

# 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:

Reviewed by:

Name of Faculty

DANIEL C. LOR
Department Head

Recommending Approval:

JANNET C. BENCURE
Dean, CET

Approved:

BEATRIZ S. BELONIAS

Vice President, Academic Affairs







### **DEPARTMENT OF METEOROLOGY**

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Exhibit B

### INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, CHARLIE S. ANDAN, faculty of the f 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 <u>July - December 2021.</u>

CHARLIE S. ANDAN
Faculty
Date:

DANIEL C. LOR

Head, DMet

Date: 01/

Approved

JANNET C. BENCURE

Dean, CET Date:

INFORMATION ON PERSONNEL FULL-TIME TEACHING EQUIVALENT (FTE): Total FTE (1) RDE Commitments\*\*\* Personnel Number (1) Ain. FTE (2) Research Publication Extension Department Head **#VALUE!** 0.0 Faculty w/ Univ. Designated Position **#VALUE!** 0.0 0 Regular Faculty (VSL)\* #VALUE! 2.0 Regular Faculty (TLS)\* **#VALUE!** 0.0 0 Part time Faculty **#VALUE!** 0.0 0 0 Admin Staff Members TOTAL: 2.0

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

Note:

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

					Actual Rating mplishment	Bowark (Datelle 1864)					
MFO No.	Success/Performance Indicator (PI)	Units/Persons Responsible	Dep Target	% Accomp	Details of Accomp	Quality	Efficiency	Timeliness	Average	Remark (Details of the targeted output indicators with **)	% weight
MFO 1	ADVANCED EDUCATION SERVICES (20%)				A STOCK OF S						
	OVPI MFO 1. Graduate Degree Program Management Services									Not yet applicable	

<sup>\*</sup> On vacation-sick-leave status. Ratio of Instruction and RDE commitments should determined based on FTE of 18 units

<sup>\*\*</sup> On Teacher's Leave status. Minimum FTE required is 18 units

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MFO No.			Success/Performance Indicator (PI)	Units/Persons Responsible	Dep Target	% Accomp	Details of Accomp	Quality	Efficiency	Timeliness	Average	Remark (Details of the targeted output indicators with **)	% weight
	1		. Percentage of graduate school faculty engaged in research work applied in	Dept. Head &									4%
			of the following:	Faculty									
			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		producing technologies for commercialization or livelihood improvement										
		d.	whose research resulted in an extension program										
			Graduate Student Management Services									Not yet applicable	
	Pl 1: Percentage of graduate students enrolled in research degree programs *  Pl 2: Percentage of accredited graduate programs *		Dept. Head &									2%	
			Faculty										
			Dept. Head &									2%	
	PI 3: Number of graduate degree specializations offered and monitored *			Faculty									
				Dept. Head &									2%
	PI 4: Total FTE coordinated, implemented & monitored*		Faculty										
			Dept. Head &									2%	
			Faculty										
	PI 5: Per	PI 5: Percentage increase in number of graduate students enrolled *		Dept. Head &									2%
	DI 0 D			Faculty									
	PI 6: Per	cent	age increase in number of students who graduated within prescribed period *	Dept. Head &									2%
	DI 7. N	-		Faculty		-							
	PI /: Nui	mber	of graduate students awarded with honors/distinction *	Dept. Head &									2%
	DI O. Nive	mbar	of anodusts at idente advised *	Faculty									
	PI 6. INUI	TIDEI	of graduate students advised *	Dept. Head &									2%
	DI Q: Nun	ohor	of instructional materials developed *	Faculty Dant Nood 9									
	PI J. Muli	inei	of instructional materials developed	Dept. Head &									
	On-line	rear	dy courseware	Faculty									
			uctional materials										
	Assessment tools PI 10: Number of virtual classrooms created and operationalized TO 2 HIGHER EDUCATION SERVICES (50%)												
			ge of first time licensure exam takers that pass the licensure exams *	Dept. Head &								Not Applicable	7.5%
	PI 2. Percentage of graduates (2 years prior) that are employed *		Faculty								1 Applicable	7.5%	
			Dept. Head &								Not Applicable	2.5%	
	-		,	Faculty								1 40t Applicable	2.070
	PI 3. Pero	enta	ge of undergraduate student population enrolled in CHED-identified and RDC-	Dept. Head &	100%	100%	100%	5.0	5.00	4.00	4 67	BS in Meteorology	2.5%
			ty programs *	Faculty		10070	.00,0	0.0	0.00	4.00	4.07	degree program	2.070

