

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member:

JOSE S. BAGULAYA II

| Program Involvement (1) | Percentage Weight of Involvement | Numerical Rating (Rating x %) | Equivalent Numerical Rating |
|----------------------------------|--|----------------------------------|-----------------------------------|
| (1) | (2) | (3) | (2x3) |
| 1. Instruction | | | |
| a. Faculty | 100% | 5.00 | 5.00 |
| b. Students | 0% | | 0.00 |
| TOTAL for Instruction | 95% | | 4.75 |
| 2. Research | 2.5% | | 0.00 |
| 3. Extension | 2.5% | | 0.00 |
| 4. Production | | | |
| 5. Administration/Other Services | | | |
| TOTAL | | | 4.750 |

EQUIVALENT NUMERICAL RATING: 4.750

Add: Additional Points, if any: _____

TOTAL NUMERICAL RATING: 4.750

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

JOSE S. BAGULAYA II

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

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JOSE II S. BAGULAYA, a faculty member 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 2020.

Approved:

JOSE II S. BAGULAYA

Instructor I

Date:

GUIRALDO C. FERNANDEZ, JR.

Department Head

Date:

CANDELARIO L. GALIBO

College Dean

Date:

| MFO No. | Description of MFO's/PAPs | Success/ Performance Indicators (PI) | Tasks Assigned | Target | Actual Accomplishment | Rating | | | | REMARKS (Indicate 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 | N/A | | | | | | |
| | PI 8: Number of graduate students advised * | A2. Number of students advised | Acts as academic adviser to graduate students | N/A | | | | | | |
| | | A3 . Number of students advised on thesis/special problem/dissertation | | N/A | | | | | | |
| | | As GAC Chairman | Advises and corrects research outline and thesis/SP/dissertation manuscript | N/A | | | | | | |
| | | AS GAC Member | Advises and corrects research outline and thesis/SP/dissertation manuscript | N/A | | | | | | |

| | | | | | | | | | | |
|--|--|--|---|-----------------|------|---|---|---|------|---------------------------------------|
| | | <u>A4</u> . Number of students entertained for consultation purposes | Entertains students seeking consultation with faculty | N/A | | | | | | |
| | PI 9: Number of instructional materials developed * | <u>A5</u> . Number of on-line ready coursewares developed and submitted for review | Converts the existing instructional materials into flexible learning systems | N/A | | | | | | |
| | | On-line ready courseware | Prepares Instructional module/laboratory guide/workbook or a combination thereof | N/A | | | | | | |
| | | Supplemental learning resources | Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught | N/A | | | | | | |
| | | Assessment tools | Prepares assessment tools such as long exam, quizzes, problems sets, etc. | N/A | | | | | | |
| | | 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 | N/A | | | | | | |
| | | A 7 : Number of virtual classroom created and operational | Creates virtual classroom using either Moodle or Google Classroom | N/A | | | | | | |
| | PI 10 . Additional outputs: | <u>A 8. Other outputs implementing the new normal due to covid 19</u> | Designs experiential learning activities and other outputs to implement new normal | N/A | | | | | | |
| UMFO 2. HIGHER EDUCATION SERVICES | | | | | | | | | | |
| OVPI UMFO 3. Higher Education Management Services | | | | | | | | | | |
| | PI 5: Total FTE, coordinated, implemented and monitored * | <u>A9</u> . Actual Faculty's FTE | Handles and teaches courses assigned | 18 per semester | 41.4 | 5 | 5 | 5 | 5.00 | 6 sections ScSc 13; 1 section Psyc 11 |

| | | | | | | | | | | |
|--|---|--|--|------|------|---|---|---|------|---|
| | | <u>A10</u> . Number of grade sheets submitted within prescribed period | Prepares gradesheet and submits on or before deadline | 10 | 7 | 5 | 5 | 5 | 5.00 | only for January-June |
| | | <u>A11</u> . 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 | NONE | NONE | | | | | |
| | | <u>A12</u> . Number of trainings attended related to instruction | Attend mandated trainings | 3 | 1 | 5 | 5 | 5 | 5.00 | Webinar on Flexible Learning in Social Science June 9, 2020, Online Training on Moodle-based Course Management last June 26, 2020 |
| | | <u>A13</u> . Number of long examinations administered and checked | Administers and checks long examination for subjects taught | 15 | 7 | 5 | 5 | 5 | 5.00 | only for January-June |
| | | <u>A14</u> . Number of quizzes administered and checked | Prepares and checks quizzes for lec and lab | 60 | 20 | 5 | 5 | 5 | 5.00 | only for January-June |
| | | <u>A15</u> . Number of lab reports and term papers checked and graded | Checks lab reports and term papers submitted as required | NONE | | | | | | |
| | <u>PI 8</u> : Number of students advised: * | <u>A16</u> . Number of students advised: | Acts as academic advisor to students | N/A | | | | | | |
| | | <u>A17</u> . Number of students advised on thesis/ field practice/special problem: | | N/A | | | | | | |
| | | As SRC Chairman | Advises, and corrects research outline and thesis/SP manuscript | N/A | | | | | | |
| | | As SRC Member | Advises and corrects research outline and thesis/SP manuscript | N/A | | | | | | |
| | | <u>A18</u> . Number of students entertained for consultation purposes | Entertains students consulting on subject taught, thesis and grades | 50 | 50 | 5 | 5 | 5 | 5.00 | only for January-June |

