

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: July-December 2021

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%)		4.97 x 50% = 2.485	
b. Students (50%)		4.00 x 50% = 2.000	
TOTAL for Instruction	80%	4.49	<b>3.588</b>
2. Research			
a. Client/Director for Research			
b. Dept. Head/Center Director			
TOTAL for Research			
3. Extension	5.0%		
a. Client/Director for Extension			
b. Dept. Head/Center Director		5.00 x 5% = 0.250	
TOTAL for Extension			0.250
4. Production			
5. Administration/Other Services	15%	5.00 x 15% = 0.750	0.750
TOTAL	100%		<b>4.588</b>

EQUIVALENT NUMERICAL RATING: 4.588

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.588

ADJECTIVAL RATING:

VERY SATISFACTORY

Prepared by:

  
DEAN RUFFEL R. FLANDEZ

Name of Faculty

Reviewed by:

  
JETT C. QUEBEC

Department Head

Recommending Approval:

  
MA. THERESA P. LORETO

Dean, CAS


Approved by:

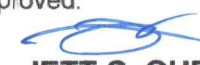
  
BEATRIZ S. BELONIAS

Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, DEAN RUFFEL R. FLANDEZ, a faculty member of the DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES 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 2021

  
**DEAN RUFFEL R. FLANDEZ**  
 Assistant Professor I  
 Date: Dec 22, 2021

Approved:   
**JETT C. QUEBEC**  
 Department Head  
 Date: January 10, 2022

  
**MA. THERESA P. LORETO**  
 College Dean  
 Date: 2/9/2022

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	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	Handles subjects/courses assigned	NA	NA					NA
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	NA	NA					NA
		A3. Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	NA	NA					NA
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	NA	NA					NA
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	NA	NA					NA
	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	NA	NA					NA



On-line ready courseware			Prepares Instructional module/laboratory guide/workbook or a combination thereof	NA	NA					NA
Supplemental learning resources			Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	NA	NA					NA
Assessment tools			Prepares assessment tools such as long exam, quizzes, problems sets, etc.	NA	NA					NA
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	NA	NA					NA
A 7 : Number of virtual classroom created and operational			Creates virtual classroom using either Moddle or Google Classroom	NA	NA					NA
	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	NA	NA					NA
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	12	34.8	5	5	4	4.67	Handled 7 classes of ScSc12n- Readings in Philippine History, and 1 class of ScSc16 - Life and Works of Rizal
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	12	0					Semester was extended to January 28,2022
		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	8	5	5	5	5.00	Submitted completion forms from students in the previous semester
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	VSUEE Training for the use of Moodle, and training on Assessment and creation of TOS
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	8	5	5	5	5.00	from 7 ScSc12n classes, and 1 ScSc16 class

	<b>A14</b> . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	40	5	5	5	5.00	from 7 ScSc12n classes, and 1 ScSc16 class
	<b>A15</b> . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	NA	0					NA
<b>PI 8:</b> Number of students advised: *	<b>A16</b> . Number of students advised:	Acts as academic advisor to students	NA						NA
	<b>A17</b> . Number of students advised on thesis/ field practice/special problem:								
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	NA						NA
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	NA						NA
	<b>A18</b> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	20	30	5	5	5	5.00	from 7 ScSc12n classes, and 1 ScSc16 class
<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19</b> . Number of Student organizations advised	Advises student organizations recognized by USOO	NA						NA
	<b>A20</b> . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	NA						NA
<b>PI 10:</b> Number of instructional materials developed *	<b>A 21</b> : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel							
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	3	2	5	5	5	5.00	for 7 ScSc12n classes, and 1 ScSc16 class
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	10	10	5	5	5	5.00	for 7 ScSc12n classes, and 1 ScSc16 class
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	20	20	5	5	5	5.00	for 7 ScSc12n classes, and 1 ScSc16 class



		<b>A 23 :</b> Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course were duly reviewed by TRP for editing by MMDC editor							
		<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	12	8	5	5	5	5.00	for 7 ScSc12n classes, and 1 ScSc16 class
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> 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	NA						
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	NA						
		<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	3						
					AVERAGE				4.97	
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> 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	NONE					
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research project within the year	1	NONE					
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> 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	1	NONE					
		<i>In refereed int'l journals</i>		0	NONE					
		<i>In refereed nat'l/regional journals</i>		1	NONE					
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic for a/conferences	1	NONE					
		<i>In int'l fora/conferences</i>		0	NONE					
		<i>In nat'l/regional fora/conferences</i>		1	NONE					



