SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **ROMEO J. TORING, JR.**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.78 x 50% = 2.390	
b. Students (50%)		4.79 x 50% = 2.395	
TOTAL for Instruction	90%	4.79	4.307
2. Research	5%		
a. Client/Director for Research			
b. Dept. Head/Center Director		4.83 x 5% = 0.242	0.242
TOTAL for Research			
3. Extension			
a. Client/Director for Extension			
b. Dept. Head/Center Director			
TOTAL for Extension			
4. Production			
5. Administration/Other Services	5%	4.50 x 5% = 0.225	0.225
TOTAL	100%		**4.773**

EQUIVALENT NUMERICAL RATING: 4.773
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: **4.773**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

ROMEO J. TORING, JR.
Name of Faculty
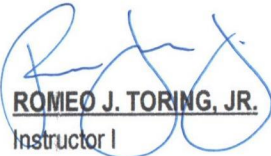
Reviewed by:

JETT C. QUEBEC
Department Head

Recommending Approval:

MA. THERESA P. LORETO
Dean, CAS

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ROMEO J. TORING, JR., a faculty member of the <u>DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES,</u> commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JANUARY-JUNE 2021

		Approved:
ROMEO J. TORING, JR.	**JETT C. QUEBEC**	**MA. THERESA P. LORETO**
Instructor I	Department Head	College Dean
Date: July 13, 2021	Date: July 30, 2021	Date: Aug. 10, 2021

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 per semester	38.25	5	5	5	5.00	ScSc 13n and Phlo 11
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	10	10	5	5	4	4.67	ScSc 13n and Phlo 11

PI	Indicator	Description	Target	Actual	Q1	Q2	Q3	Avg	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	3	6	5	5	5	5.00	Pamsem Seminar, New Normal Teaching Seminar in PNU, Organized UGAT Visayas Online Forum, Resource Speaker
	A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	6	6					
	A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	30	30	5	5	4	4.67	ScSc 13n and Phlo 11
	A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	30	30	5	5	4	4.67	ScSc 13n and Phlo 11
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviserto 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	N/A	N/A					
PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advises student organizations recognized by USOO	N/A	N/A					
	A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	N/A	N/A					

	PI / Activity	Sub-activity	Description	Target	Accomplishment					Remarks
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	2	5	5	4	4.67	Moodle for ScSc 13n and Phlo 11
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	2	5	5	4	4.67	Moodle for ScSc 11n, Google Classroom for IPHP
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	10	14	5	5	4	4.67	4 video lectures uploaded to YouTube, 10 powerpoint presentations,
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	32	5	5	5	5.00	6 classes (8 assessment questions, 2 final papers)
	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	1	2	5	5	4	4.67	ScSc 13n and Phlo 11
	A 24 : Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom	8	8	5	5	5	5.00	ScSc 13n and Phlo 11
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	N/A	N/A					
		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	1	3	4.5	5	4.5	4.67	Scsc 11n, ScSc 13, Phil 11, and IPHP modules

				AVERAGE				4.78	
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	0	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	3	5	5	4.5	4.83	1 Published in Social Science Diliman (ACI journal), 2 currently in-press
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							
	In refereed int'l journals								
	In refereed nat'l/regional journals		1	3	5	5	5	5.00	1 Published in Social Science Diliman (ACI journal), 2 currently in-press
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							
	In int'l fora/conferences		1	3	5	5	4.5	4.83	1 Published in Social Science Diliman (ACI journal), 2 currently in-press, 3 presented in National Conferences
	In nat'l/regional fora/conferences		1	2	5	5	4.5	4.83	
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	1	4.5	4.5	4.5	4.50	
PI 6. Additional outputs*	**A 32**. No. of research-related awards (research conducted by faculty or student w/ faculty)		1	1	5	5	5	5.00	

	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	0	1	5	5	5	5.00	"Isog Ka?": Komparatibong Pananaliksik Tungkol sa mga Etnikong Estereotipo sa mga Cebuano at Waray sa Visayas State University, Baybay City, Leyte" (co-authors: Dr. Leslie Ann L. Liwanag, Ms. Mary Grace P. Enaya, Ms. Hilda A. Pedrera, and Ms. Precious D. Tubigan).
	A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	N/A	N/A					
	A 35.Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	1	3	4.5	5	4.5	4.67	Scsc 11n, ScSc 13, Phil 11, and IPHP modules
				AVERAGE				4.83	

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	0	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	N/A	N/A					
PI 3. Number of extension programs organized and supported consistent	A 38. Number of extension programs/projects implemented	Implementes duly approved extension projects	0	0					
PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and	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	N/A	N/A					
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		0						
Peer reviewers/Panelists	Peer reviewers/Panelists		0						
Resource Persons	Resource Persons		0						

Convenor/Organizer	*Convenor/Organizer*		0							
Consultancy	*Consultant*		0							
Evaluator	*Evaluator*		0							
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	0							
PI 11. Additional outputs *	**A 42**. No. of extension-related awards (extn. conducted by faculty or student & faculty) *		0							
	A 43.Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	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	4.5	4.5	4.5	4.50	
	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						
	On program accreditations		N/A						
	On institutional accreditations		N/A						
				AVERAGE				4.67	

UMFO 6. General Admin. & Support Services (GASS)

PI 2. Zero percent complaint from clients served	**A 46**. Customerly friendly frontline services	Provides customer friendly frontline services to clients		Zero % non-complaint						
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)	
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	
ADJECTIVAL RATING	

Comments & Recommendations for Development Purpose: Mr. Toring is a dedicated servant of the department. His meticulous attitude towards work benefits the department. A doctorate degree is a welcome development.

