

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**

Rating Period: January - June 2024

Name of Faculty Member: **MICHAEL CARLO C. VILLAS**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		3.67 x 50% = 1.835	
b. Students (50%)		4.67 x 50% = 2.335	
TOTAL for Instruction	90%	4.17	3.753
2. Research			
a. Client/Director for Research			
b. Dept. Head/Center Director	5%	3.28 X 5% = 0.164	0.164
TOTAL for Research			
3. Extension			
a. Client/Director for Extension			
b. Dept. Head/Center Director	5%	3.33 X 5% = 0.167	0.167
TOTAL for Extension			
4. Production			
5. Administration/Other Services			
TOTAL	100%		4.08

EQUIVALENT NUMERICAL RATING: 4.08

Add: Additional Points, if any: N/A

TOTAL NUMERICAL RATING: **4.08**

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by:


MICHAEL CARLO C. VILLAS

Name of Faculty

Reviewed by:


MARIA VANESSA E. GABUNADA


Department Head

Recommending Approval:


GLENN G. PAJARES

Dean, CAS

Approved by:



ROTACIO S. GRAVOSO


Vice President for Academic Affairs


"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MICHAEL CARLO C. VILLAS, a faculty member of the DEPARTMENT OF ARTS, LANGUAGES, AND LITERATURE 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-DECEMBER 2024


MICHAEL CARLO C. VILLAS
 Associate Professor II
 Date: 1/21/2025

Approved: 
MARIA VANESSA E. GABUNADA
 Department Head
 Date: 1-21-25


GLENN G. PAJARES
 College Dean
 Date: 1-21-25

FTE/sem

4.0
2.5

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Actual Accomplish ment	Rating				REMARKS (Indicators 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	Lectures/Discussion	LTNG 211: Teaching Literature	3 units	5 units	4	4	3	3.67	LTNG 211, ENGL 229
	PI 8: Number of graduate students advised *	A2. Number of students advised	Consultation	Acts as academic adviser to graduate students	1	4	4	4	3	3.67	
		A3. Number of students advised on thesis/special problem/dissertation									
		As GAC Chairman		Advises and corrects research outline and thesis/SP/dissertation manuscript	NONE	2	4	4	3	3.67	LTNG 290

		AS GAC Member		Advises and corrects research outline and thesis/SP/dissertation manuscript	NONE						
		A4. Number of students entertained for consultation purposes		Acts as Chair of the Dept. Graduate Admission Committee	1	2	4	4	3	3.67	LTNG 290
	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	1	0					Learning Guide in LTNG 211: Teaching Literature (in progress)
		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	0					Learning Guide in LTNG 211: Teaching Literature (in progress)
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	3	4	4	3	3.67	LTNG 211, ENGL 229
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	2	4	4	3	3.67	LTNG 211, ENGL 229
		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	None						
		A 7 : Number of virtual classroom created and operational		Creates virtual classroom using either Moodle or Google Classroom	1	0					All classes were conducted face-to-face.
	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	N/A	0					All classes were conducted face-to-face.
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		Litr 135, LTNG 211, ENGL 229	15 units per semester	15 units	4	4	3	3.67	Litr 135, LTNG 290, ENGL 229, LTNG 211, ELSt 200.1
		A10. Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	1	6	4	4	3	3.67	Litr 135, LTNG 290, ENGL 229, LTNG 211, ELSt 200.1
		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	5	4	4	3	3.67	LTNG 211, ELSt 114, Litr 135
		A12. Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings	1	1	4	4	3	3.67	Language Documentation Webinar (UH Manoa)
		A13. Number of long examinations administered and checked	exam preparation and checking	Administers and checks long examination for subjects taught	1	8	4	4	3	3.67	Litr 135, LTNG 290, ENGL 229, LTNG 211

		Program accreditation/evaluation		Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	0					No accreditation in the previous semester
		Agency/firm/Industry linkages		Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	N/A						
		A 26. Other outputs implementing the new normal due to covid 19		Designs experiential learning activities and other outputs to implement new normal	1	0					All classes are conducted face-to-face.
						Total:				3.67	
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	1	1	4	3	3	3.33	Variants of Cebuano and Waray in Selected Towns on Leyte Island (completed; terminal report in progress)
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *		Conducts and completes research project within the year	1	1	4	3	3	3.33	Research completed Terminal report in progress.
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A 29. Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year		Writes publishable materials out of research outputs and submits for publication							
		<i>In refereed int'l journals</i>			1	6	4	3	3	3.33	Research completed Papers in progress.
		<i>In refereed nat'l/regional journals</i>									
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	A 30. Number of research outputs presented in regional/national/ int'l fora/conferences *		Prepares, submits and presents research paper in scientific for a/conferences	1	0					Research completed Papers in progress.
		<i>In int'l fora/conferences</i>			1	0					Research completed Papers in progress.
		<i>In nat'l/regional fora/conferences</i>			1	0					Research completed Papers in progress.
	PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and approved		Prepares research proposals, submits and follows up its approval for immediate implementation	1	1	3	3	3	3.00	Variants of Cebuano and Waray in Selected Towns on Leyte and Samar Islands

