



HPCG/CG7

01 June 2007

CIRCULAR)

NUMBER 03-07:

PCG INTEGRATED EDUCATION AND TRAINING EVALUATION SYSTEM

I. REFERENCES:

- 1) PTTC PCG-JICA HRD Project
- 2) HPCG Circular 05-05 dtd 15 July 2005: Pre-entry for Officers and Enlisted Personnel Slated to Undergo Schooling at CGETC; and
- 3) HPCG Circular 01-07 dtd 23 March 2007 (Composition, Eligibilities, Responsibilities and Sources of PCG Faculty)

III SCOPE and APPLICABILITY:

This Circular shall apply to all training programs and activities being prepared and conducted by Coast Guard Education and Training Command and other PCG Units. It shall also cover faculty and training staff who will be involved in the preparation and conduct of training programs and activities.

IIII PURPOSE:

To establish an Integrated Education and Training Evaluation System for the Command in order to achieve the following purposes:

- a.) To ensure the standards and relevance of all training programs and activities to be and/or being conducted by CGETC and other PCG Units;
- b.) To use the system as an effective tool in harnessing the maximum potential of PCG personnel undergoing training; and
- c.) To improve faculty performance and training facilities' learning environment.

IV CONCEPT/POLICIES:

- 1.) All concerned shall provide the Command all necessary information to it to be able to make accurate evaluation of the effectiveness and efficiency of the training.
- 2.) Evaluation shall be continuously conducted in all phases of the training cycle as a whole to be able to develop credible analysis for training improvement and planning.
- 3.) Evaluation shall also be conducted in a particular phase, in a phase by phase scheme to introduce immediate training improvement and/or satisfy other training need requirements.
- 4.) Any CGETC recommendations to improve, revise, update and/or develop training programs or activities based on the training evaluations shall be deliberated and reviewed by PCG-ETB prior CPCG's approval.
- 5.) All available instruments of evaluation such as tests, survey, interview and observation shall be used in the system to ensure credible analysis of evaluation.

V PHASES OF THE INTEGRATED EVALUATION SYSTEM:

The integrated evaluation system will have four (4) phases to complete one cycle, defined and enumerated as follows:

A. Upon Course Convening Evaluation Phase

The Phase gathers information on students training background and their expectations on the training activity to be conducted. The information will serve as inputs for preliminary evaluation in the conduct of the training activity. The students training background will be used to evaluate his potential/capacity to take the training while his expectations will deal more on the course, faculty and facility to check the training preparations.

B. Mid-Course Evaluation Phase

This phase deals with the evaluation of the training activity midway of its conduct to determine or check any deviation and/or variation from its designed program. Evaluation made during this phase will be used to improve the conduct of the training activity with its remaining time. During this phase; the students, instructors, subjects, facilities and delivery will be the objects for evaluation using all available instruments.

C. Course Completion Evaluation Phase

This phase deals with the evaluation of the training activity upon its completion to determine how effective and efficient it was conducted. Evaluation made during this phase will be used to improve the conduct of similar succeeding courses or training activities. Evaluation at this phase using all available instruments will cover the whole course and faculty in addition to the areas/items being evaluated during the Mid-Course Evaluation Phase. An evaluation report and appropriate recommendations are expected to be generated at this stage of the cycle.

D. Post Assignment Evaluation Phase

This phase refers to the evaluation of the training activity six months after its conduct to determine its validity and relevance. The evaluation focuses primarily on the graduates/participants based on his actual performance of duty vis a vis what he has gained during a particular training activity. Active participation of the graduates' immediate supervisor is importantly needed at this stage. A separate evaluation report and appropriate recommendations will also be generated at this stage of the cycle.

VI RESPONSIBILITIES

A. Student

To perform tasks as may be required in the evaluation process.

B. Instructor

To perform tasks as may be required in the evaluation process.

C. Course Director

1. To make use of available tools/instruments of evaluation.
2. To conduct evaluation as required upon-course convening, mid-course and upon course completion.
3. To make necessary actions within his scope of responsibilities so as to improve the conduct of the training activity as may be required from the evaluation.
4. To perform other tasks as may be required in the evaluation on process.

