SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS
Jan –June 2020

Name of Faculty Member: CHARLIE S. ANDAN

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
6. Instruction			
c. Head/Dean (50%)		4.30 x 100%= 4.30	
d. Students (100%)			
Total for Instruction	100%	4.30	4.30
7. Research	NA		
c. Client/Dir. for Research (50%)			
d. Dept. Head/Center Director (50%)			
Total for Research			
8. Extension	NA		
c. Client/Dir. for Extension (50%)			
d. Dept Head/Center Director (50%)			
Total for Extension			
9. Administration	NA		
10. Production	NA		
TOTAL			4.30

*equivalent to 100% for the TPES rating as per instructed by OVPAA since this is affected by the COVID 19 Pandemic

EQUIVALENT NUMERICAL RATING: 4.30
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.30

ADJECTIVAL RATING: **Very Satisfactory**

Prepared by: Reviewed by:

CHARLIE S. ANDAN   **CHARLINDO S. TORRION**
Faculty   Head, Department of Meteorology

Recommending Approval:

ROBERTO C. GUARTE
Dean, Col of Engineering & Technology

Approved:

BEATRIZ S. BELONIAS
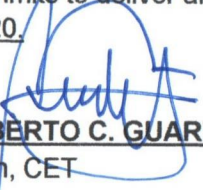Vice President for Academic Affairs

Exhibit B

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **CHARLIE S. ANDAN**, a faculty member of the **Department of Meteorology**, College of Engineering & Technology, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period <u>January - June 2020.</u>

Approved:

CHARLIE S. ANDAN
Faculty
Date: Sept. 23, 2020

CHARLINDO S. TORRION
Head, DMet
Date: Sept. 30, 2020

ROBERTO C. GUARTE
Dean, CET
Date: _____

MFO & PAPs	Success/Performance Indicator (PI)	Tasks Assigned	Actual Accomplishments		Rating				Remarks
			Target	Actual Accomplishment	Q^1	E^2	T^3	A^4	
MFO 1	**ADVANCED EDUCATION SERVICES (20%)**								
	OVPI MFO 1. Graduate Degree Program Management Services			NA					Not yet applicable
1	<u>PI 1.</u> Percentage of graduate school faculty engaged in research work applied in any of the following:	Dept. Head & Faculty		NA					Not yet applicable
	a. pursuing advanced research degree program (Ph.D) *			NA					Not yet applicable
	b. actively pursuing in the last three (3) years (investigative research, basic and applied scientific research, policy research social science research)			NA					Not yet applicable
	c. producing technologies for commercialization or livelihood improvement			NA					Not yet applicable
	d. whose research resulted in an extension program			NA					Not yet applicable
	OVPI MFO 2. Graduate Student Management Services								Not yet applicable
	<u>PI 1</u>: Percentage of graduate students enrolled in research degree programs *	Dept. Head & Faculty		NA					Not yet applicable
	<u>PI 2</u>: Percentage of accredited graduate programs *	Dept. Head & Faculty		NA					Not yet applicable
	<u>PI 3:</u> Number of graduate degree specializations offered and monitored *	Dept. Head & Faculty		NA					Not yet applicable
	<u>PI 4:</u> Total FTE coordinated, implemented & monitored*	Dept. Head & Faculty		NA					Not yet applicable
	<u>PI 5:</u> Percentage increase in number of graduate students enrolled *	Dept. Head & Faculty		NA					Not yet applicable
	<u>PI 6:</u> Percentage increase in number of students who graduated within prescribed period *	Dept. Head & Faculty		NA					Not yet applicable

MFO & PAPs	Success/Performance Indicator (PI)	Tasks Assigned	Actual Accomplishments		Rating				Remarks
			Target	Actual Accomplishment	Q^1	E^2	T^3	A^4	
	PI 7: Number of graduate students awarded with honors/distinction *	Dept. Head & Faculty		NA					Not yet applicable
	PI 8: Number of graduate students advised *	Dept. Head & Faculty		NA					Not yet applicable
	PI 9: Number of instructional materials developed *	Dept. Head & Faculty		NA					Not yet applicable
	On-line ready courseware		1.00	1	4	4	4	4.00	
	Flexible instructional materials		1.00	1	4	4	4	4.00	
	Assessment tools		1.00	1	4	4	4	4.00	
	PI 10: Number of virtual classrooms created and operationalized		1.00	Not continued bec the university decided for the flexible learning mode					
MFO 2	HIGHER EDUCATION SERVICES (50%)								
	PI 1. Percentage of first time licensure exam takers that pass the licensure exams *	Dept. Head & Faculty		NA					Not Applicable
	PI 2. Percentage of graduates (2 years prior) that are employed *	Dept. Head & Faculty		NA					Not Applicable
	PI 3. Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs *	Dept. Head & Faculty		NA					Not Applicable
	PI 4. Percentage of undergraduate programs with accreditations *	Dept. Head & Faculty		NA					Not Applicable
	PI 5: Total FTE, coordinated, implemented and monitored *	Dept. Head & Faculty	8.00	~~12.05~~ 13.20					ESci 112, C Eng 145
	PI 8: Number of students advised: *	Dept. Head & Faculty							Just reistated from study leave
	On thesis/ field practice/special problem								
	No. of approved manuscript submitted within prescribed period								
	On consultation		20.00	20	4.0	5.0	5.0	4.67	
	PI 9: Number of student organizations advised/ assisted *	Dept. Head & Faculty							
	Student organizations advised								
	Student organizations assisted on student related activities								
	PI 10: Number of instructional materials developed *	Dept. Head & Faculty							Title and name of faculty
	On-line ready courseware	Dept. Head & Faculty	1.00	1	4.0	4.0	4.0	4.00	