	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)			NONE						
		A 33. Number of journal articles/scientific paper received and reviewed as peer-reviewer		Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper	NONE	1	4	3	3	3.33	Banwaan: Journal of Folklore Studies (UP Diliman);
		A 34. Number of UMs submitted to ITSO, VSU	UM preparation	Prepares and submits application for UM of technology generated out of research output	NONE						
		A 35. Other outputs implementing the new normal due to covid 19		Designs research related activities and other outputs to implement new normal	1	1	4	3	3	3.33	LTNG 290
						Total:				3.28	
UMFO 4. EXTENSION SERVICES											
	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	1	2	4	3	3	3.33	LGU-San Roque, DepEd Northern Samar
	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	NONE	NONE					
	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		Implements duly approved extension projects	1	2	4	3	3	3.33	Saving Minamarwa; Local Cultural Heritage and Community Development Initiative
	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	1	2	4	3	3	3.33	Saving Minamarwa; Local Cultural Heritage and Community Development Initiative
	PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:			N/A						

	Research Mentoring	Research Mentor			NONE	NONE						
	Peer reviewers/Panelists	Peer reviewers/Panelists			NONE	NONE						
	Resource Persons	Resource Persons			NONE	NONE						
	Convenor/Organizer	Convenor/Organizer			NONE	NONE						
	Consultancy	Consultant			NONE	NONE						
	Evaluator	Evaluator			NONE	NONE						
	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	1	2	4	3	3	3.33	Saving Minamanwa; Local Cultural Heritage and Community Development Initiative	
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *		Designs extension related activities and other outputs to implement new normal	NONE	NONE						
		A 43. Other outputs implementing the new normal due to covid 19		Designs extension related activities and other outputs to implement new normal	1	0						
						Total:				3.33		
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*			zero non-conformity							Zero % non-conformity
		A 45. Compliance to all requirements of the program and institutional accreditations:	Minutes Preparation	100% compliant								100% compliant
		On program accreditations	Pilot Plant Manager		N/A							
		On institutional accreditations	SSF Rootcrop facility incharge		N/A							
UMFO 6. General Admin. & Support Services (GASS)												

[illegible]

Comments & Recommendations for Development
Purpose: Prof. Villas accomplishes his department tasks competently. He also performs well in his classes. He is advised to finish his Ph.D. soon.

MARIA VANESSA E. GABUNADA

Date: 1-21-25

Recommending Approval

Dean, College of Arts and Sciences

Date: 1-21-25

Approved by:

ROTACIO S. GRAVOSO 5 -

Vice President for Academic Affairs

Date: 9/11/25

PERFORMANCE MONITORING FORM

Name of Employee: Michael Carlo C. Villas

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 undergraduate and graduate courses (ELSt 200.1, Litr 135, ENGL 229, LTNG 290)	Attendance sheets of assigned classes, midterm and final gradesheets per course, and outstanding result in students' performance evaluation	July 2024	December 2024	December 2024	Impressive	Outstanding	
2	Conducts research activities relevant to one's discipline	Research proposals, research reports, publications, conference presentations	July 2024	December 2024	December 2024	Impressive	Outstanding	
3	Conducts extension activities relevant to one's discipline	Extension proposals, reports on extension activities, publications, conference presentations	July 2024	December 2024	December 2024	Impressive	Outstanding	
4	Assist students' concerns through student consultations	Improved students' performance	July 2024	December 2024	December 2024	Impressive	Outstanding	
5	Class preparation	Prepare visual aids, quizzes, and activities	July 2024	December 2024	December 2024	Impressive	Outstanding	
6	Submission of midterm grades and final grades	Submit grades to the university registrar	July 2024	December 2024	December 2024	Impressive	Outstanding	
7	Participate in all activities conducted by the department, college and the university	Attendance sheets and certificates, if necessary	July 2024	December 2024	December 2024	Impressive	Outstanding	
8	Perform other functions assigned by the department head	Certificate of the trainings and workshops	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:


MARIA VANESSA E. GABUNADA
 Department Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Michael Carlo C. Villas

Performance Rating:

Aim: To have his final defense for the degree, Ph.D. in Comparative Literature, attend research and extension training, and submit papers from accomplished research project to Scopus-indexed journals.

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

Date: December 2024

Target Date: One year from today

First Step:

- a) Encourage him to continue working on his dissertation to finish within the year.
- b) Require him to attending research and extension retooling seminars and workshops here and abroad.
- c) Require him to submit papers based on accomplished research project to Scopus-indexed journals.

Result:

He is currently taking an additional course as he has reached the maximum residence requirement at the University of the Philippines-Diliman, working on three more chapters of his doctoral dissertation and is expected to finish his degree by December 2025.

Date: December 2025

Target Date: One year from today

Next Step:

He will be advised to finish his doctoral dissertation by December 2025. He will develop effective teaching strategies based on student and peer evaluation.


Outcome: Ph.D. in Comparative Literature

Final Step/Recommendation: Present papers in national and international conferences; Publish in journals indexed in Scopus.

Prepared by:


MARIA VANESSA E. GABUNADA
Department Head

Conforme:


MICHAEL CARLO C. VILLAS
Faculty



TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

Second Semester AY 2023-2024

Name of faculty: VILLAS, MICHAEL CARLO C.

Department: Dept. of Arts, Languages and Literature

College: College of Arts and Sciences

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Numerical	Adjectival	
ELSt 110	LANGUAGE OF LITERARY TEXTS	LEC	5.00	Outstanding	100.0%
ELSt 110	LANGUAGE OF LITERARY TEXTS	LEC	4.00	Very Satisfactory	80.0%
LTNG299e	GRADUATE SEMINAR	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:

VILLAS, MICHAEL CARLO C.

Name and Signature of Faculty

Date: 1/20/2025

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

