

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: JULY-DECEMBER 2024

Name of Faculty Member:

DEAN RUFFEL R. FLANDEZ

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.25 x 50% = 2.125	
b. Students (50%)		4.67 x 50% = 2.335	
TOTAL for Instruction	80%	4.46	3.568
2. Research			
a. Client/Director for Research			
b. Dept. Head/Center Director			
TOTAL for Research			
3. Extension	10.0%		
a. Client/Director for Extension			
b. Dept. Head/Center Director		4.25 x 10% = 0.425	
TOTAL for Extension			0.425
4. Production			
5. Administration/Other Services	10%	4.18 x 10% = 0.418	0.418
TOTAL	100%		4.411

EQUIVALENT NUMERICAL RATING: 4.411

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.411

ADJECTIVAL RATING:

VERY SATISFACTORY

Prepared by:

DEAN RUFFEL R. FLANDEZ

Name of Faculty

Reviewed by:

AL FRANJON M. VILLAROYA

Department Head

Recommending Approval:

GLENN G. PAJARES

Dean, CAS


Approved by:


ROTACIO S. GRAVOSO

Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, DEAN RUFFEL R. FLANDEZ, a faculty member of the DEPARTMENT OF PHILOSOPHY AND SOCIAL SCIENCES commit to the deliver and agree to be re in accordance with the indicated measures for the period July-December 2024.


DEAN RUFFEL R. FLANDEZ
 Assistant Professor III
 Date: 1/16/25

Approved:

AL FRANJON M. VILLAROYA
 Head, DPSS
 Date: JAN 16 2025

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - Dec)	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be
						Qualit	Efici	Time	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI MFO 3. Higher Education Management Services										
	PI 10: Total FTE, coordinated, implemented and monitored *	A 2. Actual Faculty's FTE	Handles and teaches courses assigned	18 units/se mester	31.65	5	5	5	5.00	5 classes in ScSc12n- Readings in Philippine History, 1 class in ScSc 16-Life and Works of Rizal
	PI 13: Percentage of courses offered with approved course syllabi	A 4. Percentage of courses offered with approved course syllabi	Teaches subjects with approved course syllabi	100%	100.00%	4	4	4	4.00	ScSc12n- Readings in Philippine History, ScSc16 - Life and Works of Rizal
	PI 14: Percentage of courses offered with IMs	A 5. Percentage of courses offered with approved IMs	Teaches subjects with approved IMs	100%	100.00%	4	4	4	4.00	ScSc12n- Readings in Philippine History, ScSc16 - Life and Works of Rizal
	PI 15: Number of Instructional Materials approved	A 6. Number of Instructional Materials approved	Prepares and submits IMs for review and approval	1	1.00	4	4	4	4.00	ScSc12n- Readings in Philippine History, ScSc16 - Life and

	PI 16: Percentage of courses offered with final grades submitted within the	A 7. Percentage of courses offered with final grades submitted within the allowable period	Submits grade sheets within allowable period	100%	100.00%	4	4	4	4.00	ScSc12n- Readings in Philippine History, ScSc16 - Life and Works of Rizal
	PI 18: Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students (TPES)	A 8. Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students (TPES)		100%	100.00%	4	4	4	4.00	6 classes at least VS rating (2 Very Satisfactory, 4 Outstanding)
	PI 19: Additional Outputs	A 10. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	12	12	4	4	4	4.00	12 long exams total (2 in 6 sections)
		A 11. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	24	30	5	5	5	5.00	30 quizzes total (5 in 6 sections)
					AVERAGE				4.25	
UMFO 3 . RESEARCH SERVICES										
UMFO 4. EXTENSION SERVICES										
	PI 1: Number of active partnerships with LGUs.	A 32. Number of active partnerships with LGUs, industries, NGOs, NGAs.	Identifies and links with probable partners for extension	1	1	4	4	4	4.00	Saving Minamanwa Extension Project
	PI 2: Number of trainees weighted by the length of	A 33. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies	12	28	5	5	5	5.00	Saving Minamanwa Extension Project
	PI 3: Number of extension programs and projects	A 34. Number of extension programs and projects		1	1	4	4	4	4.00	Saving Minamanwa Extension Project
	PI 10: Number of extension activities conducted	A 41. Number of extension activities conducted	Conducts extension program activities	1	1	4	4	4	4.00	Saving Minamanwa Extension Project
					AVERAGE				4.25	
UMFO 5. SUPPORT TO OPERATIONS										
	OVPI MFO 1. Faculty Development Services									
	PI 7: Number of trainings,	A 50. Number of training, seminars, International	Attends training, seminars, and							
		National		1	1	4	4	4	4.00	MSU-IIT (via Zoom):
		Regional/Institutional		1	0	3	3	3	3.00	