- D. Superintendent, CG School/Commander, Satellite Training Institution (STI)
1. Responsible in the proper and regular conduct of training evaluations in all phase of the process.
 2. Maker preliminary analysis of the different training evaluations conducted.
 3. Prepare and submit training evaluation report and appropriate recommendation to CGETC.
 4. Undertake necessary action to improve training programs and activities within his scope of responsibilities as maybe required from the evaluation.
 5. Perform other tasks as maybe required bin the evaluation process.
- E. CO, Doctrine Development and Research Center
1. Work jointly with Supt, CGS to come up with a credible analysis of the different training evaluations conducted.
 2. Develop training doctrines, policies, guidelines and/or curricula as maybe required to improve training programs based on the evaluations conducted.
 3. Perform other tasks as maybe required in the evaluation process.
- F. Commander, CGETC
1. Make final analysis of the different training evaluations conducted.
 2. Prepare and submit Evaluation Report and recommendations to PCG-ETB.
 3. Undertake necessary actions within his scope of responsibilities to improve training programs/activities as maybe required from the evaluation.
 4. Perform other tasks as maybe required in the evaluation.
- G. Unit Commander/Office Heads
1. Ensure proper and regular conduct of the Post Assignment Evaluation as required in the evaluation process.
 2. Perform other tasks as maybe required by the evaluation process.
- H. PCG-ETB
1. Deliberate CGETC recommendations derived from the Integrated Evaluation System prior CPCG's approval.
 2. Perform other tasks as maybe required in the evaluation process.

I. AC of S for Education and Training, CG7

Ensure strict implementation of the Circular.

VII. **EFFECTIVITY:** This circular shall take effect upon publication.

BY COMMAND OF ADMIRAL CARLOS:

WILLIAM M MELAD
CAPT PCG(GSC)
Chief of Staff PCG

OFFICIAL:


MITZIE SILVA-CAMPO
LTJG PCG
Coast Guard Adjutant

ANNEXES

- A - Conceptual Framework of the PCG Integrated Education and Training Evaluation System
- B - Education and Training Evaluation Forms

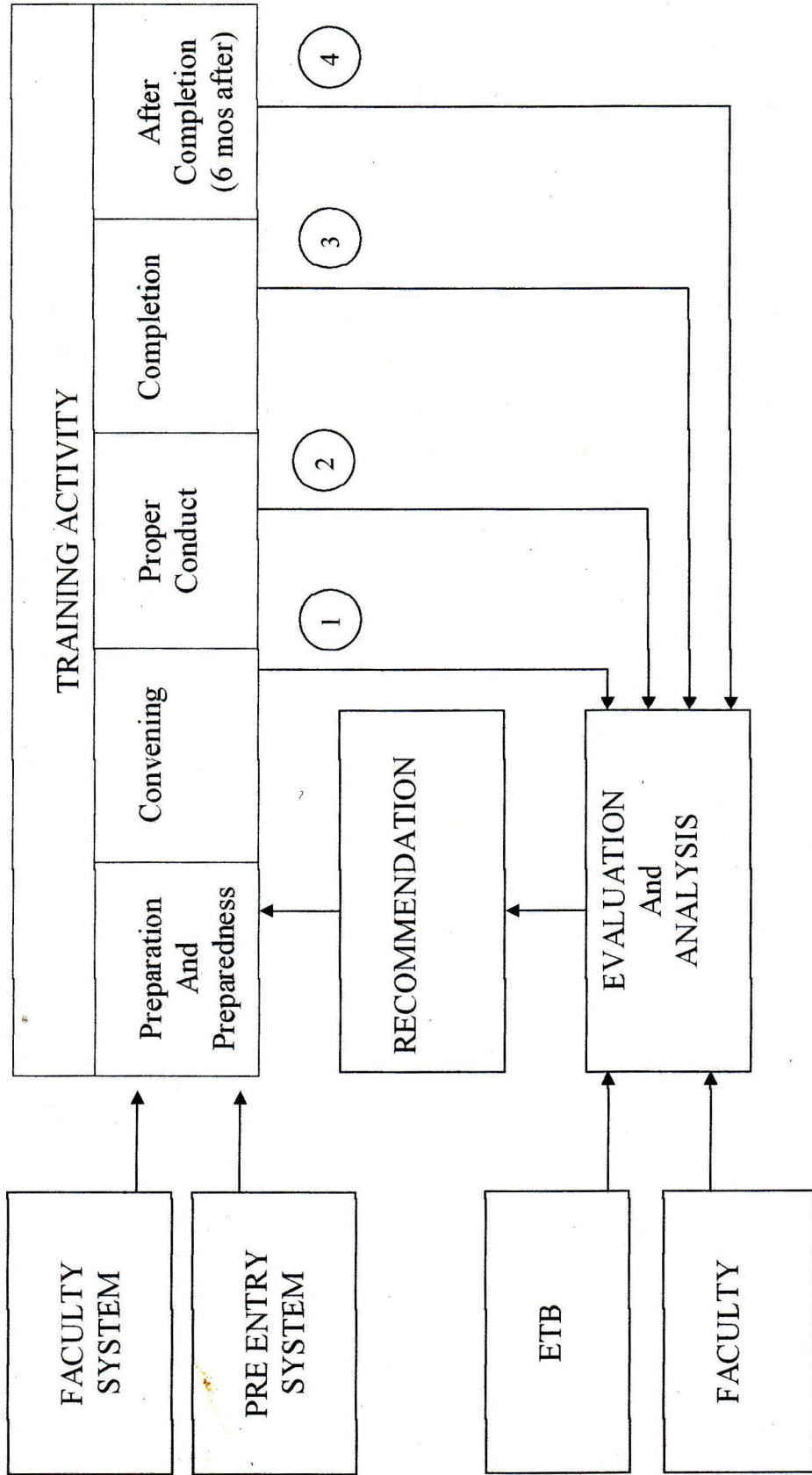
Form A- Upon Course Convening Evaluation Form
(Students Background/Expectations)

