

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Mr. Charlie S. Andan

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (100%)		4.52 4.71	
b. Students (0%)		0.00	
TOTAL for Instruction	85%	4.52 4.71	3.84 3.73
2. Research	0%	0.00	0.00
3. Extension	10%	4.52 4.67	0.45 4.67
4. Administration & Support to Operation	5%	4.52 4.84	0.23 4.24
5. Production	0%	0.00	0.00
TOTAL			4.52 4.44

EQUIVALENT NUMERICAL RATING:

4.52 4.44

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.52 4.44

ADJECTIVAL RATING:

Outstanding Very Satisfactory

Prepared by:

CHARLIE S. ANDAN  
Faculty

Reviewed by:

DANIEL C. LOR  
Head, DMet

Recommending Approval:

ROBERTO C. GUARTE  
Dean, CET

Approved:

BEATRIZ S. BELONIAS  
Vice President for Academic Affairs



**VISAYAS**  
STATE UNIVERSITY




**DEPARTMENT OF METEOROLOGY**

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**Exhibit B**

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**


I, **CHARLIE S. ANDAN**, a faculty member of the **Department of Meteorology**, College of Engineering & Technology, 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-Dec 2020.

  
**CHARLIE S. ANDAN**  
Faculty  
Date: 20 Jan 2021

Approved:

  
**DANIEL C. LOR**  
Head, DMet

Date: 20 Jan 2021

  
**ROBERTO C. GUARTE**  
Dean, CET

Date: 20 Jan 2021

MFO & PAPs	Success/Performance Indicator (PI)	Tasks Assigned	Actual Accomplishments		Rating				Remarks	% weight
			Target	Actual Accomplishment	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>		
<b>MFO 1</b>	<b>ADVANCED EDUCATION SERVICES (20%)</b>									
	<b>OVPI MFO 1. Graduate Degree Program Management Services</b>			NA					Not yet	
	<b>1 PI 1.</b> Percentage of graduate school faculty engaged in research work applied in any of the following:	Dept. Head & Faculty		NA					Not yet applicable	4%
	a. pursuing advanced research degree program (Ph.D) *			NA					Not yet	
	b. actively pursuing in the last three (3) years (investigative research, basic and applied scientific research, policy research social science research)			NA					Not yet applicable	
	c. producing technologies for commercialization or livelihood improvement			NA					Not yet applicable	
	d. whose research resulted in an extension program			NA					Not yet	
	<b>OVPI MFO 2. Graduate Student Management Services</b>								Not yet	
	<b>PI 1:</b> Percentage of graduate students enrolled in research degree programs *	Dept. Head & Faculty		NA					Not yet applicable	2%
	<b>PI 2:</b> Percentage of accredited graduate programs *	Dept. Head & Faculty		NA					Not yet applicable	2%



MFO & PAPs	Success/Performance Indicator (PI)	Tasks Assigned	Actual Accomplishments		Rating				Remarks	% weight
			Target	Actual Accomplishment	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>		
	<b>PI 3:</b> Number of graduate degree specializations offered and monitored *	Dept. Head & Faculty		NA					Not yet applicable	2%
	<b>PI 4:</b> Total FTE coordinated, implemented & monitored*	Dept. Head & Faculty		NA					Not yet applicable	2%
	<b>PI 5:</b> Percentage increase in number of graduate students enrolled *	Dept. Head & Faculty		NA					Not yet applicable	2%
	<b>PI 6:</b> Percentage increase in number of students who graduated within prescribed period *	Dept. Head & Faculty		NA					Not yet applicable	2%
	<b>PI 7:</b> Number of graduate students awarded with honors/distinction *	Dept. Head & Faculty		NA					Not yet applicable	2%
	<b>PI 8:</b> Number of graduate students advised *	Dept. Head & Faculty		NA					Not yet applicable	2%
	<b>PI 9:</b> Number of instructional materials developed *	Dept. Head & Faculty		NA					Not yet applicable	
	On-line ready courseware			NA					NA	
	Flexible instructional materials			NA					NA	
	Assessment tools			NA					NA	
	<b>PI 10:</b> Number of virtual classrooms created and operationalized			NA					NA	
<b>MFO 2</b>	<b>HIGHER EDUCATION SERVICES (50%)</b>									
	<b>PI 1.</b> Percentage of first time licensure exam takers that pass the licensure exams *	Dept. Head & Faculty		NA					Not Applicable	7.5%
	<b>PI 2.</b> Percentage of graduates (2 years prior) that are employed *	Dept. Head & Faculty		NA					Not Applicable	2.5%
	<b>PI 3.</b> Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs *	Dept. Head & Faculty		NA					Not Applicable	2.5%
	<b>PI 4.</b> Percentage of undergraduate programs with accreditations *	Dept. Head & Faculty		NA					Not Applicable	2.5%
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	Dept. Head & Faculty	8.00	18.30	5	5	5	5.00	Teaches : ESci 114(lab & Lec); Mete 131n (lab & Lec)	20%
	<b>PI 8:</b> Number of students advised: *	Dept. Head & Faculty								
	On thesis/ field practice/special problem									1%
	No. of approved manuscript submitted within prescribed period									1%
	On consultation		20.00	20	4	5	5	4.67		0.5%