| | | | | | | | | | | |
|--|---|---|---|------|---|---|---|---|------|------------------------------|
| | PI 9: Number of student organizations advised/assisted * | A19 . Number of Student organizations advised | Advises student organizations recognized by USOO | NONE | | | | | | |
| | | A20 . Number of Student organizations assisted on student related activities | Assists student organizations in implementing student related activities | NONE | | | | | | |
| | PI 10: Number of instructional materials developed * | A 21 : 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 | 1 | 1 | 5 | 5 | 5 | 5.00 | Scsc 11n Understanding Self |
| | | Supplemental learning resources | Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught | 8 | 4 | 5 | 5 | 5 | 5.00 | Scsc 11n Understanding Self |
| | | Assessment tools | Prepares assessment tools such as long exam, quizzes, problems sets, etc. | 2 | 2 | 5 | 5 | 5 | 5.00 | Scsc 11n and Ucult 112 |
| | | A 23 : 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 | 2 | 0 | 0 | 0 | 0 | 0.00 | |
| | | A 24 : Number of virtual classroom created and operational | Creates virtual classroom using either Moodle or Google Classroom | 1 | 1 | 5 | 5 | 5 | 5.00 | Scsc 11n Understand the Self |
| | PI 11. Additional outputs | A 25. 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 | 1 | 1 | 5 | 5 | 5 | 5.00 | OBE-TL Syllabus for Scs 11n |
| | | Agency/firm/Industry linkages | Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU | N/A | | | | | | |
| | | <u>A 26.</u> Other outputs implementing the new normal due to covid 19 | Designs experiential learning activities and other outputs to implement new normal | 1 | 2 | 5 | 5 | 5 | 5.00 | Online Learning guides in Scsc 11n and Ucult 112 |
| UMFO 3 . RESEARCH SERVICES | | | | | | | | | | |
| | <u>PI 1.</u> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries * | <u>A27.</u> 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 | 0 | | | | | |
| | <u>PI 2.</u> Number of research outputs completed within the year * | <u>A 28.</u> Number of research outputs completed within the year * | Conducts and completes research project within the year | 1 | 0 | | | | | |
| | <u>PI 3.</u> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) * | <u>A 29.</u> 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 | 0 | | | | | |
| | | <i>In refereed int'l journals</i> | | | | | | | | |
| | | <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 fora/conferences | 1 | 0 | | | | | |
| | | <i>In int'l fora/conferences</i> | | 1 | 0 | | | | | |
| | | <i>In nat'l/regional fora/conferences</i> | | 1 | 0 | | | | | |
| | PI 5. Percent of research proposals approved * | A 31. Percentage of research proposals prepared, submitted and approved | Prepares research proposals, submits and follows up its approval for immediate implementation | 1 | 0 | | | | | |
| | PI 6. Additional outputs* | A 32. No. of research-related awards (research conducted by faculty or student w/ faculty) | | 1 | 0 | | | | | |
| | | 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 | 1 | 0 | | | | | |
| | | A 34. Number of UMs submitted to ITSO, VSU | Prepares and submits application for UM of technology generated out of research output | N/A | | | | | | |
| | | A 35. Other outputs implementing the new normal due to covid 19 | Designs research related activities and other outputs to implement new normal | 1 | 0 | | | | | |
| 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 | 0 | | | | | |

