

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS
July-Dec 2021**

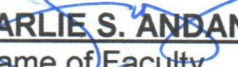
Name of Faculty Member: **CHARLIE S. ANDAN**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.564x50%= 2.28	
b. Students (50%)		4.17x50% = 2.085	
Total for Instruction	80%	4.365	3.49
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research			
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	15%	4.44	0.67
4. Administration	5%	4.50	0.23
5. Production			
TOTAL			4.39

EQUIVALENT NUMERICAL RATING: 4.39
Add: Additional Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.39

ADJECTIVAL RATING: **Very Satisfactory**


Prepared by:


CHARLIE S. ANDAN
Name of Faculty


Reviewed by:


DANIEL C. LOR
Department Head

Recommending Approval:


JANNET C. BENCURE
Dean, CET

Approved:


BEATRIZ S. BELONIAS
Vice President, Academic Affairs



VISAYAS
STATE UNIVERSITY



DEPARTMENT OF METEOROLOGY
1st Floor Annex Engineering Building
Visca Baybay City, Leyte 6521-A
Email Address: meteorology@vsu.edu.ph
Website: www.vsu.edu.ph

Exhibit B

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **CHARLIE S. ANDAN**, faculty of the **Department of Meteorology**, College of Engineering & Technology, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July - December 2021.

Approved:

CHARLIE S. ANDAN

Faculty

Date: _____

DANIEL C. LOR

Head, DMet

Date: 01/24/2022

JANNET C. BENCURE

Dean, CET

Date: _____

INFORMATION ON PERSONNEL FULL-TIME TEACHING EQUIVALENT (FTE):
Personnel

	Total FTE (1) Number (1) Min. FTE (2)	RDE Commitments*** Research Publication	Extension
Department Head	- 0	#VALUE! 0.0	0
Faculty w/ Univ. Designated Position	- 0	#VALUE! 0.0	0
Regular Faculty (VSL)*	- 0	#VALUE! 2.0	1
Regular Faculty (TLS)*	- 0	#VALUE! 0.0	0
Part time Faculty	- 0	#VALUE! 0.0	0
Admin Staff Members	- 0		
TOTAL:		2.0	1

Rating Equivalents:
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair
1 - Poor

Note: * On vacation-sick-leave status. Ratio of Instruction and RDE commitments should be determined based on FTE of 18 units

** On Teacher's Leave status. Minimum FTE required is 18 units

*** Professors and Associate Professors are required to commit RDE outputs (Please Performance Indicators under Research (UMFO 3) and extension (UMFO 4))

MFO No.	Success/Performance Indicator (PI)	Units/Persons Responsible	Dep Target	Actual Accomplishment		Rating				Remark (Details of the targeted output indicators with **)	% weight
				% Accomp	Details of Accomp	Quality	Efficiency	Timeliness	Average		
MFO 1	ADVANCED EDUCATION SERVICES (20%)										
	OVPI MFO 1. Graduate Degree Program Management Services									Not yet applicable	

MFO No.	Success/Performance Indicator (PI)		Units/Persons Responsible	Dep Target	Actual Accomplishment		Rating				Remark (Details of the targeted output indicators with **)	% weight
					% Accomp	Details of Accomp	Quality	Efficiency	Timeliness	Average		
1	PI 1.	Percentage of graduate school faculty engaged in research work applied in any of the following:	Dept. Head & Faculty									4%
	a.	pursuing advanced research degree program (Ph.D) *										
	b.	actively pursuing in the last three (3) years (investigative research, basic and applied scientific research, policy research social science research)										
	c.	producing technologies for commercialization or livelihood improvement										
	d.	whose research resulted in an extension program										
	OVPI MFO 2. Graduate Student Management Services										Not yet applicable	
	PI 1:	Percentage of graduate students enrolled in research degree programs *	Dept. Head & Faculty									2%
	PI 2:	Percentage of accredited graduate programs *	Dept. Head & Faculty									2%
	PI 3:	Number of graduate degree specializations offered and monitored *	Dept. Head & Faculty									2%
	PI 4:	Total FTE coordinated, implemented & monitored*	Dept. Head & Faculty									2%
	PI 5:	Percentage increase in number of graduate students enrolled *	Dept. Head & Faculty									2%
	PI 6:	Percentage increase in number of students who graduated within prescribed period *	Dept. Head & Faculty									2%
	PI 7:	Number of graduate students awarded with honors/distinction *	Dept. Head & Faculty									2%
	PI 8:	Number of graduate students advised *	Dept. Head & Faculty									2%
	PI 9:	Number of instructional materials developed *	Dept. Head & Faculty									
		On-line ready courseware										
		Flexible instructional materials										
		Assessment tools										
	PI 10:	Number of virtual classrooms created and operationalized										
MFO 2	HIGHER EDUCATION SERVICES (50%)											
	PI 1.	Percentage of first time licensure exam takers that pass the licensure exams *	Dept. Head & Faculty								Not Applicable	7.5%
	PI 2.	Percentage of graduates (2 years prior) that are employed *	Dept. Head & Faculty								Not Applicable	2.5%
	PI 3.	Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs *	Dept. Head & Faculty	100%	100%	100%	5.0	5.00	4.00	4.67	BS in Meteorology degree program	2.5%