[illegible]



[illegible]

MFO & PAPs	Success/Performance Indicator (PI)	Tasks Assigned	Actual Accomplishments		Rating				Remarks	% weight
			Target	Actual Accomplishment	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>		
	<b>PI 8.</b> Percent of extension proposals approved *	Dept. Head & Faculty	1.00	Time for drafting was affected with the time spent in developing instructional materials for flexible learning due to COVID 19 Pandemic						0.5%
	<b>PI 11.</b> Additional outputs *	Dept. Head & Faculty								
	No. of extension-related awards (extrn. conducted by faculty or student & faculty) *									1.5%
<b>MFO 5</b>	<b>Support to Operations</b>									
	<b>OVPI MFO 1. Faculty Development Services</b>									
	<b>PI 1:</b> Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted *	Dept. Head & Faculty							NA	0.625%
	<b>OVPI MFO 2. Faculty Recruitment/Hiring Services</b>									
	<b>PI 2:</b> Number of faculty recruited/hired based on needed competencies and aligned with ISO standards *	Dept. Head & Faculty							NA	0.125%
	<b>OVPI MFO 3. Faculty Evaluation Services</b>									
	<b>PI 3:</b> Number of seminars/trainings/ conventions/workshops coordinated for entire university *	Dept. Head & Faculty	1.00	1					Not pursued due to travel ban caused by COVID 19 Pandemic	0.25%
	<b>PI 4:</b> Number of seminars/trainings/ conventions/workshops coordinated outside of the university *	Dept. Head & Faculty								0.25%
	<b>PI 5:</b> Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated *	Dept. Head & Faculty	80%	No TPES Results Yet					No evaluation due to suspension of classes caused by COVID 19 pandemic	0.75%
	<b>PI 6 :</b> Number of in-house seminars/trainings/ workshops/reviews conducted *	Dept. Head & Faculty	1.00	1.00	5	5	5	5.00	Webinar	0.25%



MFO & PAPs	Success/Performance Indicator (PI)	Tasks Assigned	Actual Accomplishments		Rating				Remarks	% weight
			Target	Actual Accomplishment	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>		
	<b>PI 7</b> : Additional outputs *	Dept. Head & Faculty								
	Number of faculty/staff awards/honors received related to operations support									0.25%
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									
	<b>PI 8.</b> 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*	Dept. Head & Faculty							Zero non-conformity (No NC)	2.50%
<b>MFO 6</b>	<b>General Admin. &amp; Support Services (GASS)</b>									
	<b>PI 1.</b> Submission of College/Department PPMP for the following year within deadline as prescribed by BAC*	Dept. Head & staff								1%
	<b>PI 2.</b> Zero percent complaint from clients served	Dept. Head & all faculty & staff	1.00	1.00	4	5	5	4.67		2%
	<b>PI 3.</b> Number of coaching sessions among faculty & staff**	Dept. Head								
	<b>PI 4.</b> Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**	Dept. Head								
	<b>PI 5.</b> Number of monthly/special faculty & staff meetings conducted**	Dept. Head								
	<b>PI 3:</b> Additional Outputs	Dept. Head & all faculty & staff								
	Number of Best practices/new initiatives in academic units' management replicated/benchmarked by other depts/agencies *							$\frac{9.67}{2} = 4.835$	explain here briefly why consider said department practice can be considered as a best practice	2%
Total Over-all Rating								40.67		

