


SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

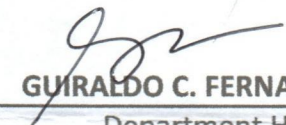
Name of Faculty Member: DEAN RUFFEL R. FLANDEZ

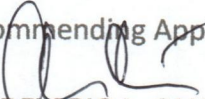
Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Faculty	30%	4.67	1.40
b. Students	70%	4.33	3.03
TOTAL for Instruction	90%		3.99
2. Research	2.5%	0.00	0.00
3. Extension	2.5%	3.00	0.08
4. Production	2.5%	5.00	0.13
5. Administration/Other Services	2.5%	5.00	0.13
TOTAL			4.314

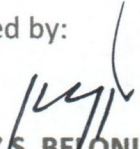
EQUIVALENT NUMERICAL RATING: 4.314
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: **4.314**

ADJECTIVAL RATING: **Very Satisfactory**

Prepared by: 
DEAN RUFFEL R. FLANDEZ
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 AND REVIEW FORM

I, DEAN RUFFEL R. FLANDEZ, 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 **JULY-DECEMBER 2019**

Dean Ruffel R. Flandez
DEAN RUFFEL R. FLANDEZ

Ratee

Approved: *Guinaldo C. Fernandez, Jr.*
GUIRALDO C. FERNANDEZ, JR.

Head of Unit

MFO No.	of MFO & PAPs	Success/Performance Indicators	Activities/ Projects	Tasks Assigned	Target	Accomplishment	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	
MF01	Higher Education	Full Time Equivalent	Teaching	Teach Social Science and Humanities subjects	18.00	39.75	4.3	4.33	4.33	4.33	
		Number of Instructional Materials Developed/Revised and Utilized									
		* New IMs	Author/Compiler								
		* Revised IMs within the last 3 years	Author/Compiler	Revise and create syllabi for ScSc 12, CAED113 and Humn12	1	1	5	5	4	4.67	
		* Powerpoint presentations prepared	Author/Compiler								
		Student Research/Thesis Advising									
		Student Advising and Consultation Services									
		* Number of hrs per week spent on student consultation	Consultation		3	5	5	5	5	5	
				SUB-TOTAL						14.00	
MF02	Research	NONE								0.00	
				SUB-TOTAL						0.00	
MF04	Extension	Number of trainings/seminars/Conferences attended	Training								
			Participant		1	1	5	5	5	5.00	
				SUB-TOTAL						5.00	
MF04	Support to Students/ Production	Number of quizzes prepared and checked		Prepare and check quizzes for ScSc12, CAED113, Humn12	20	24	5	5	5	5.00	
		Number of midterm and final exams prepared and checked.		Prepare and check term exams for ScSc12, CAED113, Humn12	8	16	5	5	5	5.00	
		Number of oral recitations graded/evaluated		Grade oral exams for ScSc12, CAED113, Humn12	4	4	4	4	4	4.00	

		Number of midterm and final gradesheets submitted		Submit grades for ScSc12, CAED113, Humn12	8	8	5	5	5	5.00	
				SUB-TOTAL						19.00	
MF05	General Admin &	Number of participation on the events/program in the dept, college, univ. and other offices		Participant	1	1	4	4	4	4.00	
		Number of committees served		Member & Chair	1	2	5	5	5	5.00	
		Number of meetings attended	Meetings		4	8	5	5	5	5.00	
				SUB-TOTAL						14.00	

Average Rating (Total Over-all rating divided by number of entries)		4.33
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.33
ADJECTIVAL RATING		VERY SATISFACTORY

Evaluated & Rated by:

GUIRALDO C. FERNANDEZ, JR.

Department Head

Date: _____

Recommending Approval:

CANDELARIO L. CALIBO

College Dean

Date: _____

Comments & Recommendations for

Development Purpose: Mr. Flandez 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. He should also engage in research/extension; submit outputs for publication and present papers in conferences.

Approved:

BEATRIZ S. BELONIAS

Vice-President for Instruction

Date: _____

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 1 General Education Social Science Subject (1 Readings in Philippine History), 5 Humanities Subject (5 Readings in Philippine History), 1 Major Subject (1 CAED113 – Visual Arts in Traditional Societies).	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	July 2019	December 2019	December 2019	Impressive	Outstanding	
2.	Prepares/revises course syllabi	Approved course syllabi in ScSc 12n, Humn 12, CAED 113	July 2019	December 2019	December 2019	Impressive	Outstanding	
3.	Submission of midterm grades and final grades	Grades submitted to registrar	July 2019	December 2019	December 2019	Impressive	Outstanding	
4.	Attendance in a national conference	Certificate of appearance, certificate of participation	July 2019	December 2019	November 2019	Impressive	Outstanding	
5.	Participate in all activities conducted by the department, college and the university	Attendance, certificates if applicable	July 2019	December 2019	December 2019	Impressive	Outstanding	

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

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

Prepared by:

GUINALDO C. FERNANDEZ, JR.

Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Dean Ruffel R. Flandez

Performance Rating: Very Satisfactory

Aim: To improve student evaluation ratings in all his classes; Write textbook in Reading Visual Arts; Conduct Research; and Finish Graduate Studies

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

Date: January 2019

Target Date: One year from today

First Step:

- a) Encouraged him to be considerate of his students who have difficulties in learning
- b) Reminded him to compile materials and write the textbook in Reading Visual Art
- c) Advised him to write research proposals related to Social Science
- d) Get updates of his graduate studies

Result:

Commitment to improve his style of teaching by taking into consideration the pace of learning of the students; and pledge to complete the manuscript of the Readings in Philippine History Textbook within the year.

Date: January 2019

Target Date: End of second semester

Next Step:

Follow up on the writing of the textbook, research proposals, and his dissertation.


Outcome: NA

Final Step/Recommendation: NA

Prepared by:


GUIRALDO C. FERNANDEZ, JR.
Department Head

Conforme:


DEAN RUFFEL R. FLANDEZ
Faculty/Employee