faculty Name	College
MOLINA, CHARITO M.	COLLEGE OF ENGINEERING AND

5. Choosing a specific subject code-instructor will display the following details: **FACULTY NAME, COLLEGE, SUBJECT TITLE, and SCHEDULE**. You must be officially enrolled in a particular instructor's course to access his or her evaluation instrument. To start the assessment, tap **START EVALUATION**.

STUDENT

Evaluation Summary of Answers ? Logout

Signed in as: 201410800

SUBJECT CODE / INSTRUCTOR:  
ITC 401-2 MOLINA, CHARITO M.

**START EVALUATION**

FACULTY NAME: MOLINA, CHARITO M. SUBJECT TITLE: IT ELECTIVE I  
COLLEGE: COLLEGE OF ENGINEERING AND TECHNOLOGY SCHEDULE: TF 5:00p-6:30p Lec GCA307

The evaluation instrument is divided into FACULTY ASSESSMENT, COURSE ASSESSMENT and SELF-ASSESSMENT qualitative and quantitative questions. You are evaluating not only the instructor but also the teaching platform.

## The "Faculty Assessment" has 41 questions.

Signed in as: 201410800

SUBJECT CODE / INSTRUCTOR:

CSC 411-4 CONDE JR., FRANCISCO B.

FACULTY NAME: CONDE JR., FRANCISCO B.

SUBJECT TITLE: DATA COMMUNICATION AND NETWORKING

COLLEGE: COLLEGE OF ENGINEERING AND TECHNOLOGY

SCHEDULE: S 11:30a-2:30p Lec GCA306

### I. FACULTY ASSESSMENT

Strongly Agree Agree Disagree Strongly Disagree Not Applicable

I-1 Explains the course objectives, expectations, and requirements of the course.

I-2 \* Comes to class unprepared for the lesson.

# The “Course Assessment” has 16 questions.

## II. COURSE ASSESSMENT

II-10 Describe the nature of the departure(s) from the syllabus.

Conrad Hauser, Peter Parker, Clark Kent, Scott Summers, Optimus Prime

II-11 Do you think the departure(s) from the syllabus was/were necessary and benefited the class?

Kristine Hermosa, Yassi Pressman, Liza Soberano, Luanne Dy, Valeen Montenegro, Jessica Henwick, Nathalie Emmanuel, Maria Ozawa

II-12 How would you rate the overall pace of the course?

Too Fast

Fast

Just Right

Slow

Too Slow



Very Much

Much

Moderately/Some

Very Little

Nothing/Not at all

Not Applicable



# The “Self-Assessment” has 9 questions

## III. SELF-ASSESSMENT

	Very Much	Much	Moderately/Some	Very Little	Nothing/Not at all	Not Applicable
III-1 How actively did you participate in class discussions and activities?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
III-2 Did you learn new ideas from your interactions with your teacher and classmates?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**6. Mark your responses by:**  
a. Clicking the radio button for quantitative questions. You will be able to highlight only one radio button for each number.

**SUBJECT CODE:** CSC 411-4  
**FACULTY NAME:** CONDE JR., FRANCISCO B.  
**COLLEGE:** COLLEGE OF ENGINEERING AND TECHNOLOGY

**SUBJECT TITLE:** DATA COMMUNICATION AND NETWORKING  
**SCHEDULE:** S 11:30a-2:30p Lec GCA306

**I. FACULTY ASSESSMENT**

Reflect your opinion by clicking the appropriate circle of your choice.

Strongly Agree    Agree    Disagree    Strongly Disagree    Not Applicable

I-1 Explains the course objectives, expectations, and requirements of the course.

I-2 \* Comes to class unprepared for the lesson.

I-3 Presents the subject matter clearly and systematically.