Form B- Mid-Course/Upon Course Completion Evaluation Form
(Subject/ Instructor Evaluation, Facilities/Materials Evaluation)

Form C - Instructors' Evaluation of the Subject/ Training Program

Form D- Post Assignment Evaluation Form

CONCEPTUAL FRAMEWORK OF THE PCG INTEGRATED EVALUATION SYSTEM



- 1 - UPON COURSE CONVENING PHASE
- 2 - MID COURSE EVALUATION PHASE
- 3 - UPON COURSE COMPLETION PHASE
- 4 - AFTER COURSE COMPLETION PHASE

Serial Number

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

Place your present mark by checking in the column corresponding to your answer.

FORM A

PCG INTEGRATED EDUCATION AND TRAINING EVALUATION SYSTEM

Important: The preparation of this document is a serious responsibility. Prepare this impartially, accurately and judiciously.

B. Course Expectation(s):

1. In what way do you expect this course will help you in your present work?

2. In what way do you expect the faculty will help or meet your?

This page intentionally blank

3. What are your expectations from the facilities and materials that you will be using during the course?

4. Aside from promotion requirements, my reason(s) for choosing and joining the course are:

5. Other expectations from the course are:

COURSE: _____

NAME: _____

RK _____ AGE _____ SEX _____

UNIT _____

Note: This form shall be accomplished by students upon convening of the course. This form will be processed only to determine the extent of course' preparation vis-à-vis the background and expectations of the students and in no way will affect his academic standing in the course.

A. Students Training Background:

State your present ability by checking in the column corresponding to your answer.

Item/Description	Very Poor	Poor	Good	Excellent
1 Military/ Naval Customs and Traditions				
2 Computer Literacy				
3 Law Enforcement				
4 Swimming				
5 First Aid				
6 Seamanship				
7 Combative Sports				

1. Highest educational attainment _____

2. Courses/Training I have attended

a. Local (military/civilian) _____

b. Foreign: _____

c. Graduate Studies/PhD: _____

B. Course Expectation(s):

1. In what way do you expect this course will help you in your present work?

2. In what way do you expect the faculty will help or treat you?

3. What are your expectations from the facilities and materials that you will be using during the course?

4. Aside from promotion requirements, my reason(s) for choosing and joining the course is/are...

5. Other expectations from the course/training:

Using the scale below, please tick the column corresponding to your answer.

