

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: RONALD ARLET P. VILLABER

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		5.00 x 50 % = 2.50	
b. Students (50%)			
Total for Instruction	100		4.99
2. Research			
a. Client/Dir for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research			
3. Extension			
a. Client/Dir for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Extension			
Total for Extension			
4. Administration			
5. Production			
TOTAL			4.99

EQUIVALENT NUMERICAL RATING:

4.99

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.99

Outstanding

ADJECTIVAL RATING:

Very Satisfactory

Prepared by:

RONALD ARLET P. VILLABER
Name of Faculty

Reviewed by:

JACOB GLENN F. JANSALIN
Head, DoPAC

Recommending Approval:

CANDELARIO L. CALIBO
Dean, CAS

Approved:


BEATRIZ S. BELONIAS
VP for Instructor

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, RONALD ARLET P. VILLABER, An affiliate faculty member of the DEPARTMENT OF PURE AND APPLIED CHEMISTRY commit to the deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period January to June 2020.


RONALD ARLET P. VILLABER
 Instructor III
 Date:

Approved: 
JACOB GLENN F. JANSALIN
 Department Head
 Date:

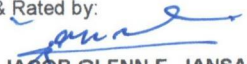


CANDELARIO L. CALIBO
 College Dean
 Date:

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 UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	16	21.3	5	5	5	5.00	Teachers Leave Chem 172, Chem 131 Chem 131, PhSc 108, Chem 138.1, Chem 131, Chem 11, Btech200.2 & Chem 200
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	7	9	5	5	5 4.67 5.00	Chem 172, Chem 131 Chem 131, PhSc 108, Chem 138.1, Chem 131, Chem 11, Btech200.2 & Chem 200	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	5	9	5	5	5	5.00	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	5	9	5	5	5	5.00	
	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic adviser to students</i>	1	2	5	5	5	5.00	BSChem and Biotech students
		A17. Number of students advised on thesis/ field practice/special problem:		2	2	5	5	5	5.00	Rica Hilary Flores and John Louise Cabal

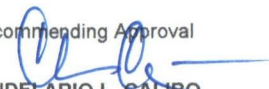
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	2	2	5	5	5	5.00	Danica Palma, Nonelyn Galano and Joebert Alegria
		<u>A18</u> : Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	2	3	5	5	5	5.00	BSChem and Biotech students
	<u>PI 9</u> : Number of student organizations advised/ assisted *	<u>A19</u> : Number of Student organizations advised	Advises student organizations recognized by USOO	1	3	5	5	5	5.00	CAS SSC, VSUChemSoc, DOST
		<u>A20</u> : Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	3	5	5	5	5.00	CAS SSC, VSUChemSoc, DOST
	<u>PI 10</u> : Number of instructional materials developed *	<u>A 21</u> : Number of on-line course were 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	5	7	5	5	5	5.00	Chem 172, Chem 131 Chem 131, PhSc 108, Chem 138.1, Chem 131, Chem 11
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	7	5	5	5	5.00	
		<u>A 24</u> : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	5	5	5	5	5	5.00	4.92
UMFO 3 . RESEARCH SERVICES										
UMFO 4. EXTENSION SERVICES										
UMFO 5. SUPPORT TO OPERATIONS										
	OVPI MFO 4. Program and Institutional Accreditation Services									
	<u>PI 8</u> . 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*	<u>A 44</u> . 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	ero non-conformit	5	5	5	5.00	
		<u>A 45</u> . Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and compiles all requirements as prescribed in the accreditation tools	100% compliant	100% compliant	5	5		5.00	
		On program accreditations								

		On institutional accreditations								
UMFO 6. General Admin. & Support Services (GASS)										
	PI 2. Zero percent complaint from clients served	A 48. Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	Zero % complaint	5	5	5	5.00	
		A 48. Number of of times attended CAS Virtual Meeting		1	3	5	5	5	5.00	
		A 49. Number of hours spent for CAS Virtual Meeting as College Secretary		2 hrs/meeting	2 hrs/meeting	5	5	5	5.00	15.0
	Total Over-all Rating								90.00	
	Average Rating								5.00	
	Adjectival Rating									

Evaluated & Rated by:


JACOB GLENN F. JANSALIN
 Department Head, Department of Biotechnology
 Date: 

Recommending Approval


CANDELARIO L. CALIBO
 Dean, College of Arts and Sciences
 Date:

Approved by:


BEATRIZ S. BELONIAS
 Vice President for Instruction
 Date:

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

Comments & Recommendations for Development Purpose:

Pursue Ph.D degree and take the Chemist License Exam.

Evaluated & Rated by:

J. Jansalin
JACOB GLENN F. JANSALIN

Head, DoPAC

Date: _____

Recommending Approval:

C. Calibo
CANDELARIO L. CALIBO

Dean, CAS

Date: _____

Approved by:

B. Belonias
BEATRIZ S. BELONIAS

VP for Instruction

Date: _____

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

PERFORMANCE MONITORING & COACHING JOURNAL

X	1st	Q U A R T E R
X	2nd	
	3rd	
	4th	

Name of Office: RONALD ARLET P. VILLABER


Head of Office: JACOB GLENN F. JANSALIN

Number of Personnel: _____


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	punctuality in submitting documents				
Coaching					

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


JACOB GLENN F. JANSALIN
Immediate Supervisor

Noted


CANDELARIO L. CALIBO
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: RONALD ARLET P. VILLABER

Performance Rating: 0

Aim: *Maintain outstanding performance rating*

Proposed Interventions to Improve Performance:

Date: *July 2020*

Target Date: *Dec 2020*

First Step:

Pursue PhD in Chemistry and take the Chemist License Exam.

Date:


Target Date:

Next Step:

Outcome:

Final Step/Recommendation:

Prepared by:


JACOB GLENN F. JANSALIN
Unit Head

Conforme:


RONALD ARLET P. VILLABER
Name of Ratee Faculty