OVPI MFO 3. Registration Services									
OVPI MFO 4. Curricular Program Management Services									
PI 12: Number of IMs reviewed by the DIMRC	A 53. Number of IMs reviewed by the DIMRC	Submits IMs for review	1	2	5	5	5	5.00	ScSc12n- Readings in Philippine History, ScSc16 - Life and Works of Rizal
PI 13: Number of course syllabi and TOS reviewed and approved	A 54. Number of course syllabi and TOS reviewed and approved	Submits course syllabi and TOS for approval	1	2	5	5	5	5.00	ScSc12n- Readings in Philippine History, ScSc16 - Life and Works of Rizal
PI 21: Additional outputs	A 62. Number of students entertained	Entertains students consulting	20	30	5	5	5	5.00	students in ScSc12n-
UMFO 6. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES									
PI 3: Number of committee meetings conducted	A 67. Number of committee meetings conducted	Acts as committee chairman	2	2	4	4	4	4.00	Chairman on Social Media Committee and IT Support Committee
PI 4: Number of routinary documents acted	A 68. Number of routinary documents acted	Signs documents	10	10	4	4	4	4.00	as DPC member, as Faculty, as IMs, TOS, and syllabi reviewer
PI 5: Number of requests acted	A 69. Number of requests acted	Approves requests	2	2	4	4	4	4.00	
PI 6: Number of memoranda prepared	A 70. Number of memoranda prepared	Issues memoranda	1	1	4	4	4	4.00	
PI 7: Percentage of IFWs submitted to OVPAA before deadline	A 71. Number of IFWs submitted to OVPAA before deadline	Monitors submission of IFWs before deadline	1	1	4	4	4	4.00	
PI 8: Percentage of Report of Actual Teaching Load submitted to OVPAA 30 days after the start of classes	A 72. Percentage of Report of Actual Teaching Load submitted to OVPAA 30 days after the start of classes	Monitors submission of ATL 30 days after start of classes	100%	100%	4	4	4	4.00	
PI 9: Percentage of submitted DTR within 20 days after the last day of the month	A 73. Percentage of submitted DTR within 20 days after the last day of the month	Submits DTR within 20 days after the last day of the month	100%	100%	4	4	4	4.00	

	PI 10: Percentage of complaints, if any, addressed on time	A 74. Percentage of complaints, if any, addressed on time	Addresses complaints on time (if any)	100%	100%	4	4	4	4.00	
	PI 11: Percentage of action plans implemented and monitored as scheduled	A 75. Percentage of action plans implemented and monitored as scheduled	Implements and monitors action plans as scheduled	100%	100%	4	4	4	4.00	
	PI 12: Percentage of monthly accomplishment report submitted	A 76. Percentage of monthly accomplishment report submitted	Submits monthly accomplishment report	100%	100%	4	4	4	4.00	
	PI 17: Additional Outputs	A 80. Number of meetings attended	Attends meetings (departmental/institutional)	10	10	4	4	4	4.00	
		A 82. Number of teaching applicants screened and recommended	Serves as member of the Department Personnel Committee	10	13	5	5	5	5.00	Hiring of Part-time Instructors during 2nd sem AY 2024-25
					AVERAGE				4.18	


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


Comments & Recommendations for Development
Purpose: Please focus on your graduate studies.

Evaluated & Rated by:


AL FRANJON M. VILLAROYA
Head, DPSS
Date: JAN 16 2025

Recommending Approval:


GLENN G. PAJARES
Dean, CAS
Date: JAN 24 2025


Approved by:
ROTACIO S. GRAVOSO
Vice President for Academic Affairs
Date: JAN 30 2025

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Dept. of Philosophy & Social Sciences

Head of Office: Al Franjon M. Villaroya


Number of Personnel: 27 (15 regular faculty & staff; 11 part-time faculty; 1 job order admin staff)

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring The monitoring of faculty was done through classroom observations conducted during the 1 st semester, SY 2024-2025.		The Department Head together with a DPC member conducted the classroom observations and conducted meetings relative thereto.			Faculty and staff attendance are monitored through biometrics and logbook. They reminded to use appropriate teaching strategies and classroom management to improve performance in instruction.
Coaching Mr. Beljun P. Enaya	Mr. Enaya was called to explain his reaction to the TPES results in the 2nd semester Sy 2023-2024. Mr. Enaya said that he could not exactly point out the reason for an “S” remark on				The faculty concerned was informed of the TPES results of the 2 nd semester, SY 2023-2024 and was given advice and reminders.


