

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **SALVADOR M. CATRE JR.**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.87x50% = 2.44	
b. Students (50%)		4.20x50% = 2.1	
Total for Instruction	100%	4.54	4.54
2. Research			
a. Client/Dir. for Research (50%)	0		0
b. Dept. Head/Center Director (50%)			
Total for Research			
3. Extension	0		0
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension			0
4. Administration	0%		0
5. Production	0		0
TOTAL	100		4.51

EQUIVALENT NUMERICAL RATING: 4.54

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.54

ADJECTIVAL RATING: Very satisfactory

Prepared by:


SALVADOR M. CATRE JR.

Name of Faculty

Reviewed by:


ROSARIO P. ABELA

Department Head

Recommending Approval:


BAYRON S. BARRED

Dean/Director

Approved:


ROTACIO S. GRAVOSO

Vice President of Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, SALVADOR M. CATRE, JR., a faculty member of the _DEPARTMENT OF TEACHER EDUCATION-IHS_commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July-June January - December 2024.

Salvador M. Catre, Jr.
SALVADOR M. CATRE, JR.
Instructor 11/14/25

Approved: *Rosario P. Abela*
ROSARIO P. ABELA
Department Head
Date: 1-14-25

Bayron S. Barredo
BAYRON S. BARREDO
College Dean
Date: 1-15-25

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicator in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned							
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students							
		A3. Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							

	PI 9: Number of instructional materials developed *	A5. Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof							
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught							
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor							
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom							
	PI 10. Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	18	41.89	5	5	5	5.00	18.86 (English II), 11.58 (FLng 11), 13.88 (FLng 13)
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	6	5	5	4	4.67	2 (English II), 2 (FLng 11) 2(FLng 13)
		A 11. Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period	1	1	5	5	4	4.67	1 (FLng 11)

		A12 . Number of trainings attended related to instruction	Attend mandated trainings	0	0					
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	3	8	5	5	5	5.00	2 (English II), 2 (ELng 109) 2 (FLng 12) 2(FLng 14)
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	6	25	5	5	5	5.00	8 (English II), 5 (ELng 109) 6 (FLng 11) 6 (FLng 14)
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	0	0					
	PI 8: Number of students advised: *	A16 . Number of students advised:	<i>Acts as academic advisor to students</i>	0	0					
		A17 . Number of students advised on thesis/ field practice/special problem:								
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript							
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript							
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	24	40	5	5	5	5.00	20 (English II), 10 (FLng 12) 10 (FLng 14)
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	<i>Advises student organizations recognized by USOO</i>	0	0					
		A20 . Number of Student organizations assisted on student related activities	<i>Assists student organizations in implementing student</i>	0	0					
	PI 10: Number of instructional materials developed *	A 21 : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	0	0					

		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	2	5	5	5	5.00	1 (ELng 109) 1 (FLng 14)
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	6	32	4	4	5	4.33	8 (Engl II) 8 (ELng 109) 8 (FLng 12) 8 (FLng 14)
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	33	5	5	5	5.00	10 (English II), 7 (ELng 109) 8 (FLng 11) 8 (FLng 14)
		A 23 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor	0	0					
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	1	5	5	5	5.00	1 (English II)
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:								
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	0	0					
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	0	0					
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	0	0					
UMFO 3 . RESEARCH SERVICES										
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A27. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Conducts research for possible utilization by industry or other beneficiaries	0	0					

4.867333

	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	A 36. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained	Identifies and links with probable partners for extension activities and maintains this active partnership	0	0						
	PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	0	0						
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 38. Number of extension programs/projects implemented	Implementes duly approved extension projects	0	0						
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	A 39. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses and advisory services	0	0						
	PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries	0	0						
	Research Mentoring	Research Mentor		0	0						
	Peer reviewers/Panelists	Peer reviewers/Panelists		0	0						
	Resource Persons	Resource Persons		0	0						
	Convenor/Organizer	Convenor/Organizer		0	0						
	Consultancy	Consultant		0	0						

