

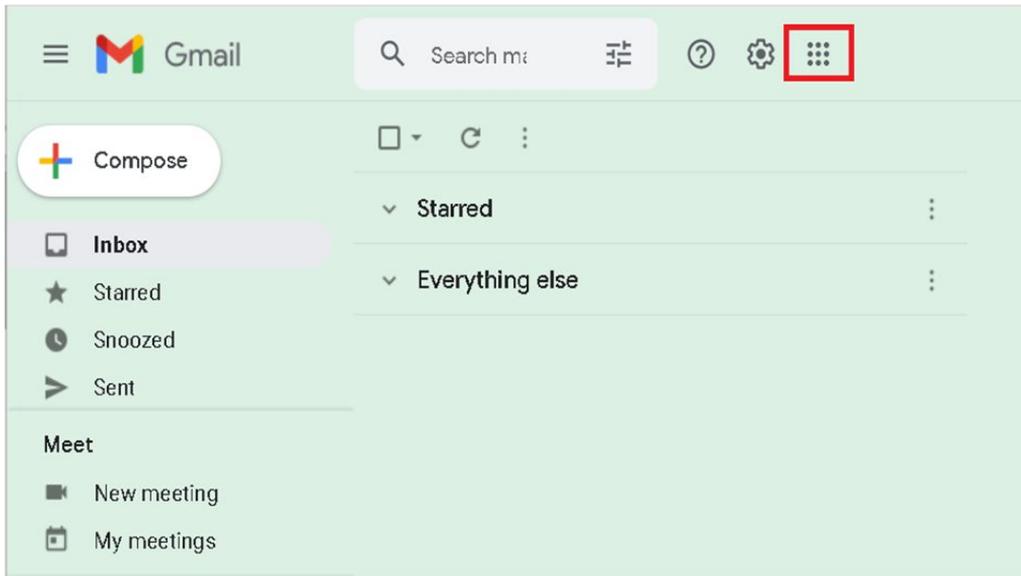


**SAIS**  
**SET Faculty**  
**Self-Service**

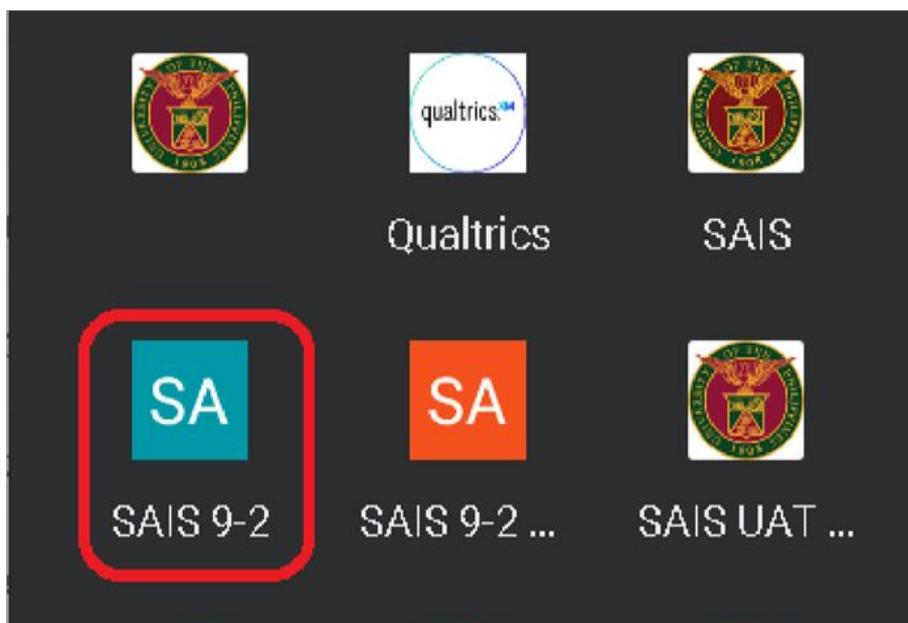
**Quick Guide v1.0**

# LOGIN SAIS ACCOUNT

STEP 1: Log in to your UP Mail account and click the Google apps icon.



STEP 2: Click the SAIS Icon.