	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	1	NONE						
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)									
		<b>A 33.</b> 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	NA							
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	NA							
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	1	NONE						
<b>UMFO 4. EXTENSION SERVICES</b>											
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> 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	NA							
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	NA							
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implements duly approved extension projects	NA							
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> 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	NA							




	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							
	Research Mentoring	Research Mentor		NA						
	Peer reviewers/Panelists	Peer reviewers/Panelists		NA						
	Resource Persons	Resource Persons		1	1	5	5	5	5.00	Training New DLABS Faculty on Teaching ScSc12n -Readings in Philippine History
	Convenor/Organizer	Convenor/Organizer		NA						
	Consultancy	Consultant		NA						
	Evaluator	Evaluator		NA						
	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	NA						
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *		NA						
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	NA						
					AVERAGE				5.00	
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									
	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	100%	zero non-conformity	5	5	5	5.00	
		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	100%	100% compliant	5	5	5	5.00	
		On program accreditations								
		On institutional accreditations								
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>										

	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients	no valid complaint	Zero % complaint	5	5	5	5.00	
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> 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	NA						
		<b>A 48.</b> Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	NA						
		<b>A 48.</b> Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	NA						
			Dept. Personnel Committee Member and Secretary	2	8	5	5	5	5.00	Online meetings and served as panel during online teaching demo and interview; minutes of DPC meetings
					<b>AVERAGE</b>				<b>5.00</b>	
	<b>Total Over-all Rating</b>									
	<b>Average Rating</b>									
	<b>Adjectival Rating</b>									
		Average Rating (Total Over-all rating divided by number of entries)								<b>Comments &amp; Recommendations for Development Purpose:</b> Mr. Flandez serves the department with integrity and commitment. His contribution to the department is second to none. He is an expert in the field of artwork and computers. A doctorate degree is a welcome development.
		Additional Points:								
		Approved Additional points (with copy of approval)								
		FINAL RATING								
		ADJECTIVAL RATING								


Evaluated & Rated by:

**JETT C. QUEBEC**  
Department Head  
Date: January 5, 2022

Recommending Approval

  
**MA. THERESA P. LORETO**  
Dean, College of Arts and Sciences  
Date: 2/9/2022

Approved by:

  
**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs  
Date: 2/15/22



**“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*	Over-all assessment of output**	Remarks/ Recommendation
1	Teaches courses: <ul style="list-style-type: none"> <li>ScSc12n – Readings in Philippine History</li> <li>ScSc16 – Life and Works of Rizal</li> </ul>	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	August 2021	August - December 2021	September to December 2021	Impressive	Outstanding	
2	Assisting student concerns	Aid in student concerns about ScSc 12n, and ScSc 16	August 2021	August - December 2021	September to December 2021	Impressive	Outstanding	
3	Prepares and revised course syllabi, learning guides and virtual classroom in all subjects taught	Printed learning guide, and existing virtual classrooms conforming set standards by OIMD	July 2021	August - December 2021	August - December 2021	Impressive	Outstanding	
4	Checked student outputs	Collated and checked students submitted output (ScSc12n and ScSc16)	August 2021	August - December 2021	August - December 2021	Impressive	Outstanding	
5	Participate in all activities conducted by the department, college and the university	Attendance, certificates if applicable	August 2021	August - December 2021	August - December 2021	Impressive	Outstanding	

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

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

Prepared by:

  
**JETT C. QUEBEC**  
 Unit Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **DEAN RUFFEL R. FLANDEZ**

Performance Rating:

**Aim:**

- To adapt to the needs of the teaching and learning set-up both in face-to-face and online
- To complete my graduate study
- To present in an international or national conference or be a resource speaker in trainings and seminar
- To work together with co-faculty in a research study or an extension project
- To publish a research article in a peer-reviewed journal

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

Date: JANUARY 2022

Target Date: JUNE 2022

- Review teaching effectiveness, evaluate, and update the teaching manuals
- Enroll dissertation writing I
- Create a research proposal with the other faculty member
- Submit research study to a peer-reviewed, Scopus indexed journals

Outcome: NA

Prepared by:

**JETT C. QUEBEC**

Department Head

## Conformer

DEAN RUFFEL R. FLANDEZ  
Faculty