**b. Type in the appropriate answer/feedback/comment in the comment box for qualitative questions. Do not leave these boxes blank; otherwise, you will not be able to proceed to the next page. A message, "Please fill out this field," will appear for blank text boxes.**

**I. FACULTY ASSESSMENT**  
Reflect your opinion by clicking the appropriate circle of your choice.

	Yes	No
I-30.2 Are QUIZZES one of the bases used by the teacher for grading?	<input type="radio"/>	<input type="radio"/>
I-30.3 Is MIDTERM EXAMINATION one of the bases used by the teacher for grading?	<input type="radio"/>	<input type="radio"/>
I-30.4 Is FINAL EXAMINATION one of the bases used by the teacher for grading?	<input type="radio"/>	<input type="radio"/>
I-30.5 Are REPORTS one of the bases used by the teacher for grading?	<input type="radio"/>	<input type="radio"/>
I-30.6 Are PAPERS one of the bases used by the teacher for grading?	<input type="radio"/>	<input type="radio"/>
I-30.7 What are the OTHER bases used by the teacher for grading?		
<div style="border: 1px solid #ccc; height: 25px; width: 100%;"></div>		

[NEXT](#)

**Your comments are anonymous unless you type information that identifies you.**

I-30.7 What are the OTHER bases used by the teacher for grading?

behavior, attitude, hygiene, outlook, chrome, bank account, social media, Combiner Wars, Titans Return, Power of the Primes, Infinity Gauntlet

You will not be able to proceed to the next page unless all fields are filled out.

7. Once you have completely marked your responses, click on the **NEXT** button. Note that all responses are saved in the system once you click the **NEXT** button.

**SUBJECT CODE:** CSC 411-4  
**FACULTY NAME:** CONDE JR., FRANCISCO B.  
**COLLEGE:** COLLEGE OF ENGINEERING AND TECHNOLOGY

**SUBJECT TITLE:** DATA COMMUNICATION AND NETWORKING  
**SCHEDULE:** S 11:30a-2:30p Lec GCA306

### I. FACULTY ASSESSMENT

Reflect your opinion by clicking the appropriate circle of your choice.

	Strongly Agree	Agree	Disagree	Strongly Disagree	Not Applicable
I-1 Explains the course objectives, expectations, and requirements of the course.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I-2 * Comes to class unprepared for the lesson.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I-3 Presents the subject matter clearly and systematically.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I-6 Stimulates the students to study more about the subject.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

**NEXT**

If, by chance, you logged out your account while answering the evaluation, just log in your account again and choose the incomplete evaluation.

**SUBJECT CODE / INSTRUCTOR:**

SELECT SUBJECT ▼

SELECT SUBJECT

CSC 411-4 CONDE JR., FRANCISCO B. (INCOMPLETE)

CSC 412-4 CORTEZ, DAN MICHAEL A.

CSC 413-4 MOLINA, CHARITO M.

CSC 501-4 CONDE JR., FRANCISCO B.

ITC 401-2 MOLINA, CHARITO M.

ITC 402-2 CENTENO, CRISSELLE J.

ITC 411-2 CENTENO, CRISSELLE J.

Once you've done so, you will be directed to the page where you left off and continue evaluating the subject and instructor.

**8. Once you have provided your responses on all questions, click FINISH.**

**III. SELF-ASSESSMENT**  
Reflect your opinion by clicking the appropriate circle of your choice.

	0 time	1 time	2-3 times	4-5 times	6 times	Not Applicable
III-7 How many times have you been late?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
III-8 How many class meetings have you missed?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

