

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS


Name of Faculty Member: DEAN RUFFEL R. FLANDEZ


Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Faculty	30%	5.00	1.50
b. Students	70%	3.75	2.63
TOTAL for Instruction	90%		3.71
2. Research	2.5%	0.00	0.00
3. Extension	2.5%	5.00	0.13
4. Production	2.5%	5.00	0.13
5. Administration/Other Services	2.5%	5.00	0.13
TOTAL			4.088


EQUIVALENT NUMERICAL RATING: 4.088

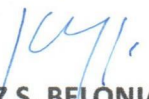
Add: Additional Points, if any: \_\_\_\_\_  
TOTAL NUMERICAL RATING: 4.088

ADJECTIVAL RATING: Very Satisfactory

Prepared by:  
  
DEAN RUFFEL R. FLANDEZ  
Name of Faculty

Reviewed by:  
  
GUIRALDO C. FERNANDEZ, JR.  
Department Head

Recommending Approval:  
  
CANDELARIO L. CALIBO  
Dean, CAS

Approved by:  
  
BEATRIZ S. BELONIAS  
Vice President for Instruction

"Exhibit B"

## INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, DEAN RUFFEL R. FLANDEZ, of the Department of Liberal Arts and Behavioral Sciences commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **JANUARY-JUNE 2019**

  
DEAN RUFFEL R. FLANDEZ

Ratee

Approved: **GUIRALDO C. FERNANDEZ, JR.**

Head of Unit

MFO No.	Description of MFO & PAPs	Success/Performance Indicators	Program/Activities/Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
							Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
MFO1	Higher Education	Full Time Equivalent	Teaching	Taught Social Science subjects	18.00	19.20	5	5	5	5.00	
		Number of Instructional Materials Developed/Revised and Utilized									
		* Revised IMs within the last 3 years	Author/Compiler	Revised course syllabi in ScSc12n, ScSc 15	1	1	5	5	5	5	
		* Powerpoint presentations prepared	Author/Compiler								
		Student Advising and Consultation Services									
		* Number of organizations advised									
		* Number of hrs per week spent on student consultation	Consultation		3	3	5	5	5	5	Instructor 1 of Department of Liberal Arts and Behavioral Sciences
				<b>SUB-TOTAL</b>						<b>5.00</b>	
MF02	Research	NONE									
MF04	Extension	Number of trainings/seminars/Conferences attended	Training								
				Participant	1	1	5	5	5	5.00	Attended 5th Annual National Conference on Local and Oral History: "The Colonial Government and Philippine Localities: Law, Public Order and Governance in the Spanish Period" at Polytechnic University of the Philippines.
				<b>SUB-TOTAL</b>						<b>5.00</b>	
MF04	Support to Students/Production	Number of quizzes prepared and checked		ScSc12n, ScSc 15	20	30	5	5	5	5.00	4 sections ( 3 Readings in Philippine History and 1 Philippine History)
		Number of midterm and final exams prepared and checked.		ScSc12n, ScSc 15	8	8	5	5	5	5.00	4 sections ( 3 Readings in Philippine History and 1 Philippine History)
		Number of oral recitations graded/evaluated		ScSc12n, ScSc 15	4	4	5	5	5	5.00	4 sections ( 3 Readings in Philippine History and 1 Philippine History)



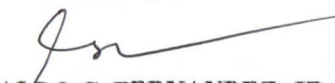
		Number of midterm and final gradesheets submitted		ScSc12n, ScSc 15	8	8	5	5	5	5.00	4 sections ( 3 Readings in Philippine History and 1 Philippine History)
				<b>SUB-TOTAL</b>						<b>5.00</b>	
<b>MF05</b>	<b>General Admin &amp; Support Services</b>	Number of participation on the events/program in the dept, college, univ. and other offices		Participant	1	2	5	5	5	5.00	DLABS Lecture Series, CAS Month
		Number of meetings attended	Meetings		4	11	5	5	5	5.00	8 DLABS Meetings, 1 CAS meeting, 1 VSU-FA meeting and 1 UGAT International
				<b>SUB-TOTAL</b>						<b>5.00</b>	


Average Rating (Total Over-all rating divided by number of entries)		5.00
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		5.00
ADJECTIVAL RATING		Outstanding


#### Comments & Recommendations for Development

**Purpose:**Mr. Flandez serves the department well doing what is expected of him as a faculty member of DLABS. Yet, he should always keep in his mind that there is always room for improvement.

Evaluated & Rated by:

  
**GUIRALDO C. FERNANDEZ, JR.**  
 Department Head  
 Date: \_\_\_\_\_

Recommending Approval:  
  
**CANDELARIO L. CALIBO**  
 College Dean  
 Date: \_\_\_\_\_

Approved:  
  
**BEATRIZ S. BELONIAS**  
 Vice-President for Instruction  
 Date: \_\_\_\_\_

# PERFORMANCE MONITORING FORM

Name of Employee: DEAN RUFFEL R. FLANDEZ

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 2 General Education Social Science Subjects (1 Philippine History, and 3 Readings in Philippine History)	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	January 2019	June 2019	June 2019	Impressive	Outstanding	
2.	Prepares/revises course syllabi	Approved course syllabi in ScSc 12n and ScSc 15	January 2019	February 2019	February 2019	Impressive	Outstanding	
3.	Submission of midterm grades and final grades	Grades submitted to registrar	January 2019	June 2019	June 2019	Impressive	Outstanding	
4.	Attendance in a national conference	Certificate of appearance, certificate of participation	January 2019	June 2019	April 2019	Impressive	Outstanding	
5.	Participate in all activities conducted by the department, college and the university	Attendance, certificates if applicable	January 2019	January 2019	June 2019	Impressive	Outstanding	

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

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

Prepared by:

GUIRALDO C. FERNANDEZ, JR.

Unit Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Dean Ruffel R. Flandez

Performance Rating: Very Satisfactory

Aim: To improve student evaluation ratings in all his classes; Write textbook in Reading Visual Arts; Conduct Research; and Finish Graduate Studies

**Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:**

Date: January 2019

Target Date: One year from today

First Step:

- a) Encouraged him to be considerate of his students who have difficulties in learning
- b) Reminded him to compile materials and write the textbook in Reading Visual Art
- c) Advised him to write research proposals related to Social Science
- d) Get updates of his graduate studies

Result:

Commitment to improve his style of teaching by taking into consideration the pace of learning of the students; and pledge to complete the manuscript of the Readings in Philippine History Textbook within the year.

Date: January 2019

Target Date: End of second semester

Next Step:

Follow up on the writing of the textbook, research proposals, and his dissertation.

Outcome: NA

Final Step/Recommendation: NA

Prepared by:

  
GUIRALDO C. FERNANDEZ, JR.  
Department Head

Conforme:

  
DEAN RUFFEL R. FLANDEZ

Faculty/Employee