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|--|--|--|---|------|---|--|--|--|--|--|
| | 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 | 1 | 0 | | | | | |
| | 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 | Implementes duly approved extension projects | 1 | 0 | | | | | |
| | 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 | 0 | | | | | |
| | 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 | N/A | | | | | | |
| | Research Mentoring | Research Mentor | | NONE | | | | | | |
| | Peer reviewers/Panelists | Peer reviewers/Panelists | | NONE | | | | | | |
| | Resource Persons | Resource Persons | | 1 | 0 | | | | | |
| | Convenor/Organizer | Convenor/Organizer | | 1 | 0 | | | | | |
| | Consultancy | Consultant | | 1 | 0 | | | | | |
| | Evaluator | Evaluator | | 1 | | | | | | |
| | 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 | 0 | | | | | |
| | PI 11. Additional outputs * | A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) * | | 1 | 0 | | | | | |

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|--|---|--|---|---------------------|----------------------|--|--|--|--|--|
| | | 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 | | | | | |
| 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* | Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member | zero non-conformity | zero non-conformity | | | | | |
| | | 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% compliant | 100% compliant | | | | | |
| | | On program accreditations | | N/A | | | | | | |
| | | On institutional accreditations | | N/A | | | | | | |
| UMFO 6. General Admin. & Support Services | | | | | | | | | | |
| | PI 2. Zero percent complaint from clients served | A 46. Customerly friendly frontline services | Provides customer friendly frontline services to clients | | Zero % non-complaint | | | | | |
| | PI 3: Additional Outputs | A 47. 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 | NONE | | | | | | |

| | | | | | | | | | | |
|--|-----------------------|---|--|------|--|--|--|--|--|--|
| | | A 48. Other outputs implementing the new normal due to covid 19 | Designs administration/management related activities and other outputs to implement new normal | NONE | | | | | | |
| | Total Over-all Rating | | | | | | | | | |
| | Average Rating | | | | | | | | | |
| | Adjectival Rating | | | | | | | | | |

| | |
|---|-------------|
| Average Rating (Total Over-all rating divided by number of entries) | 5.00 |
| Additional Points: | |
| Approved Additional points (with copy of approval) | |
| FINAL RATING | 5.00 |
| ADJECTIVAL RATING | OUTSTANDING |

Comments & Recommendations for Development Purpose: Mr. Bagulay is a dedicated educator and pro active mentality. He should however endeavor to finish his masters degree.

Evaluated & Rated by:

GUIRALDO C. FERNANDEZ, JR.

Department Head

Date:

Recommending Approval

CANDELARIO L. CALIBO

Dean, College of Arts and Sciences

Date: _____

Approved by:

BEATRIZ S. BELONIAS

Vice President for Instruction

Date: 11/27/2020

Exhibit I

PERFORMANCE MONITORING FORM


Name of Employee: **Jose II S. Bagulaya**

| 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 two (2) courses (Contemporary World and General Psychology) | Will provide attendance sheets of assigned classes, midterm and final gradesheets per course, and achieve an outstanding result in students' performance evaluation | January 2020 | May 2020 | May 2020 | Impressive | Outstanding | |
| 2 | Assist students' concerns through students consultation | Will improve students' performance | January 2020 | May 2020 | May 2020 | Impressive | Outstanding | |
| 3 | Class preparation | Will prepare visual aids, quizzes, and activities | January 2020 | May 2020 | May 2020 | Impressive | Outstanding | |
| 4 | Submission of midterm grades and final grades | Grades will be submitted to the university registrar | January 2020 | May 2020 | May 2020 | Impressive | Outstanding | |
| 5 | Participate in all activities conducted by the department, college and the university | Attendance sheet; will present certificates if possible | January 2020 | May 2020 | May 2020 | Impressive | Outstanding | |
| 6 | Perform other functions assigned by the department head | Certificate of the trainings and workshops | January 2020 | May 2020 | May 2020 | Impressive | Outstanding | |

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

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

Prepared by:


GUIRALDO C. FERNANDEZ, JR.
 Department Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Jose Il S. Bagulaya

Performance Rating: Very Satisfactory

Aim: To continue in research or extension projects and improve teaching strategies

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

Date: January 15, 2020

Target Date: One year from today

First Step:

- a) Required him to be involved on research and/or extension projects
- b) Advised him to focus on his final stage of his MA degree.

Result:

- 1. He is currently assigned in creating a new proposal for research and is also part of the group working on the module for Understanding the Self
- 2. He is now working on the second half of his thesis.

Date: June 15, 2020

Target Date: End of first semester

Next Step:

He was advised to focus and finish his MA,

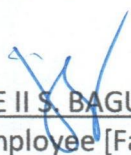
Outcome: NA

Final Step/Recommendation: NA

Prepared by:


GUIRALDO C. FERNANDEZ, JR.
Department Head

Conforme:


JOSE II S. BAGULAYA
Employee [Faculty]