MFO & PAPs	Success/Performance Indicator (PI)	Tasks Assigned	Actual Accomplishments		Rating				Remarks
			Target	Actual Accomplishment	Q^1	E^2	T^3	A^4	
	Flexible instructional materials	Dept. Head & Faculty	1.00	1	4.0	4.0	4.0	4.00	Instructional Materials on Mete 131n
	Assessment tools	Dept. Head & Faculty	1.00	1	4.0	4.0	4.0	4.00	
	PI 10: Number of virtual classrooms created and operationalized	Dept. Head & Faculty	1.00	1	4.0	4.0	4.0	4.00	
	PI 11: Additional Outputs	Dept. Head & Faculty							
MFO 3	RESEARCH SERVICES (10%)								
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Dept. Head & Faculty							needs project titles
	PI 2. Number of research outputs completed within the year *	Dept. Head & Faculty							needs project titles
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	Dept. Head & Faculty	1.00	Time for drafting was affected with the time spent in developing instructional materials for flexible learning due to COVID 19 Pandemic					
	In refereed int'l journals								
	In refereed nat'l/regional journals								
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences *	Dept. Head & Faculty							
	In int'l fora/conferences								
	In nat'l/regional fora/conferences								
	PI 5. Percent of research proposals approved *	Dept. Head & Faculty	1.00	Time for drafting was affected with the time spent in developing instructional materials for flexible learning due to COVID 19 Pandemic					

MFO & PAPs	Success/Performance Indicator (PI)	Tasks Assigned	Actual Accomplishments		Rating				Remarks
			Target	Actual Accomplishment	Q^1	E^2	T^3	A^4	
	PI 6. Additional outputs*	Dept. Head & Faculty							
	No. of research-related awards (research conducted by faculty or student w/ faculty)								
MFO 4	EXTENSION SERVICES (10%)								
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension	Dept. Head & Faculty	1.00	1	5	5.0	5.0	5.00	Phil. Meteorological Society
	PI 2. Number of trainees weighted by the length of training *	Dept. Head & Faculty	30.00	No training conducted due to Pandemic					30 pax with 2 days of training (8 hours per day)
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs *	Dept. Head & Faculty	1.00	No extension made due to travel ban					
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance*	Dept. Head & Faculty	30.00	No training conducted due to Pandemic					
	PI 5. Number of technical/expert services *	Dept. Head & Faculty							
	Research Mentoring								
	Peer reviewers/Panelists								
	Resource Persons								
	Convenor/Organizer		1.00	1					Not pursued due to travel ban caused by COVID 19 Pandemic
	Consultancy								
	Evaluator								
	PI 8. Percent of extension proposals approved *	Dept. Head & Faculty	1.00	Time for drafting was affected with the time spent in developing instructional materials for flexible learning due to COVID 19 Pandemic					
	PI 11. Additional outputs *	Dept. Head & Faculty							
	No. of extension-related awards (extn. conducted by faculty or student & faculty) *								