	Evaluator	Evaluator		0	0					
	PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation	0	0					
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *		0	0					
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	0	0					
UMFO 5. SUPPORT TO OPERATIONS										
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*	A 44. Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member							
		A 45. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools							
		On program accreditations								
		On institutional accreditations								
UMFO 6. General Admin. & Support Services										
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients							
	PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performing functions resulting to best practice							

		<u>A 48</u> . Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							Comments & Recommendations for Development Purpose: → Attend trainings and seminar - Graduate and earn the PhD
	Total Over-all Rating					49	49	48.67		
	Average Rating					4.9	4.9	4.87		
	Adjectival Rating					Outstanding				

Evaluated & Rated by:

ROSARIO P. ABELA

Department Head

Date: 1-14-25

Recommending Approval

BAYRON S. BARREDO

Dean, College of Education

Date: 1-15-25

Approved by:

ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date: 1/20/25

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2nd	
✓	3rd	
✓	4th	

Name of Office: VSU Integrated High School

Head of Office: Dr. Rosario P. Abela

Number of Personnel: 15

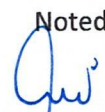
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Review and Finalization of HIS Individual Targets (January to December 2024) and Accomplishments (July-December 2024)		Faculty Meeting -August 02, 2024 -September 18, 2024) Consolidation of IPCR Accomplishments (January 9, 2025)			Each faculty finalize their IPCR Targets (January to-December 2024) and Accomplishments (July-December 2024)
Coaching Review the need support to facilitate the attainment of the IHS targets		Faculty Meeting -August 02, 2024 -September 18, 2024)			Submitted list if support needed to attain targets.

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


ROSARIO P. ABELA
Department Head

Noted by:


BAYRON S. BARREDO
Dean, College of Education

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Salvador M. Catre Jr.

Performance Rating: Outstanding

Aim: 1. To finish the pursued Ph.D degree.

Proposed Interventions to Improve Performance:

Date: January 2025

Target Date: June 2025

First Step:

-
1. Grant request for minimum teaching load in the previous semester.
-

Result:

1. Carry out responsibilities as an instructor and other tasked assigned to him.

Date: January 2025

Target Date: June 2025

Next Step:

To pass and defend the dissertation proposal and final paper.

Outcome: Carried out responsibilities as an instructor and be able to work his dissertation.


Final Step/Recommendation:

1. Manage your time well in order to accommodate all the responsibilities.
2. Finish your Ph.D degree on as soon as possible.

Prepared by:


ROSARIO P. ABELA
Unit Head

Conforme:


SALVADOR M. CATRE JR.
Name of Ratee Faculty/Staff



TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATINGS

2nd Semester AY 2023 - 2024

Name of Faculty : **SALVADOR M. CATRE JR.**

Department: **VSU Integrated High School**

College: **College of Education**

Course No. & Descriptive Title	Lec./Lab.	RATING		% Evaluation Rating
		Numerical	Adjectival	
Engl II English, Grammar, Composition, & Afro-Asian Literature	Lec	5.00	O	100.00 %
FLng 11 Foreign Language 1	Lec	4.00	VS	80.00 %
FLng 13 Foreign Language 3	Lec	4.00	VS	80.00 %
FLng 13 Foreign Language 3	Lec	4.00	VS	80.00 %
FLng 11 Foreign Language 1	Lec	4.00	VS	80.00 %
Average Rating		4.20	VS	84.00 %

Source: Results of Teaching Performance Evaluation by Students filed at ODIE

Legend:

1.00 - 1.49 Poor (P)

1.50 - 2.49 Fair (F)

2.50 - 3.49 Satisfactory (S)

3.50 - 4.49 Very Satisfactory (VS)

4.50 - 5.00 Outstanding (O)

Prepared by:

VANESSA W. NAZAL

TPES In-Charge

Date: **12-03-2024**

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: **12-03-2024**

Received by:

SALVADOR M. CATRE JR.

Name and Signature of Faculty

Date: **12/3/24**

Distribution of copies: IEO, College, Department, Faculty (all in original signature)