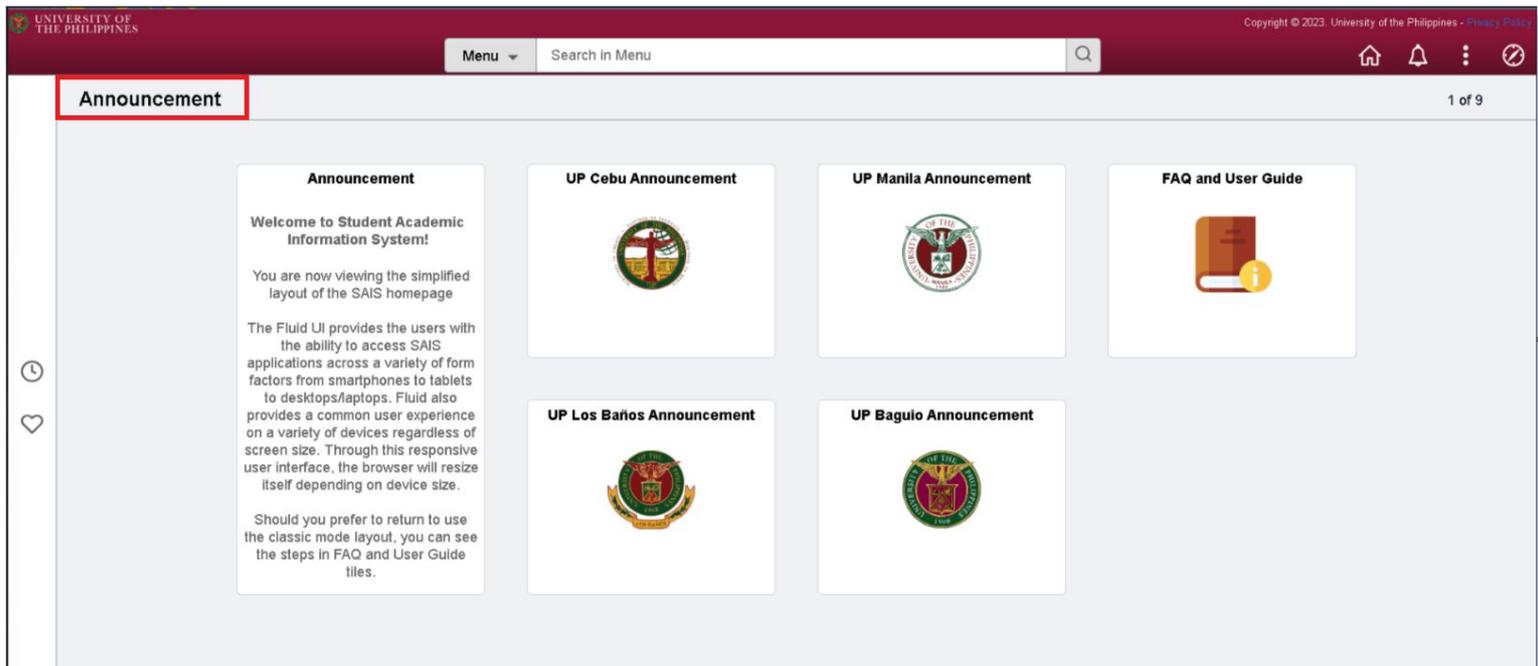
# LOGIN SAIS ACCOUNT

STEP 3: Select your UP Mail account. Then you will be redirected to the SAIS Announcement Homepage.