- 5 - Strongly Agree
 4 - Agree
 3 - Barely Agree
 2 - Disagree
 1 - Strongly Disagree

EVALUATION OF SUBJECT	5	4	3	2	1
1 The objectives of the subject were clearly explained					
2 The objectives of the subject were completely realized					
3 The subject provided relevant information in relation to the course					
4 The subject provided adequate information to advance my skills/knowledge					
5 Contents of the subject is adequate					
6 I am satisfied with the contents/coverage of the subject					
7 The subject is interesting					
8 I got sufficient feedback from assessment works submitted					
9 Other comments about the subject					

EVALUATION OF INSTRUCTOR	5	4	3	2	1
1 Explains the objectives, expectations of the subject					
2 Comes to class unprepared for the lesson					
3 Presents the subject matter clearly and systematically					
4 Relates the subject matter to other fields/current issues					
5 Speaks clearly and audibly					
6 Use appropriate teaching technique and instructional materials					
7 Demonstrates thorough and broad knowledge of the subject					
8 Answers student questions adequately					
9 Other comments about the instructor					

Evaluation of Facilities and Materials	5	4	3	2	1
1 Venues are conducive to learning					
2 Materials are updated and has factual information					
3 Materials has ease of reference					
4 References have quality and the content are adequate					
5 Materials and equipment were adequate and of quality					
6 Library has reference materials for the course					
Other comments about the materials and facilities					

Evaluation of Overall Delivery of Training	5	4	3	2	1
1 The course was properly and orderly implemented					
2 The course stimulated the interest of the students					
3 The time allotted for the subjects were sufficient					
4 The course's schedule was strictly followed					
5 Students were given a syllabus or expanded outline of the course					
6 There have been deviations from the course					
7 The pacing of lecture is good					
Other comments about the delivery					

Using the scale below, please tick the column corresponding to your answer.

- 5 - Strongly Agree
 4 - Agree
 3 - Barely Agree
 2 - Disagree
 1 - Strongly Disagree

ITEM/DESCRIPTION	5	4	3	2	1
1 The learning outcomes for the subject I have taught were adequate to meet the course's training outcome					
2 The time allocated to me to implement the subject is reasonable					
3 The school provided a standard, valid and reliable testing instrument					
4 Assessment instruments contains the four domains of learning					
5 The subject I have taught is relevant to course					
6 The materials, reference and handouts provided to the student were adequate, updated, standard and compatible for use in the subject I have taught					
7 The venue/facilities were conducive to learning and within standard					
8 Faculty/Training Staffs were readily available					
9 Course Director explained to me the objectives of the subject					

10. Other observation on the facility

11. Other observations on the faculty/training staffs

12. Other observations/comment on the conduct/management of the course

13. Recommendations to improve the conduct of the course

14. General observations evaluation on the students

Thank you very much for your time !

Serial Number:

Serial Number

FORM D

PCG INTEGRATED EDUCATION AND TRAINING EVALUATION SYSTEM

Important: The preparation of this document is a serious responsibility. Prepare this impartially, accurately and judiciously.

NAME: _____
RANK _____ AGE _____ SEX _____

UNIT: _____

LAST COURSE TAKEN: _____

LOCATION OF TRAINING: _____

DURATION OF TRAINING: _____

If you are to teach a part of the last training you have attended, what part of that training did you teach, behavior

This page left intentionally blank

1. What was the most beneficial part/topic of the last training you have taken in your present work/unit assignment?

NAME

DATE

2. Rate the applicability of the knowledge and skills you have learnt from your last training in your present unit/work?

[1] very good [2] good [3] fair [4] poor [5] very poor

If your answer is [4] or [5], specify the reason(s)

NAME: _____
SEX: _____

3. How much was your understanding of your work deepened?

[1] very much [2] to some degree [3] a little [4] unchanged

4. What kind of overall impression do you have about the course/training you have taken?

[1] very favorable [2] favorable [3] fair [4] unfavorable [5] very unfavorable

5. If you are to teach a part of the last training you have attended, what part of that training will you teach and why?

6. In your view, what kind of further adjustment is necessary to improve the kind of training that you have last attended?

7. Any other comments:
