

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	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:

JOHN MARTIN A. DIAO

Name of Faculty

Reviewed by:

GUIRALDO C. FERNANDEZ, JR.

Department Head

Recommending Approval:

CANDELARIO L. CALIBO

Dean, CAS

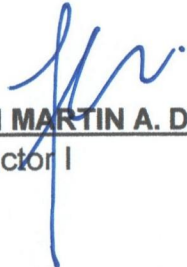
Approved by:

BEATRIZ S. BELONIAS


Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, 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 JANUARY - JUNE 2020.


JOHN MARTIN A. DIAO
 Instructor I
 Date:

Approved: 
GUIRALDO C. FERNANDEZ, JR.
 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 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					

		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	36.9	5	5	5	5.00	7 Phlo 11 - Ethics classes handled
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before	12	7	5	5	5	5.00	7 Gradesheets for Phlo 11 - Ethics
		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	3	5	5	5	5.00	National Training-Workshop for Teachers of Philippine History, 1st Moodle Online Training, Webinar on Understanding Flexible Learning May 27, 2020, Faculty Readiness to Deliver Flexible Modes of Learning,
		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 advisor 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	10	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							
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	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	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	2	5	5	5	5	5.00	Notes/Handouts for the students which also contains links of crashcourse videos that are related to the topic.
		<i>Assessment tools</i>	<i>Prepares assessment tools such as long exam, quizzes, problems sets, etc.</i>	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	<i>Submits the course ware duly reviewed by TRP for editing by MMDC editor</i>	2	5	5	5	5	5.00	
		A 24 : Number of virtual classroom created and operational	<i>Creates virtual classroom using either Moodle or Google Classroom</i>	12	1	5	5	5	5.00	Phlo 11- Ethics
	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	0					
		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	1	5	5	5	5.00	A website to be published containing all my course related resources.
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 or project 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					
		<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	2	0					
		<i>In int'l fora/conferences</i>		1						
		<i>In nat'l/regional fora/conferences</i>		1						
	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					

	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 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	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								

	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 (extrn. 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 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	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 performing 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								50.00
	Average Rating								5.00
	Adjectival Rating								0
	Average Rating (Total Over-all rating divided by number of entries)		5.00	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.					
	Additional Points:								
	Approved Additional points (with copy of approval)								
	FINAL RATING		5.00						
	ADJECTIVAL RATING		OUTSTANDING						

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: **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**	Remarks/ Recommendation
1	Teach four (2) courses (Ethics, and Introduction to Philosophy and Ethics)	Attendance sheets, midterm and final grade sheets, students' performance evaluation result	Jan 2020	June 2020	June 2020	Impressive	Outstanding	
2	Assist students' concerns through scheduled consultation	Outstanding students' performance evaluation result	Jan 2020	June 2020	June 2020	Impressive	Outstanding	
3	Prepare materials and activities for the handled courses	PowerPoint presentations, assessment activities	Jan 2020	June 2020	June 2020	Impressive	Outstanding	
4	Submit midterm grades and final grades	Submitted grades to the university registrar	Jan 2020	June 2020	June 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	Jan 2020	June 2020	June 2020	Impressive	Outstanding	
7	Participate in all activities conducted by the department, college, and the university	Attendance sheet; certificates	Jan 2020	June 2020	June 2020	Impressive	Outstanding	
8	Perform other functions assigned by the department head	Certificate of the trainings and workshops	Jan 2020	June 2020	June 2020	Impressive	Outstanding	

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

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

Prepared by:


DR. GUIRALDO C. FERNANDEZ, JR.
 Department Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JOHN MARTIN A. DIAO

Performance Rating: OUTSTANDING

AIM: Take the comprehensive exam, then successfully propose Chapter 1 of his Master of Arts in Philosophy Thesis.

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

Date: January 10, 2020

Target Date: July 30, 2020

Step/s:

- a) Advised John Martin Diao to apply for and pass the comprehensive exam to take Thesis 1.
- b) Advised John Martin Diao to propose his before after he passed the exam.

RESULT: Mr. Diao passed his comprehensive exam with the marks: Prof. 1: 91, Prof. 2: 91.5, and Prof. 3: 82, and an average of 88.17.

Prepared by:


GUIRALDO C. FERNANDEZ, JR.
Department Head

Conforme:


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