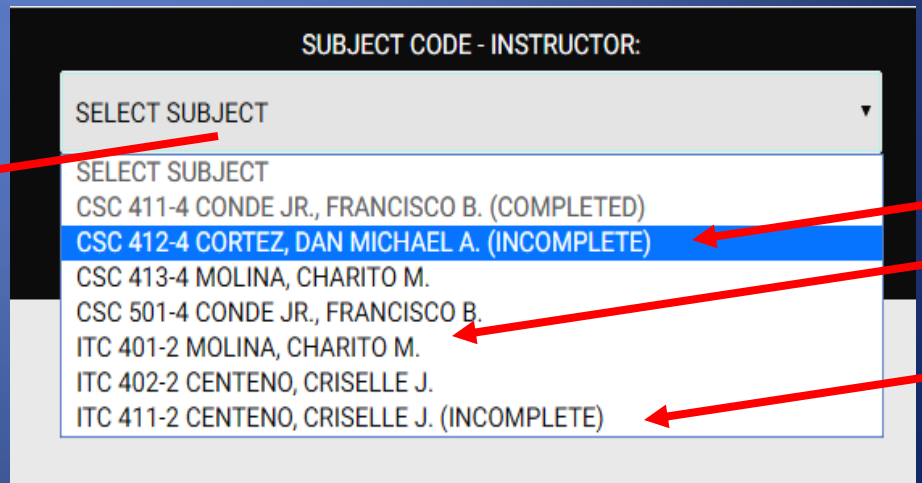
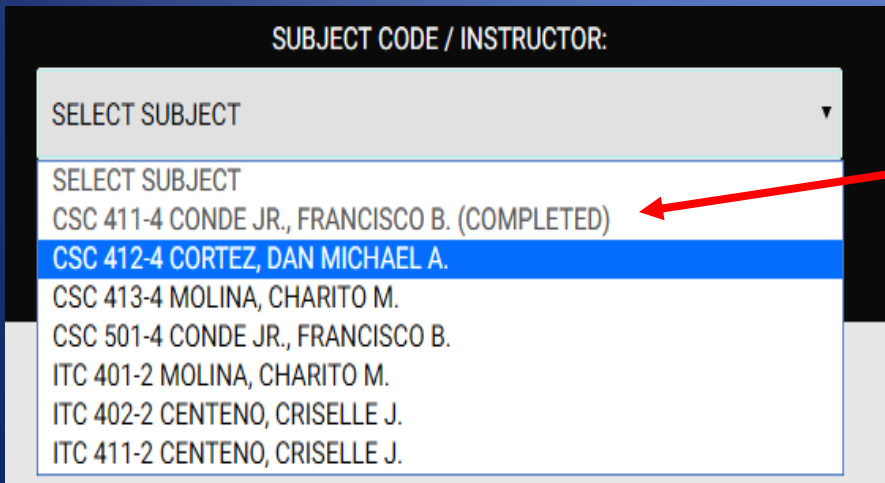
  

	1.00	1.25	1.50	1.75	2.00	2.25	2.50	2.75	3.00	5.00	Incomplete	Not Applicable
III-9 What final grade would you give yourself in this course?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**FINISH**