MFO & PAPs	Success/Performance Indicator (PI)	Tasks Assigned	Actual Accomplishments		Rating				Remarks	% weight
			Target	Actual Accomplishment	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>		
Average Rating (Total Over-all rating divided by 13)			4.52	4.51	<b>Comments &amp; Recommendation for Development Purpose:</b> <i>Teaching performance is improving. but            Need to start research/extension project.</i>					
Additional Points:										
Approved Additional points (with copy of approval)										
FINAL RATING			4.52	4.51						
ADJECTIVAL RATING			Outstanding							

Evaluated & Rated by:

DANIEL C. LOR

Head, DMet

Date: 20 Jan 2021

Recommending Approval:

ROBERTO C. GUARTE

Dean, CET

Date: 20 Jan 2021

Approved by:

BEATRIZ S. BELONIAS

Vice Pres, Academic Affairs

Date: 1/28/21

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

\* To indicate in the remarks column the details of the targetted outputs for easy review and calibration.

\*\* No percentage weight for ranking purposes since these are activities only expected to be performed at the department level



## PERFORMANCE MONITORING FORM

Name of Employee: Charlie S. Andan

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 subjects on: Mete 131 (Synoptic Meteorology) lec and lab – 1 section each; and ESci 114 (Physics for Engineers) – 1 section lec and 2 sections lab	Meets class regularly (on line); Checked students' outputs.	July 2020	August – December 2020	Classes started on October 2020 due to the shift of teaching modality.	Needs Improvement	Very Satisfactory	Needs to find more time in studying the courses being taught to impart more knowledge to students; needs to be more flexible in giving deadlines to assessments and learning tasks.
2	Advices & assists the academic advisees & other students who consulted on line for assistance & advising.	Advised academic advisees & students	July and September 2020	July 2020 (during enrollment) and regularly during the semester as needed (email, chat or text).	Enrollment on July 2020 and regularly throughout the 2 <sup>nd</sup> half of 2020.	Impressive	Very Satisfactory	Pro-active in addressing students' concerns.
3	Attends department organized meeting.	Attendance during meeting	July 2020	July – December 2020	Every first Tuesday of the month for regular department meeting	Needs Improvement	Very Satisfactory	Needs to inform the office in advance if attendance will be via online platform.
4	Develops Instructional Materials of the subjects to teach in the semester during the	Approved Instructional Materials	July 2020	September 2020	September 2020	Needs Improvement	Very Satisfactory	Needs to improve grammar and composition, and quality of discussions.



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
	Pandemic situation							
5	Participate in activities like webinar; google meetings & other virtual meeting called by the department, college and university.	Attendance to the virtual activities	July 2020 (regular reminders were done whenever there are new schedules)	July – December 2020	As scheduled	Very Impressive	Outstanding	None
6	Submits Minutes of the Meetings (regular, special and emergency) within considerable time.	Minutes of the Meeting	July 2020	Every after meetings	Late of more than 2 months (average).	Needs Improvement	Satisfactory	Late submission of minutes; needs to improve grammar and composition; and make sure that all topics discussed were included in the minutes.

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

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

Prepared by:

20 Jan 2021

**DANIEL C. LOR**

Head, Department of Meteorology



**EMPLOYEE DEVELOPMENT PLAN**  
**July – Dec 2020**

Name of Employee: Charlie S. Andan  
Performance Rating: Outstanding

Aim: Improved Teaching Skills

Proposed Interventions to Improve Performance:

Date: Nov. 2020

Target Date: Dec. 2020

First Step:

Class Observation.

Result:


No face-to-face class, thus no class observation.

Outcome: No proof of improvement of the teaching skills because there is no face-to-face class.

Final Step/Recommendation:

None

Prepared by:

 01/25/2021  
**DANIEL C. LOR**  
Head, Department of Meteorology

Conforme:

  
**CHARLIE S. ANDAN**  
Faculty