SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **JOHN MARTIN A. DIAO**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. ~~Faculty~~ Head	100%	5.00	5.00
b. Students	0%		0.00
TOTAL for Instruction	~~90.95%~~ 95%		~~4.50~~ **4.75** ✓ 4.75
2. Research	~~2.5%~~ ✓	—	0.00
3. Extension	~~2.5%~~ ✓	—	0.00
4. Production			
5. Administration/Other Services	5.0	5.00	0.25
TOTAL			~~4.750~~ 5.00

EQUIVALENT NUMERICAL RATING: ✓ ~~4.750~~ 5.00
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: ~~4.750~~ 5.00

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

JOHN MARTIN A. DIAO
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 Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, __JOHN MARTIN A .DIAO_____, 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 2020._

Approved:

JOHN MARTIN A. DIAO
Instructor I
Date:

JETT C. QUEBEC
Department Head
Date: 1-2-21

MA. THERESA P. LORETO
College Dean
Date: 2/15/2021

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominator)
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	N/A					
	PI 8: Number of graduate students advised *	**A2.** Number of students advised	Acts as academic adviser to graduate students	N/A	N/A					
		A3 . Number of students advised on thesis/special problem/dissertation		N/A	N/A					
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	N/A					
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	N/A					

		Indicator	Description								Remarks
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	N/A	N/A						
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	N/A	N/A						
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	N/A	N/A						
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	N/A	N/A						
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	N/A	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	N/A						
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	N/A	N/A						
	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	N/A						
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*	*18 units per semester*	22 UNITS	5	5	5	5.00		6 ScSc 11 - Understanding the Self classes, and 1 IPHIL 002 - Itnroduction to the
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before	12	NONE						No gradesheets have been submitted yet.

PI	Activity	Task	Q	E						Remarks
	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	NONE	NONE						
	A12. Number of trainings attended related to instruction	Attend mandated trainings	2	1		5	5	5	5.00	Moodle Online Training, August 19-20, 2020.
	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	24	0						
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	100	30		5	5	5	5.00	Assessments, essay activities, and quizzes.
	A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	NONE	0						
PI 8: Number of students advised: *	A16. Number of students advised:	*Acts as academic adviser to students*	N/A	N/A						
	A17. Number of students advised on thesis/ field practice/special problem:		N/A	N/A						
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	N/A	N/A						
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	N/A	N/A						
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	50	35		5	5	5	5.00	
PI 9: Number of student organizations advised/ assisted *	**A19**. Number of Student organizations advised	*Advises student organizations recognized by USOO*	NONE	NONE						
	A20. Number of Student organizations assisted on student related activities	*Assists student organizations in implementing student related activities*	NONE	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								

				2	5	5	5	5	5.00	
		On-line ready courseware	*Prepares Instructional module/laboratory guide/workbook or a combination thereof*	2	5	5	5	5	5.00	Coursewares for Justice As Fairness, Utilitarianism, Situation Ethics, and Human Person as an Embodied Spirit
		Supplemental learning resources	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	2	5	5	5	5	5.00	Notes/Handouts for the students which also contatins links of crashcourse videos that are related to the topic.
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	5	5	5	5	5.00	Embedded in the coursewares are activities that enhances student's learning
		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	5	5	5	5	5.00	
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	12	2					Moodle Classrooms for ScSc 11 and IPHIL 002
	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					Assigned to Area VII: Library for AACUP Preliminary Survey
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	N/A	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	2	None					
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	0						
PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research oroject within the year	1	0						
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	1	0						
	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	**A 30.** Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic for a/conferences	2	0						
	In int'l fora/conferences		1							
	In nat'l/regional fora/conferences		1							
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	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	0							
		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							
	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	N/A							

	Research Mentoring	*Research Mentor*		NONE	NONE				
	Peer reviewers/Panelists	*Peer reviewers/Panelists*		NONE	NONE				
	Resource Persons	*Resource Persons*		1	0				
	Convenor/Organizer	*Convenor/Organizer*		1	0				
	Consultancy	*Consultant*		1	0				
	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	0				
	PI 11. Additional outputs *	**A 42**. No. of extension-related awards (extn. conducted by faculty or student & faculty) *		1	0				
		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 theQMS 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	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% Compliant	100% compliant	5	5	5	5.00	
		On program accreditations							
		On institutional accreditations							

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 % complaint	5	5	5	5.00	
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 performfing functions resulting to best practice	None	**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	**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. Diao's work ethic is worth emulating. He is focused and committed to assigned work. Finishing his masters degree is a welcome development.

Evaluated & Rated by:

JETT C. QUEBEC
Department Head
Date: 1—26-21

Recommending Approval

MA. THERESA P. LORETO
Dean, College of Arts and Sciences
Date: 2/15/2021

Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction
Date: 2/19/21

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **JOHN MARTIN A. DIAO**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Rem Recomn
1	Teach four (2) courses (Ethics, and Introduction to Philosophy and Ethics)	Attendance sheets, midterm and final grade sheets, students' performance evaluation result	July 2020	December 2020	December 2020	Impressive	Outstanding	
2	Assist students' concerns through scheduled consultation	Outstanding students' performance evaluation result	July 2020	December 2020	December 2020	Impressive	Outstanding	
3	Prepare materials and activities for the handled courses	PowerPoint presentations, assessment activities	July 2020	December 2020	December 2020	Impressive	Outstanding	
4	Submit midterm grades and final grades	Submitted grades to the university registrar	July 2020	December 2020	December 2020	Impressive	Outstanding	
5	Publish written essays	Published manuscript and publication incentive form to the department secretary						
6	Participation and attendance in local / international conferences	Certificates of recognition and / or certificate of participation; travel reports	July 2020	December 2020	December 2020	Impressive	Outstanding	
7	Participate in all activities conducted by the department, college, and the university	Attendance sheet; certificates	July 2020	December 2020	December 2020	Impressive	Outstanding	
8	Perform other functions assigned by the department head	Certificate of the trainings and workshops	July 2020	December 2020	December 2020	Impressive	Outstanding	

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

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

Prepared by:

DR. JETT C. QUEBEC.
Department Head

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JOHN MARTIN A. DIAO

Performance Rating: OUTSTANDING

AIM: To finish his Thesis to obtain the degree MA in Philosophy. Specifically, be able to have his Thesis proposal before their April 10, 2021.

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

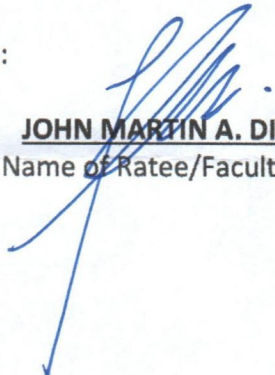Date: January 2021   Target Date: December 2021

Step/s:

a) Advised Mr. John Martin Diao to finish his Thesis.
b) Advised Mr. John Martin Diao to talk with his adviser regarding the prospects of his Thesis.
c) Together with the Department Personnel Committee, recommend Mr. John Martin Diao for a Thesis Grant.

RESULT: Mr. Diao is currently enrolled at the University of San Carlos and in contact with his Thesis adviser.

Prepared by:

JETT C. QUEBEC, PhD.
Department Head

Conformee:

JOHN MARTIN A. DIAO
Name of Ratee/Faculty/Staff