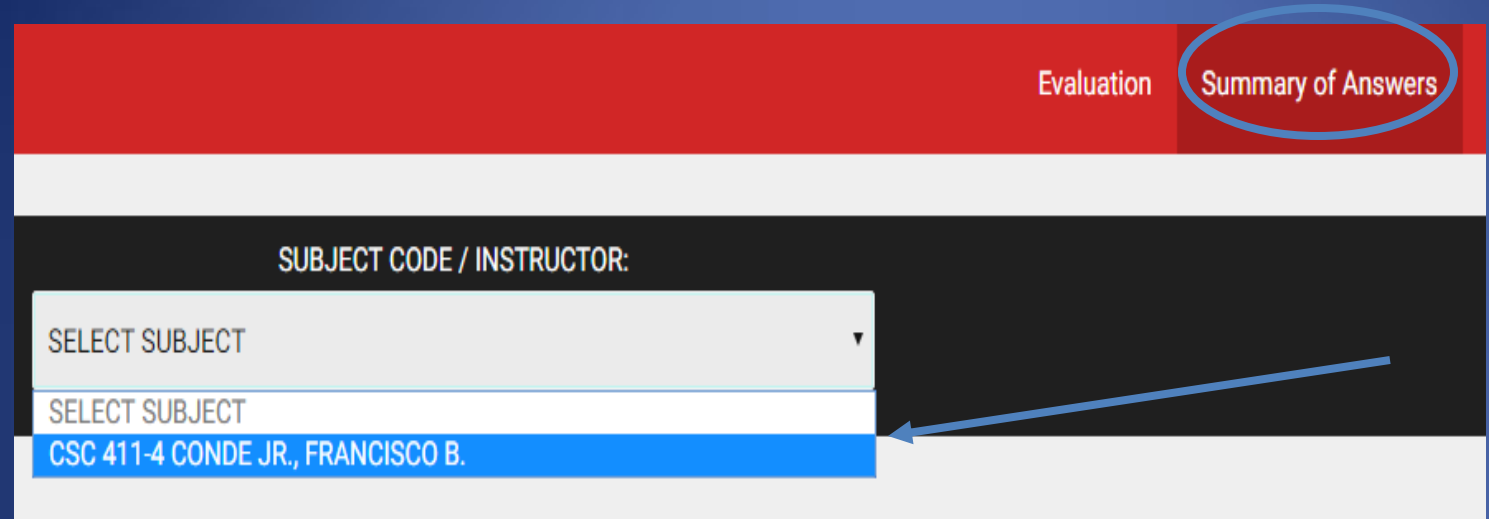
**Note that the feedback you provide cannot be modified in any way once you click the FINISH button. You are now done evaluating your chosen subject-instructor.**

**9. After that, you will be directed back to the evaluation homepage where you can continue evaluating the rest of your subjects and their corresponding instructors by repeating items 4-8. Completely evaluated subject codes and instructor names are greyed-out and can't be accessed.**

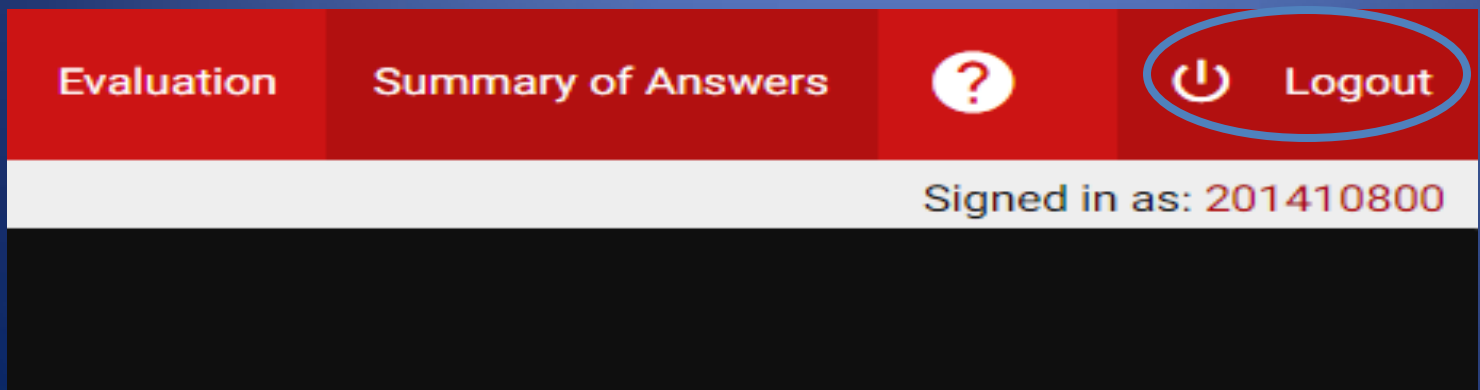


# HOW TO REVISIT SUBMITTED RESPONSES?

- a. Select **Summary of Answers** located in the menu section beside **Evaluation**.
- b. Click the name of the instructor whose evaluation you want to review.



10. Once you have evaluated all of your subjects-instructors, do not forget to logout your account.



**Thank You!**