

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS


Name of Faculty Member: JOHN MARTIN A. DIAO

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%	4.40	3.08
TOTAL for Instruction	90%		4.12
2. Research	2.5%	5.00	0.13
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			4.622

EQUIVALENT NUMERICAL RATING: 4.622


Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: 4.622

ADJECTIVAL RATING: OUTSTANDING

Prepared by: 
JOHN MARTIN A. DIAO
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, JOHN MARTIN A. DIAO, 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.

JOHN MARTIN A. DIAO

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 ¹	E ²	T ³	A ⁴	
MFO1	Higher Education	Full Time Equivalent	Teaching	Assigned in Philosophy and Social Science subjects	18.00	31.80	5	5	5	5.00	
		Number of Instructional Materials Developed/Revised	Revising	OBE format Syllabus	1	1	5	5	5	5	
		Student Advising and Consultation Services									
		* Number of hours / week spent on student consultation	Students' Consultation	Advising	3	3	5	5	5	5	
				SUB-TOTAL						5.00	
MF02	Research										
		Number of Outputs Presented in Regional/National/International/Conferences	Raw manuscripts	Paper Presenter / Moderator / Host	1	2	5	5		5.00	"Christian Philosophy in the 21st Century: Challenges and Directions," Societas Ethica Philosophica 1st National Philosophical Conference "Padayon Sining: A Celebration of the Enduring Value of the Humanities," 12th Arts Congress, Henry Sy, Sr. Hall, De La Salle University, Manila
				SUB-TOTAL						5.00	
MF04	Extension	Number of trainings/seminars attended		Resource Person		1	5	5	5	5.00	2nd Training-Workshop for the Teaching of the Introduction to Philosophy of the Human Person
				SUB-TOTAL						5.00	

MF04	Support to Students/ Production	Number of quizzes prepared and checked	quizzes	production of quizzes	35	64	5	5	5	5.00	7 sections (4 sections for The Contemporary World and 2 sections for Ethics and Introduction to Philosophy and Ethics)	
		Number of midterm and final exams prepared and checked.	midterm and finals output	preparation of midterms and finals output instructions	7	14	5	5	5	5.00	7 sections (4 sections for The Contemporary World and 2 sections for Ethics and Introduction to Philosophy and Ethics)	
		Number of oral recitations graded/evaluated	oral recitation	evaluation of oral recitations	7	7	5	5	5	5.00	7 sections (4 sections for The Contemporary World and 2 sections for Ethics and Introduction to Philosophy and Ethics)	
		Number of midterm and final gradesheets submitted	midterm and final gradesheet	submission of gradesheets	7	14	5	5	5	5.00	7 sections (4 sections for The Contemporary World and 2 sections for Ethics and Introduction to Philosophy and Ethics)	
				SUB-TOTAL						5.00		
MF05	General Administration & Support Services	Number of participation on the events/program in the dept, college, university. and other offices		Resource Person	1	2	5	5	5	5.00	1st DLABS Lecture Series: Reflections for Research Writing	
				Participant							2nd Training-Workshop for the Teaching of the Introduction to Philosophy of the Human Person	
		Number of committees served		Lecturers Committee	1	1	5	5	5	5.00	2nd Training-Workshop for the Teaching of the Introduction to Philosophy of the Human Person	
		Number of meetings attended			Attendee	5	11	5	5	5	5.00	Consultative meeting with CAS faculty and staff, Jan. 9, 2019
												Departmental meeting, Jan. 9, 2019
												Social Sciences Instructors' meeting, Jan. 9, 2019
												VSUFA (with Pres. Tulin) meeting, Feb. 7, 2019
												Departmental meeting, Feb. 12, 2019
												Departmental meeting, Mar. 15, 2019
												UGAT Int'l Conf. Meeting, Apr. 8, 2019

		Number of meetings attended		Attendee	5	11	5	5	5	5.00	UGAT Int'l Conf. Meeting, Apr. 8, 2019
											Departmental meeting, Aug. 24, 2019
											Departmental meeting, Jul.31, 2019
											Departmental meeting (re ISO non-conformity rpt.), Jul.31, 2019
											Departmental meeting (re approaching midterms week), Oct. 4, 2019
Total Over-all Rating				SUB-TOTAL						5.00	

Average Rating (Total Over-all		5.00
Additional Points:		
Approved Additional		
FINAL RATING		5.00
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development

Purpose:Mr. Diao 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: _____

Exhibit I

PERFORMANCE MONITORING FORMName of Employee: **JOHN MARTIN A. DIAO**

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	Teach four (4) courses (Understanding the Self, The Contemporary World, Ethics, Introduction to Philosophy and Ethics)	Attendance sheets, midterm and final grade sheets, students' performance evaluation result	Jan 2019	Dec 2019	Dec 2019	Impressive	Outstanding	
2	Assist students' concerns through scheduled consultation	Outstanding students' performance evaluation result	Jan 2019	Dec 2019	Dec 2019	Impressive	Outstanding	
3	Prepare materials and activities for the handled courses	PowerPoint presentations, assessment activities	Jan 2019	Dec 2019	Dec 2019	Impressive	Outstanding	
4	Submit midterm grades and final grades	Submitted grades to the university registrar	Jan 2019	Dec 2019	Dec 2019	Impressive	Outstanding	
5	Publish written essays	Published manuscript and publication incentive form to the department secretary						
6	Participation and attendance in local / international conferences	Certificates of recognition and / or certificate of participation; travel reports	Jan 2019	Dec 2019	Dec 2019	Impressive	Outstanding	
7	Participate in all activities conducted by the department, college, and the university	Attendance sheet; certificates	Jan 2019	Dec 2019	Dec 2019	Impressive	Outstanding	
8	Perform other functions assigned by the department head	Certificate of the trainings and workshops	Jan 2019	Dec 2019	Dec 2019	Impressive	Outstanding	

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

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

Prepared by:

DR. GUIRALDO C. FERNANDEZ, JR.

Department Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JOHN MARTIN A. DIAO

Performance Rating: OUTSTANDING

AIM: To finish the coursework in his Master's degree program and be able to take comprehensive exam despite hectic teaching schedule.

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

Date: January 10, 2019

Target Date: July 30, 2019

Step/s:

- a) Advised John Martin Diao to finish his coursework during the summer term.
- b) Advised John Martin Diao to apply for a comprehensive exam for the first semester.

RESULT: Mr. Diao is currently finishing his research paper in one of his subjects in his master's degree program coursework.

Date: August 1, 2019

Target Date: December 30, 2019

Next Step/s:

- a) Mr. Diao was able to finish his last course for the coursework of his master's degree program during the summer term. Due to the hectic teaching schedule coupled with 12 units of coursework during the second semester, he got an Incomplete (INC) grade in his Graduate Research course.

OUTCOME:

- a) This INC grade of Mr. Diao led to his inability to take the comprehensive examination for the first semester. Thus, he is advised to comply with his INC prior to the opening of the second semester.

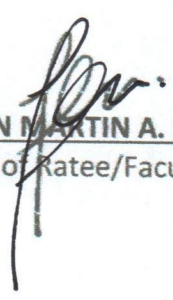
Final Step/Recommendation:

- a) Advised Mr. Diao to continue working on his research in order for him to comply for his INC and be able to take the comprehensive examination for the second semester.

Prepared by:


GUIRALDO C. FERNANDEZ, JR.
Department Head

Conforme:


JOHN MARTIN A. DIAO
Name of Ratee/Faculty/Staff