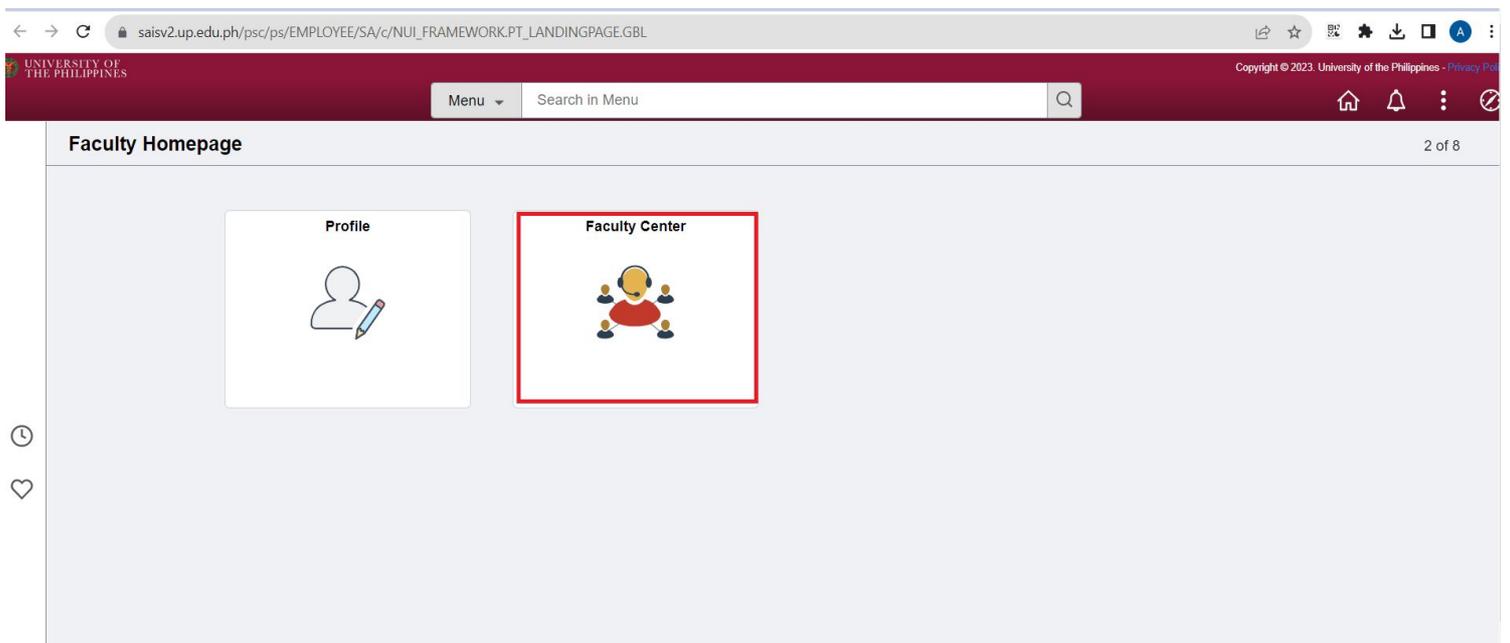


# FACULTY HOMEPAGE

STEP 4: Click the "Announcement" page then select the Faculty Homepage.



STEP 5: Click the "Faculty Center" Tile.



# FACULTY CENTER

STEP 6: Select "Forms" and type "SET\_SELF SRVC." Then click Search. After that, click the "View Report " link.

The screenshot shows the Faculty Center Query Report Viewer interface. The left sidebar has a 'Forms' menu item highlighted. The search field contains 'SET'. The table below shows the search results for 'SET\_SELF SRVC'.

Report Name	Description	Data Source Type	Data Source ID	Format	Burst	View Report
SET_SELF SRVC	Faculty SET Report	Query	SET RATINGS_COMMENT_INDIVIDUAL	PDF	N	<a href="#">View Report</a>

STEP 7: Click the magnifying glass/search button. You will then see all the academic terms.

Select Academic Term, then click OK. Wait for at least 1 or 2 minutes, as the system is processing your SET report

The screenshot shows the Faculty Center Query Report Viewer interface with a search dialog box open. The dialog box title is 'SET RATINGS\_COMMENT\_INDIVIDUAL' and it contains a search field with '1222' and a magnifying glass icon. The 'OK' button is highlighted.

# FACULTY SET REPORT

STEP 7: Your SET Report is generated. The system automatically creates a new tab for your SET report.

You can download your SET report or directly print it.

UNIVERSITY OF THE PHILIPPINES LOS BAÑOS  
SUMMARY OF TEACHING PERFORMANCE RATINGS OF FACULTY GIVEN BY  
HIS/HER STUDENTS IN THE COURSES AND SEMESTER INDICATED

Employee Name: \_\_\_\_\_ College: \_\_\_\_\_  
Employee ID: \_\_\_\_\_ Department: \_\_\_\_\_

Sem	A.Y	Courses	Section	No. of Respondent	Cognitive	Affective	Fairness	Ratings
1222	2022-2023		3	3	3.95	4.08	4	4
1222	2022-2023		11	11	3.87	3.81	3.90	3.86
1222	2022-2023		5	5	4.64	4.5	4.75	4.65
1222	2022-2023		6	6	2.16	2.04	2.25	2.15
1222	2022-2023		7	7	4.32	4.35	4.39	4.35
1222	2022-2023		9	9	3.38	3.33	3.73	3.47
1222	2022-2023		5	5	3.71	4.01	3.7	3.78
1222	2022-2023		7	7	4.57	4.64	4.64	4.61
1222	2022-2023		6	6	3.54	3.63	3.62	3.60
1222	2022-2023		11	11	3.66	3.90	3.90	3.80

Weighted Average: 3.83 Very Good

Prepared by: \_\_\_\_\_  
Faculty Evaluation Committee Chair

Certified True and Correct:  
\_\_\_\_\_  
Vice-Chancellor for Academic Affairs

Note: If you encounter a pop up blocker, you should enable it. Kindly refer to the links below for the different web browsers:

for Google Chrome: <https://support.google.com/chrome/answer/95472>

for Safari: <https://support.apple.com/en-us/HT203987>

for EDGE:

To allow pop-ups in Microsoft Edge, click the three-dot menu icon in the top-right corner of the browser. Navigate to Settings > Cookies and Site Permissions > Pop-ups and Redirects. Then untoggle "Block." You can add exceptions for specific sites instead of allowing pop-ups everywhere by clicking "Add" in the "Allow" section.

for Firefox:

<https://support.mozilla.org/en-US/kb/pop-blocker-settings-exceptions-troubleshooting>

# TECHNICAL SUPPORT

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For technical support, please contact us at the  
UP System ICT Support at:

<https://ictsupport.up.edu.ph/>



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