[illegible]

[illegible]

MFO No.	Success/Performance Indicator (PI)	Units/Persons Responsible	Dep Target	Actual Accomplishment		Rating				Remark (Details of the targeted output indicators with **)	% weight
				% Accomp	Details of Accomp	Quality	Efficiency	Timeliness	Average		
	PI 2: Number of faculty recruited/hired based on needed competencies and aligned with ISO standards *	Dept. Head & Faculty									0.125%
	OVPI MFO 3. Faculty Evaluation Services										
	PI 3: Number of seminars/trainings/ conventions/workshops coordinated for entire university *	Dept. Head & Faculty									0.25%
	PI 4: Number of seminars/trainings/ conventions/workshops coordinated outside of the university *	Dept. Head & Faculty									0.25%
	PI 5: Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated *	Dept. Head & Faculty	80%	100%	75%	5.0	4.0	5.0	4.67	TPES on line	0.75%
	PI 6 : Number of in-house seminars/trainings/ workshops/reviews conducted *	Dept. Head & Faculty									0.25%
	PI 7 : Additional outputs *	Dept. Head & Faculty									
	Number of faculty/staff awards/honors received related to operations support										0.25%
	OVPI MFO 4. Program and Institutional Accreditation Services										
	PI 8. Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	Dept. Head & Faculty	100%	100%	100%	4.0	5.0	5.0	4.67	Zero non-conformity (No NC)	2.50%
MFO 6	General Admin. & Support Services (GASS)										
	PI 1. Submission of College/Department PPMP for the following year within deadline as prescribed by BAC*	Dept. Head	1	0%							1%
	PI 2. Zero percent complaint from clients served	Dept. Head & all faculty & staff	1 valid complain		1 valid complain						2%
	PI 3. Number of coaching sessions among faculty & staff**	Dept. Head	1	0%							
	PI 4. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**	Dept. Head	3	0%						Meeting for the OPCR & IPCR	
	PI 5. Number of monthly/special faculty & staff meetings conducted**	Dept. Head	12	0%							
	PI 3: Additional Outputs	Dept. Head & all faculty & staff									
	Attendance to meetings	Dept. Head & all faculty & staff	12	100%	12	5.0	5.0	5.0	5.00	Monthly department meeting, every first Tuesday of the Month; Special meetings: Enrollment; Curriculum; Instructional; Meteorology Building.	

MFO No.	Success/Performance Indicator (PI)	Units/Persons Responsible	Dep Target	Actual Accomplishment		Rating				Remark (Details of the targeted output indicators with **)	% weight
				% Accomp	Details of Accomp	Quality	Efficiency	Timeliness	Average		
	Prepared minutes of the meeting of the department as the secretary in the department	Faculty	6	67%	4	4.0	4.0	4.0	4.00		
	Number of Best practices/new initiatives in academic units' management replicated/benchmarked by other depts./agencies *									explain here briefly why consider said department practice can be considered as a best practice	2%
Total Over-all Rating						62.0	60.0	56.0	59.3		
Average Rating						59.333					
Adjectival Rating						89%	4.564				
						Outstanding					

Comments & Recommendation for Development Purpose:

Improve interpersonal relationship w/ students and co-faculty to avoid complaints.