	<p>his one 1 class. Accordingly, he said it is probably that the class who gave him the S remark found it hard to catch up with the discussion, since he gave equal expectations to all his classes.</p> <p><i>The Head advised Mr. Enaya to understand that VSU students are heterogenous.</i></p>				
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Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


AL FRANJON M. VILLAROYA
 Immediate Supervisor

Noted by:


GLENN G. PAJARES
 Next Higher Supervisor

“Exhibit H”

TRACKING TOOL FOR MONITORING TARGETS

(July-December 2024)

[illegible]

		Abelardo, Gella Mae					
PI 4. Student Advising and Consultation Services Coordinated	Assists students through academic advising to college students	Mr. Al Franjon Villaroya Dr. Glenn Pajares Mr. John Martin Diao Dr. Guiraldo Fernandez, Jr. Dt. Jerry Imbong	July - December 2024	✓	✓		The faculty provided interventions for the improvement of the students' performance
PI 5. Number of instructional materials developed/revised and utilized	Develops/revises instructional materials (Syllabus and Table of Specifications)	All faculty members	August-December	✓	✓		Followed the format prescribed by the university
PI 6. Number of grade sheets submitted on prescribed period	Assesses students and submits grades to measure students' performance	All Faculty Members	December		✓		Due for submission at the end of semester
MFO3. Research Services							
PL2. Number of Articles Published in Peer Reviewed Journal	Submits articles for publication	Dr. Jerry D. Imbong			✓		Published in international and national/local peered journals
MFO5, Extension Services							
PI 5. Number of Extension Projects Conducted	Serves as project leader and component leaders	Mr. Errol Fernandez Mr. Al Franjon Villaroya Mr. John Martin Diao Dr. Bethlehem Ponce Ms. Angelie Genotiva Mr. Dean Ruffel Flandez Dr. Glenn Pajares Mr. Beljun Enaya Dr. Guiraldo C. Fernandez	July-December 2024	✓	✓		1. Capacity Building of Intro to Philosophy of the Human Person 2. Saving Minamanwa: An Initiative to Preserve Minamanwa and the Mamanwa Indigenous Knowledge System and Practices 3. STEPS – A Student and Teacher Enhancement Project for the Seminaries in Leyte
MFO 5. Support to Operations	Participates in all activities conducted by the department, college and the university	Faculty and Staff	July-December	✓	✓		Participated actively in all activities
PI 4. Number of in-house seminars/trainings/works hops/reviews conducted/attended	Attends/participates to trainings	All Faculty & Satff	July-December	✓	✓		Faculty and staff actively participated in

	Performs other functions assigned by the head, dean and the university	Faculty and Staff	July-December 2024	✓	✓		Performed other functions duly assigned to the faculty and staff
MFO 6. General Administration and Support Services (GASS)							
PI 1. Number of rooms, and surroundings maintained/cleaned	Supervises in the maintenance of building facilities; cleans dept classrooms and surroundings	Mr. Aldrin Palermo Mr. Cirilo Alipar, Jr.	July-December 2024	✓	✓		
PI 3. Number of hours spent on monitoring	Spends one (1) hour per week or 40 hours per year in monitoring on in logging in/out, and on classes handled by DPSS faculty".	Dr. Al Franjon Villaroya DPC Members	July-December 2024	✓	✓		
PI 4. Number of hours spent on coaching	Spends 1 hour per month or 5 hours per year in coaching (by individual/group)	Dr. Al Franjon M. Villaroya	July-December 2024	✓	✓		
	Conducts regular meeting with DLABS staff/faculty at least six (6) times a year	Dr. Al Franjon M. Villaroya	July-December 2024	✓	✓		
PI 5. Number of hours spent on performance tracking	Assigns the faculty members faculty workload and/or work assignments	Dr. Al Franjon M. Villaroya	August 2024	✓			
PI 7. Number of documents attended and served	Signs and approves request letter, grade sheets, syllabi, and other pertinent documents	Dr. Al Franjon M. Villaroya	July-December 2024	✓	✓		
PI 8. Zero percent complaint from client served	Zero complaints from clients served	All Faculty and Staff	July-December 2024	✓	✓		no valid complaints
PI 9. Number of applicants screened and recommended	Screens and recommends applicants for 2 nd sem 24-25	Head & Department Personnel Committee	December 2024		✓		
P9 Additional Outputs							
Number of documents prepared and submitted on time	Preparation and submission of office requests and recommendations, faculty workload reports, Daily Time Record (DTR), leave	Administrative Staff	July-December 2024	✓	✓		Actual accomplishments meets targets

