

Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: ART RUSSEL R. FLANDEZ

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
i. Head/Dean (50%)		4.91x50% = 2.45	
j. Students (50%)		4.60x50%= 2.30	
Total for Instruction	50%	4.888	2.444
2. Research			
i. Client/Dir. for Research (50%)			
j. Dept. Head/Center Director (50%)			
Total for Research	50%	5	2.500
3. Extension			
k. Client/Dir. For Extension (50%)			
l. Dept Head/Center Director (50%)			
Total for Extension			
4. Administration			
5. Production			
TOTAL	100%		4.944

EQUIVALENT NUMERICAL RATING: 4.944
Add: Additional Points, if any: none
TOTAL NUMERICAL RATING: 4.944

ADJECTIVAL RATING: OUTSTANDING
ART RUSSEL R. FLANDEZ

Name of Faculty


ANALYN M. MAZO

Department Head

Recommending Approval:


MA. THERESA P. LORETO

Dean/Director

Approved:


BEATRIZ S. BELONIAS


Vice President


"Exhibit B"


INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Art Russel R. Flandez**, a faculty member of the **Department of Biological 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 to June 2021**.

Approved:


Art Russel R. Flandez
 Assistant Professor III
 Date: Sept. 23, 2021


ANALYN M. MAZO
 Department Head
 Date: Sept. 30, 2021


MA. THERESA P. LORETO
 College Dean
 Date: Oct. 4, 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										
	<u>PI 10</u> . Additional outputs:	<u>A 8. Other outputs implementing the new normal due to covid 19</u>								
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	<u>PI 5</u> : Total FTE, coordinated, implemented and monitored *	<u>A9</u> . Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	1	16.15	5	5	4	4.67	Handled Biol152 Lec and Lab, MarB111 Lec, and MarB117 Lec&Lab + MarB124 Lec&Lab and MarB198
		<u>A10</u> . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	4	5	5	4	4.67	Grades for Biol 152, MarB 111, MarB 117, and Biol 200

		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	1	2	5	5	5	5.00	For students with deferred grades (1 list) and INC student (Pancy)
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	10	5	5	5	5.00	Checked, reviewed, and recorded individual (digital) assignments or quizzes for Biol 152, MarB 111, and MarB 117
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	5	10	5	5	5	5.00	
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	10	14	5	4	5	4.67	Academic adviser to BSBio and BSMB students
		As Thesis Adviser	Advises, and corrects research outline and thesis/SP manuscript	2	3	5	5	5	5.00	1. Agbisit RT 2. Bertulfo MA 3. Laude J
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1	1	5	5	5	5.00	1. Puray X
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5	15	5	5	5	5.00	Consultation by students thru email, messenger, VSUEE forum discussion
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USSO							
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities							
	PI 10: Number of instructional materials developed *	A 21 : Number of online courseware developed and submitted :	Prepares and submits for review by the Technical Review Panel	1	4	5	5	4	4.67	*Four Online Courses reviewed at the level of the Dept. Head

		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	6	5	5	4	4.67	Prepared modules for: Biol 152, MarB 111, MarB 117, Zool 11 & 21, ScTS 11, and GenBio2; printed: Zool 11 & 21, GenBio 2, and ScTS 11
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5	12	5	5	5	5.00	Prepared interactive eLearning materials for online classes
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	10	5	5	5	5.00	Assessments embedded within interactive learning module; Additional: Online Long Exams for Courses (8) and for INC completion exam (2) and for Students with Deferred Grades (1)
		A 23 : Number of online courseware reviewed by TRP & edited by MMDC editor	Submits the courseware duly reviewed by TRP for editing by MMDC editor	3	3	5	5	4	4.67	GenBio2, Zoology, ScTS11
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	5					Created 5 virtual classrooms in VSUEE (MarB124, MarB198, MarB111, MarB117, Biol152); contributor to ScTS and Zool 11; Backup sites for eLearning sites (e3pz)
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
		A 26. Other outputs implementing the new normal due to covid 20	1. Collaboration tool for IM making;	1	1	5	5	5	5.00	Guide for making IMs for collaboration using Google Docs
			2. Review TOS as Member of DIMRC	1	10+	5	5	5	5.00	Reviewed TOS for various exams

			3. Attend webinars related to blended learning, online learning, etc.	2	4	5	5	5	5.00	(recorded webinars:) iSpring, eLearning Guild, Turnitin, ISO onboarding
			4. Authored LMs not reflected in workload	2	2	5	5	5	5.00	GenBio 2; ScTS module (1st Sem)
UMFO 3 . RESEARCH SERVICES										
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research project within the year	2	on going	5	5	5	5.00	CHED, River research project to be completed
	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 for a/conferences							
		In-house Review								
		In int'l fora/conferences								
		In nat'l/regional fora/conferences	Co-author of paper orally presented in ACES)	1	1	5	5	5	5.00	As co-author
		A 35. Other outputs implementing the new normal due to covid 19	1. Attend webinars related to research	1	1	5	5	5	5.00	Attended webinar: FGD Web Series on Ecological and Diversity Sampling: Sampling Methods: A Survival Guide to Field Observations in Ecology: Ep.4: Collecting Biotic Data in Marine Habitats
UMFO 4. EXTENSION SERVICES										
	Resource Persons	Resource Persons	Resource person for VSU webinar	1	1	5	5	5	5.00	Resource person for eLearning
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							
		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							
		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					
	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							

		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
	Total Over-all Rating								108.00	
	Average Rating								4.91	
	Adjectival Rating								Outstanding	
										Comments & Recommendation for Development Purpose: Needs to publish his research outputs as well as pursue his Ph.D.

Evaluated & Rated by:

gman
ANALYN M. MAZO
 Department Head, DBS
 Date: *Sept. 30, 2021*

Recommending Approval

mtplncto
MA. THERESA P. LORETO
 Dean, CAS
 Date: *Oct. 4, 2021*

Approved by:

Bey
BEATRIZ S. BELONIAS
 Vice President for Academic Affairs
 Date: *Oct-18, 2021*

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Art Russel Flandez

Performance Rating: Outstanding

Aim: Pursue graduate studies

Proposed Interventions to Improve Performance:

Date: June 2021 Target Date: August 2022

First Step:

Pursue graduate program based on the FDP

Result:

To pursue PhD Marine Science

Date: _____ Target Date: September-December _____

Next Step:

Look for possible University and scholarship

Outcome:

Possible university is UP-MSI but can also try universities abroad

Final Step/Recommendation:

Fast Track Application

Prepared by:


ANALYN M. MAZO
Unit Head

Conforme:



ART RUSSEL R. FLANDEZ
Assistant Professor III