Evaluated & Rated by:

JETT C. QUEBEC

Department Head

Date: July 30, 2021

Recommending Approval

mtploreto

MA. THERESA P. LORETO

Dean, College of Arts and Sciences

Date: Aug. 10, 2021

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 8/13/21

Exhibit 1

PERFORMANCE MONITORING FORM

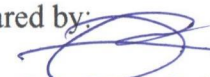Name of Employee: **Romeo J. Toring Jr,, J.**

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	Converts the existing instructional materials into flexible learning systems	Virtual Assessment materials, Learning Tasks	Jan 2021	December 2021	June 2021	Very Impressive	Outstanding	
2	Prepares Instructional module/laboratory guide/workbook or a combination thereof	Printed Modules and Virtual Classroom (Moodle and Google Classroom)	Jan 2021	December 2021	June 2021	Very Impressive	Outstanding	
3	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	Video Lectures, Recorded PowerPoint Presentations	Jan 2021	December 2021	June 2021	Impressive	Outstanding	
4	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	Assessment questions, Final Output requirements	Jan 2021	December 2020	June 2021	Impressive	Outstanding	
6	Designs experiential learning activities and other outputs to implement new normal	Learning tasks available both printed and online	Jan 2021	December 2020	June 2021	Impressive	Outstanding	
7	Handles and teaches courses assigned	Synchronous and Asynchronous classes	Jan 2021	December 2020	June 2021	Impressive	Outstanding	
8	Prepares gradesheet and submits on or before deadline	Gradesheet	Jan 2021	February 2021	ongoing		Outstanding	Second semester is ongoing due to academic calendar adjustments
9	Attend mandated trainings	Certificates	Jan 2021	December 2021	December 2021	Very impressive	Very Satisfactory	
10	Administers and checks long examination for subjects taught	Gradesheet	Jan 2021	February 2021	March 2021	Impressive	Very Satisfactory	
11	Prepares and checks quizzes for lec and lab	Assessment and Learning Tasks	Jan 2021	December 2020	December 2021	Very impressive	Very Satisfactory	
12	Checks lab reports and term papers submitted as required	Gradesheet	Jan 2021	February 2021	ongoing			Ongoing since the school-year moved to a later date
13	Prepares and submits for review by the Technical Review Panel	Printed Modules, Online Instructional Materials and Virtual Classrooms (Moodle and Google	Jan 2021	December 2021	December 2021	Very impressive	Very Satisfactory	

							*	**	
	module/laboratory guide/workbook or a combination thereof	Virtual Classrooms (Moodle and Google Classroom)			2021	2021	impressive	Satisfactory	
15	Conducts and completes research project within the year	Research Manuscripts drafts	Jan 2021	December 2021	December 2021	Impressive	Satisfactory	Ongoing researches
16	Writes publishable materials out of research outputs and submits for publication	Publishable Research Papers	Jan 2021	December 2021	December 2021	Outstanding	Very Satisfactory	Published one article
17	Prepares research proposals, submits and follows up its approval for immediate implementation	Research Proposals	Jan 2021	December 2021	December 2021	Needs Improvement	Satisfactory	Awaiting approval from research office

* 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: ROMEO J. TORING JR.
Performance Rating: OUTSTANDING

Aims: To engage in instruction, research, and other activities/projects in the department

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

Date: January 2021   Target Date: June 2021

Step/s:

a) Remind Mr. Toring to accomplish the OBE syllabus for the soon-to-be-offered AB Philosophy program for the next school year.
b) Remind Mr. Toring to finish the printed and online instructional material for the subjects he will be teaching this semester.
c) Encourage Mr. Toring to continue research collaborations.
d) Support Mr. Toring's plan to pursue Ph.D. as in accordance to the faculty development program.

Results:
a) Finished assigned tasked related to the offering of AB Philosophy program
b) Finished updated printed and online instructional materials for ScSc 13n and Philo 11
c) Published journal articles in internationally-indexed journal with colleagues in DLABS
d) Actively participated and organized events with professional organizations such as the Ugnayang Pang-Aghamtao (UGAT) – Anthropological Association of the Philippines
e) Successfully granted full scholarship by Japan's Ministry of Education, Culture, Sports, and Tourism (MEXT) at Hiroshima University, Japan, from October 2021 to September 2024
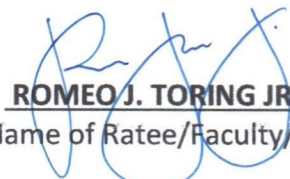
Date: June 2021   Target Date: December 2021

a) Recommend and support Mr. Toring for study leave
b) Remind Mr. Toring to settle all documentary requirements for study leave
c) Encourage Mr. Toring to establish linkages with his expanded network at Hiroshima University

Prepared by:

DR. JETT C. QUEBEC
Department Head

Conforme:

ROMEO J. TORING JR.
Name of Ratee/Faculty/Staff