	application, cash advance and reimbursement, procurement, contracts, appointments, payroll, class roster, grade sheet, and other documents.						
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Prepared by:


AL FRANJON M. VILLAROYA
Department Head

“Exhibit I”

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*	Overall assessment of output**	Remarks/ Recommendation
1	Teaches courses: <ul style="list-style-type: none"> ScSc12n – Readings in Philippine History ScSc16 – Life and Works of Rizal 	Regular attendance in the assigned classes, grade sheet per courses taught, and outstanding result of student performance evaluation	July 2024	December 2024	December 2024	Impressive	Outstanding	
2	Assisting student concerns	Aid in student concerns about ScSc 12n.	July 2024	December 2024	December 2024	Impressive	Outstanding	
3	Prepares and revised course syllabi, learning guides and virtual classrooms in all subjects taught	Printed learning guide, and existing virtual classrooms conforming set standards by OIMD	July 2024	December 2024	December 2024	Impressive	Outstanding	
4	Checked student outputs	Collated and checked students submitted output (ScSc12n)	July 2024	December 2024	December 2024	Impressive	Outstanding	
5	Participate in all activities conducted by the department, college, and the university	Attendance, certificates if applicable	July 2024	December 2024	December 2024	Impressive	Outstanding	

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

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

Prepared by:


AL FRANJON M. VILLAROYA
 Unit Head

EMPLOYEE DEVELOPMENT PLANName of Employee: **DEAN RUFFEL R. FLANDEZ**

Performance Rating:

Aim(s):

- To adapt to the needs of the teaching and learning set-up
- To complete my PhD in Social Science Research
- To work together with co-faculty in a research study or an extension project

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

Date: JANUARY 2024

Target Date: DECEMBER 2024

First Step:

- Review teaching effectiveness, evaluate, and update the teaching manuals
- Enroll dissertation writing I
- Create research and extension proposals with the other faculty member

Result:

He has produced syllabus, learning guide and TOS that were approved by OIMD. He has also garnered an Outstanding mark on his TPES. He is also working on writing his PhD dissertation. Lastly, he is a component leader of the "Saving Minamanwa" extension project of the university.

Next Step:

He needs to hustle more on the completion of his PhD in Social Science Research.

Outcome: NA

Conforme:



DEAN RUFFEL R. FLANDEZ
Employee/Faculty

Prepared by:



AL FRANJON M. VILLAROYA
Department Head



TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

Second Semester AY 2023-2024

Name of faculty: FLANDEZ, DEAN RUFFEL R.

Department: Dept. of Philosophy and Social Sciences

College: College of Arts and Sciences

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Numerical	Adjectival	
ScSc 12n	READINGS IN PHILIPPINE HISTORY	LEC	4.00	Very Satisfactory	80.0%
ScSc 12n	READINGS IN PHILIPPINE HISTORY	LEC	5.00	Outstanding	100.0%
ScSc 12n	READINGS IN PHILIPPINE HISTORY	LEC	5.00	Outstanding	100.0%
ScSc 12n	READINGS IN PHILIPPINE HISTORY	LEC	5.00	Outstanding	100.0%
ScSc 12n	READINGS IN PHILIPPINE HISTORY	LEC	4.00	Very Satisfactory	80.0%
ScSc 12n	READINGS IN PHILIPPINE HISTORY	LEC	5.00	Outstanding	100.0%
Average Rating			4.67	Outstanding	93.33%

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

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: 11-06-2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: 11-11-2024

Received by:

FLANDEZ, DEAN RUFFEL R.

Name and Signature of Faculty

Date: 12/12/24

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