Evaluated & Rated by:

DANIEL C. LOR

Head, DMet

01/24/2022

Recommending Approval:

JANNET C. BENCURE

Dean, CET

Approved:

BEATRIZ S. BELONIAS

Vice Pres. for Academic Affairs

PERFORMANCE MONITORING FORM **July – December, 2021**

Name of Employee: Charlie S. Andan

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation												
1	Teaches subjects on: <table><tr><td>Mete 131n</td><td>LEC</td></tr><tr><td>Mete 131n</td><td>LAB</td></tr><tr><td>ESci 114</td><td>LAB</td></tr><tr><td>Mete 145</td><td>LEC</td></tr><tr><td>Mete 145</td><td>LAB</td></tr><tr><td>ESci 114</td><td>LAB</td></tr></table>	Mete 131n	LEC	Mete 131n	LAB	ESci 114	LAB	Mete 145	LEC	Mete 145	LAB	ESci 114	LAB	Meets class regularly (on line); Checked students' outputs. Submit grades to the Registrar's Office	August 2021	August – December 2021	August – December 2021	Needs Improvement	Satisfactory	<ul style="list-style-type: none">• More preparations is needed in teaching the subject especially that this is new to the instructor.• Be more flexible to students in giving of deadlines such as: assessments & learning tasks.• Submit grades on time.
Mete 131n	LEC																			
Mete 131n	LAB																			
ESci 114	LAB																			
Mete 145	LEC																			
Mete 145	LAB																			
ESci 114	LAB																			
2	Student advising.	Academic advisees were advised. Other students needing his help were also accommodated.	July 2021	July – December 2021	July – December 2021	Impressive	Satisfactory	Needs improvement in addressing students' concerns.												
3	Attends department organized meeting.	Attendance during meeting and draft of the minutes of meeting being the department secretary.	July - December 2021	As scheduled	Every first Tuesday of the month for regular department meeting & as scheduled for emergency meeting	Impressive	Very Satisfactory	Meeting is blended (virtual / face-to-face) observing health protocols as advised by USHER, VSU.												
4	Develops Instructional Materials of the subjects to teach in the semester for flexible learning	Instructional materials	July – August 2021	August – December 2021	August – December 2021	Needs Improvement	Satisfactory	Needs to improve the quality of discussions.												

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
		available to students						
5	Participate in activities like webinar, Google meetings & other virtual meeting called by the department, college and university.	Attendance to the virtual activities	July - December 2021	As scheduled	As scheduled	Very Impressive	Outstanding	None
6	Submits Minutes of the Meetings (regular, special and emergency) within considerable time.	Minutes of the Meeting received at the office	July-December 2021	During the next schedules department meeting (regular / special)	Late	Needs Improvement	Unsatisfactory	Should submit the minutes of the meeting on time as it was agreed. Or earlier to give time for review and corrections.
7	Assist the project leader in the implementation of the extension project of the department	Hosting at the DYDC-FM; his contribution in the preparation of the quarterly and annual report	July - December 2021	As scheduled	As scheduled	Needs Improvement	Satisfactory	Help more the project leader in the implementation and making of reports of the extension project of the department.

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

DANIEL C. LOR

Head, Department of Meteorology

EMPLOYEE DEVELOPMENT PLAN
July – December, 2021

Name of Employee: Charlie S. Andan
Performance Rating:

Aim: Improve Teaching Skills

Improve performance as Department Secretary

Proposed Interventions to Improve Performance:

Date: October 2021

Target Date: October 2021

First Step:

-
- Virtual Class Observation to see areas where the faculty will improve in his teaching skills
 - Discussion with the faculty on the result of his TPES of the previous semester.
-

Result:

- The faculty promised to do his best to improve his teaching skills and with his dealing to students
 - The faculty is no longer very late in submitting the minutes of department meeting. He was always reminded to make the minutes after the meeting.
-

Outcome: The faculty is improving compared to the last rating period.

Final Step/Recommendation:

None

Prepared by:


DANIEL C. LOR
Head, Department of Meteorology

Conforme:


CHARLIE S. ANDAN
Faculty