

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: DEAN RUFFEL R. FLANDEZ

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.99 x 50% = 2.495	
b. Students (50%)		3.88 x 50% = 1.940	
TOTAL for Instruction	80%	4.44	3.548
2. Research			
a. Client/Director for Research			
b. Dept. Head/Center Director			
TOTAL for Research			
3. Extension	5.0%		
a. Client/Director for Extension			
b. Dept. Head/Center Director		5.00 x 5% = 0.250	
TOTAL for Extension			0.250
4. Production			
5. Administration/Other Services	15%	5.00 x 15% = 0.750	0.750
TOTAL	100%		4.548


EQUIVALENT NUMERICAL RATING: 4.548

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.548

ADJECTIVAL RATING: VERY SATISFACTORY

Prepared by:


DEAN RUFFEL R. FLANDEZ
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, DEAN RUFFEL R. FLANDEZ, 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 2021


DEAN RUFFEL R. FLANDEZ
 Assistant Professor I
 Date: July 23, 2021

Approved: 
JETT C. QUEBEC
 Department Head
 Date: July 30, 2021


MA. THERESA P. LORETO
 College Dean
 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	NA						
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	NA						
		A3. Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	NA						
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	NA						
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	NA						

	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	NA						
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	NA						
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	NA						
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	NA						
		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	NA						
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	NA						
	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	NA						
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	12	25.8	5	5	5	5.00	
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	12	12	5	5	5	5.00	

		A11. 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	NONE					
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	2	5	5	5	5.00	Research Colloquium on Local History of Limasawa Island on March 19, 2021, via Zoom Teleconferencing only for January to June
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	4	5	5	5	5.00	only for January to June
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	10	5	5	4.5	4.83	only for January to June
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	NA	0					
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	NA						
		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	NA						
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	NA						
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	20	30	5	5	5	5.00	January - December
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO	1	NONE					
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	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							

		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	3	3	5	5	5	5.00	Learning guide for ScSc 12n - Readings in Philippine History, CAEd114 - Contemporary Arts in Various Contexts
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	10	10	5	5	5	5.00	for ScSc 12n, CAEd 114
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	20	20	5	5	5	5.00	for ScSc 12n, CAEd 114
		A 23 : Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor	3	3	5	5	5	5.00	ScSc 12n - Readings in Philippine History, CAEd114 -Contemporary Arts in Various Contexts
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	12	3	5	5	5	5.00	ScSc 12n - Readings in Philippine History, CAEd114 -Contemporary Arts in Various Contexts
	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	3	3	5	5	5	5.00	Reviewed LGs, TOS, and Syllabi for ISO accreditation.
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	NA						
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	3	NONE					
					AVERAGE				4.99	
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 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>		0							
		<i>In refereed nat'l/regional journals</i>		1	0						
	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	1	0						
		<i>In int'l fora/conferences</i>		0							
		<i>In nat'l/regional fora/conferences</i>		1	0						
	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)									
		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	NA							
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	NA							
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	1	0						
					AVERAGE				NA		
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	NA						
	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	NA						
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority	A 38. Number of extension programs/projects implemented	Implements duly approved extension projects	NA						
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	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	NA						
	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							
	Research Mentoring	Research Mentor		NA						
	Peer reviewers/Panelists	Peer reviewers/Panelists		NA						
	Resource Persons	Resource Persons		1	1	5	5	5	5.00	Writeshop in Development of Reference Books and Teacher's Guides in Mother Tongue from Kindergarten to Grade 3, on April 9-13, 2021, at DepEd Baybay City Division, Baybay City, Leyte
	Convenor/Organizer	Convenor/Organizer		NA						
	Consultancy	Consultant		NA						
	Evaluator	Evaluator		NA						
	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	NA						

	PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *		NA						
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	NA						
					AVERAGE				5.00	
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	100%	zero non-conformity					
		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%	100% compliant					
		On program accreditations								
		On institutional accreditations								
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	0	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	NA						
		Admin Functions related to Instruction: member if DLABS Personnel Committee	Screens applicants and other department related functions	1	2	5	5	5	5.00	Screened applicants for 2nd Sem SY 2020-21
		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	NA						

					AVERAGE				5.00	
	Total Over-all Rating									
	Average Rating									
	Adjectival Rating									
	Average Rating (Total Over-all rating divided by number of entries)									Comments & Recommendations for Development Purpose: Mr. Flandez serves the department with integrity and commitment. His contribution to the department is second to none. He is an expert in the field of artwork and computers. A doctorate degree is a welcome development.
	Additional Points:									
	Approved Additional points (with copy of approval)									
	FINAL RATING									
	ADJECTIVAL RATING									

Evaluated & Rated by:


JETT C. QUEBEC

Department Head

Date:

Recommending Approval


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

PERFORMANCE MONITORING FORM

Name of Employee: **DEAN RUFFEL R. FLANDEZ**

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 1 General Education Social Science Subject, and 1 BCAED Major Subject (4 sections ScSc12n Readings in Philippine History, and 2 sections CAED 114 – Contemporary Arts in Various Contexts)	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	January 2021	June 2021	June 2021	Impressive	Outstanding	
2.	Prepares/revises course syllabi	Approved course syllabi in ScSc 12n, and CAED 114	January 2021	February 2021	February 2021	Impressive	Outstanding	
3.	Prepares learning guides and virtual classroom in all subjects taught	Prepared and reviewed virtual classrooms conforming set standards by OIMD	January 2021	June 2021	June 2021	Impressive	Outstanding	
4.	Participate in all activities conducted by the department, college and the university	Attendance, certificates if applicable	January 2021	January 2021	June 2021	Impressive	Outstanding	

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

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

Prepared by:


JETT C. QUEBEC

Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Dean Ruffel R. Flandez

Performance Rating: Very Satisfactory

Aim: To improve student evaluation ratings in all his classes; Conduct Research; and Finish Graduate Studies

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

Date: January 2021

Target Date: One year from today

First Step:

- a) Encouraged him to be considerate of his students who have difficulties in learning
- b) Encouraged him to conduct research related to his field
- c) Get updates of his graduate studies

Result:

1. Commitment to improve his style of teaching by taking into consideration the pace of learning of the students
2. Started writing social researched
3. Enrolled in Dissertation Writing this semester

Date: June 2021

Target Date: End of second semester

Next Step:

Follow up on steps taken to improve teaching style, inquired on research papers made, and the status of his dissertation.

Outcome:


1. Commitment to improve his style of teaching by taking into consideration the pace of learning of the students
2. Was able to complete a research paper to be presented in a conference on July 2021
3. Enrolled in Dissertation Writing this semester and was able to have his title approved.

Final Step/Recommendation: NA

Prepared by:


JETT C. QUEBEC
Department Head

Conforme:


DEAN RUFFEL R. FLANDEZ
Faculty/Employee