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MFO No.	Success/Performance Indicator (PI)	Units/Persons Responsible	Dep Target	% Accomp	Details of Accomp	Quality	Efficiency	Timeliness	Average	targeted output indicators with **)	% weight
	PI 4. Percentage of undergraduate programs with accreditations *	Dept. Head & Faculty								Not Applicable	2.5%
	PI 5: Total FTE, coordinated, implemented and monitored *	Dept. Head & Faculty	12	100%	11.95	5.00	5.00	4.00	4.67	Teaches the ff subjects: Esci 112 (lec); Mete 132n (lec & lab); Esci 114 (lab - 3 sec)	20%
	PI 8: Number of students advised: *	Dept. Head & Faculty									
	On thesis/ field practice/special problem										1%
	No. of approved manuscript submitted within prescribed period										1%
	On consultation										0.5%
	PI 9: Number of student organizations advised/ assisted *	Dept. Head & Faculty									
	Student organizations advised		2	0%							1.25%
	Student organizations assisted on student related activities										1.25%
	PI 10: Number of instructional materials developed *	Dept. Head & Faculty								Title and name of faculty	10%
	On-line ready courseware	Dept. Head & Faculty	8	50%	4	5.0	5.0	5.0	5.00	Andan :Andan: Mete 131n, ESci 114 , Mete	
	Flexible instructional materials	Dept. Head & Faculty	8	50%	4	5.0	5.0	4.0	4.67	145 , ESci 114	
	Assessment tools	Dept. Head & Faculty	8	138%	11	4.0	4.0	3.0	3.67		
	PI 10: Number of virtual classrooms created and operationalized	Dept. Head & Faculty	8	50%	4	5.0	5.0	5.0	5.00		
	PI 11: Additional Outputs	Dept. Head & Faculty									
MFO 3	RESEARCH SERVICES (10%)										
	<u>PI 1.</u> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Dept. Head & Faculty								needs project titles	2%
	PI 2. Number of research outputs completed within the year *	Dept. Head & Faculty	1	0%						needs project titles	2%
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	Dept. Head & Faculty								needs title of publication, name of journal and where published	
	In refereed int'l journals										1.50%
	In refereed Nat'l/regional journals										0.50%

					tual lishment		Ra	iting		Demonts (Details of the																							
MFO No.	Success/Performance Indicator (PI)	Units/Persons Responsible	Dep Target	% Accomp	Details of Accomp	Quality	Efficiency	Timeliness	Average	Remark (Details of the targeted output indicators with **)	% weight																						
	_Number of research outputs presented in regional/national/ int'l fora/conferences * Dept. Head & Faculty																															title of paper, what for a/conference, where and when presented	
	In int'l fora/conferences														When presented	1.50%																	
	In Nat'l/regional fora/conferences										0.50%																						
	PI 5. Percent of research proposals approved *	Dept. Head & Faculty									0.5%																						
	PI 6. Additional outputs*	Dept. Head & Faculty																															
	No. of research-related awards (research conducted by faculty or student w/ faculty)						<b>†</b>				1.50%																						
MFO 4	EXTENSION SERVICES (10%)						<del>                                     </del>				1.50 /6																						
	<u>PI 1</u> . Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities *	Dept. Head & Faculty	3	100%	3	5.0	4.0	4.0	4.33	Phil Meteorological Society; PAGASA; DYDC	2.0%																						
	<u>PI 2</u> . Number of trainees weighted by the length of training *	Dept. Head & Faculty	25	100%	25	5.0	5.0	4.0	4.67	25pax with 2 days of training (8 hours per day)	2%																						
	<u>PI 3</u> . Number of extension programs organized and supported consistent with the SUC's mandated and priority programs *	Dept. Head & Faculty	1	0%							2%																						
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance*	Dept. Head & Faculty	80%	100%	100%	5.0	4.0	4.0	4.33	World Meteorological Day (Webinar)	1%																						
	PI 5. Number of technical/expert services *	Dept. Head & Faculty									1%																						
	Research Mentoring																																
	Peer reviewers/Panelists																																
	Resource Persons																																
	Convenor/Organizer																																
	Consultancy							-																									
	Evaluator																																
	PI 8. Percent of extension proposals approved *	Dept. Head & Faculty	100%								0.5%																						
	PI 11. Additional outputs *	Dept. Head & Faculty																															
	No. of extension-related awards (extn. conducted by faculty or student & faculty) *										1.5%																						
MFO 5	Support to Operations										1.070																						
	OVPI MFO 1. Faculty Development Services																																
	PI 1: Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted *	Dept. Head & Faculty									0.625%																						
	OVPI MFO 2. Faculty Recruitment/Hiring Services	· Mounty						-																									

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MFO No.	Success/Performance Indicator (PI)	Units/Persons Responsible	Dep Target	% Accomp	Details of Accomp	Quality	Efficiency	Timeliness	Average	Remark (Details of the targeted output indicators with **)	% weight
	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	I addity	<b>-</b>	1			+	+	+		+
	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%
	P16 : 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  OVPI MFO 4. Program and Institutional Accreditation Services										0.25%
	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%							
	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		Monthly department meeting, every first Tuesday of the Month; Special meetings: Enrollment; Curriculum; Instructional; Meteorology	

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MFO No.	Success/Performance Indicator (PI)	Units/Persons Responsible	Dep Target	% Accomp	Details of Accomp	Quality	Efficiency	Timeliness	Average	Remark (Details of the targeted output indicators with **)	% weight
	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%
C-4-10						62.0	60.0	56.0	59.3		
	/er-all Rating						59.	333			
	Rating			89%			4.5	64			
Adjectiv	val Rating						Outsta	andina			

Comments & Recommendation for Development Purpose:

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

Evaluated & Rated by:

Recommending Approval:

Approved:

DANIEL C. LOR Head, DMet

JANNET C. BENCURE Dean, CET

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	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	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.
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.

<sup>\*</sup> 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:

Faculty