MFO & PAPs	Success/Performance Indicator (PI)	Tasks Assigned	Actual Accomplishments		Rating				Remarks
			Target	Actual Accomplishment	Q^1	E^2	T^3	A^4	
MFO 5	**Support to Operations**								
	OVPI MFO 1. Faculty Development Services								
	PI 1: Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted *	Dept. Head & Faculty							NA
	OVPI MFO 2. Faculty Recruitment/Hiring Services								
	PI 2: Number of faculty recruited/hired based on needed competencies and aligned with ISO standards *	Dept. Head & Faculty							NA
	OVPI MFO 3. Faculty Evaluation Services								
	PI 3: Number of seminars/trainings/ conventions/workshops coordinated for entire university *	Dept. Head & Faculty	1.00	1					Not pursued due to travel ban caused by COVID 19 Pandemic
	PI 4: Number of seminars/trainings/ conventions/workshops coordinated outside of the university *	Dept. Head & Faculty							
	PI 5: Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated *	Dept. Head & Faculty	80%	Not evaluated					No evaluation due to suspension of classes caused by COVID 19 pandemic
	PI6 : Number of in-house seminars/trainings/ workshops/reviews conducted *	Dept. Head & Faculty	1.00	1.00	5.0	5.0	5.0	5.00	
	PI 7 : Additional outputs *	Dept. Head & Faculty							
	Number of faculty/staff awards/honors received related to operations support								
	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*	Dept. Head & Faculty							Zero non-conformity (No NC)
MFO 6	**General Admin. & Support Services (GASS)**								
	PI 1. Submission of College/Department PPMP for the following year within deadline as prescribed by BAC*	Dept. Head & staff							
	PI 2. Zero percent complaint from clients served	Dept. Head & all faculty & staff	1.00	1.00	5.0	4.0	5.0	4.67	
	PI 3. Number of coaching sessions among faculty & staff**	Dept. Head							
	PI 4. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**	Dept. Head							

MFO & PAPs	Success/Performance Indicator (PI)	Tasks Assigned	Actual Accomplishments		Rating				Remarks
			Target	Actual Accomplishment	Q^1	E^2	T^3	A^4	
	PI 5. Number of monthly/special faculty & staff meetings conducted**	Dept. Head							
	PI 3: Additional Outputs	Dept. Head & all faculty & staff							
	Number of Best practices/new initiatives in academic units' management replicated/benchmarked by other depts/agencies *								explain here briefly why consider said department practice can be considered as a best practice
Total Over-all Rating								47.33	

Average Rating (Total Over-all rating divided by 4)	4.30
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.30
ADJECTIVAL RATING	VS

Comments & Recommendation for Development Purpose:

Needs to improve teaching method and adherence to deadlines.

Evaluated & Rated by:

CHARLINDO S. TORRION
Head, DMet
Date: 9/30/2020

Recommending Approval:

ROBERTO C. GUARTE
Dean, CET
Date:_____

Approved by:

BEATRIZ S. BELONIAS
Vice Pres, Academic Affairs
Date:_____

1- Quality   2- Efficiency   3- Timeliness   4- Average

*   To indicate in the remarks column the details of the targetted outputs for easy review and calibration.

**   No percentage weight for ranking purposes since these are activities only expected to be performed at the department level

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: Charlie S. Andan

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 subjects on: ESci 112 – Calculus for Engineers (2 sections) and Hydrology (2 section).	Meets class regularly; Checked students outputs	January 2020	January – May 2019	Classes was only from Jan to mid part of March then it was suspended due to COVID 19 pandemic	Needs improvement	Satisfactory	Study more the subjects to teach to the students
2	Advices & assists the academic advisees & other students who come for assistance & advising.	Advised academic advisees & students	February 2020	February – May	Within February 2020 before the suspension of classes.	Needs improvement	Satisfactory	Initiate the meeting of the academic advisees in order to know them more.
3	Attends department organized meeting.	Attendance during meeting	January 2020	January – May 2020	Every first Monday of the moth for regular department meeting	Impressive	Very Satisfactory	None
4	Develops the OBTL syllabus of the subjects to teach of the current semester	Approved OBTL syllabus	January – February 2020	January 2020	January 2020	Impressive	Very Satisfactory	OBTL syllabus was used in carrying the teaching task.
5	Participate in activities set by the department, college and the university	Attendance to activities	January 2020	January – May 2020	CET anniversary	Impressive	Very Satisfactory	None

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
6	Makes the research & extension proposal	Submitted proposal in extension	January 2020	March 2020	Initial draft of the extension proposal	Impressive	Very Satisfactory	Drafting of the extension proposal was affected because of changes in work activities in the university caused by the COVID 19 pandemic

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

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

Prepared by:

CHARLINDO S. TORRION
Head, Department of Meteorology

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Charlie S. Andan
Performance Rating: Very Satisfactory

Aim: Improved Teaching Skills

Proposed Interventions to Improve Performance:

Date: February 2020   Target Date: March 2020

First Step:
Conduct Class Observation

Result:
Areas for improvement in order to improve teaching skills were identified.

Date: March 2020   Target Date: March 24, 2020

Next Step:
Discuss with the faculty concerned of the result of his class observation.

Outcome: No proof of improvement of the teaching skills because the class was suspended due to the COVID 19 pandemic.
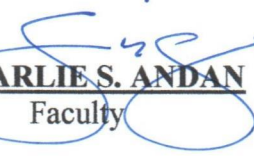
Final Step/Recommendation:

Study more the subject(s) to teach to improve teaching skills especially that the faculty has just reinstated from his study leave.

Prepared by:

CHARLINDO S. TORRION
Head, Department of Meteorology

Conforme:

CHARLIE S. ANDAN
Faculty