

## SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **Prof. WINSTON M. TABADA**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (100%)		4.93 x 100% = 4.93	
b. Students			
Total for Instruction	40%	4.93	1.97
2. Research			
a. Client/Dir. for Research			
b. Dept. Head/Center Director (100%)		4.67 x 100% = 4.67	
Total for Research	30%	4.67	1.40
3. Extension			
a. Client/Dir. for Extension			
b. Dept Head/Center Director (100%)		4.89 x 100% = 4.89	
Total for Extension	15%	4.89	0.73
4. Administration	10%	5.00	0.50
5. Production	5%	4.89	0.24
TOTAL			<b>4.85</b>

EQUIVALENT NUMERICAL RATING: 4.85

Add: Additional Points, if any: 0.10

TOTAL NUMERICAL RATING: **4.95**

ADJECTIVAL RATING:

**OUTSTANDING**

Prepared by:

**WINSTON M. TABADA**

Name of Faculty

Reviewed by:

**ROBERTO C. GUARTE**

College Dean

Approved:

**BEATRIZ S. BELONIAS**


Vice President for Instruction

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, WINSTON M. TABADA, a faculty member of the DEPARTMENT OF COMPUTER SCIENCE AND TECHNOLOGY 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 of January - June, 2020.

  
**WINSTON M. TABADA**  
 Department Head  
 Date:

Approved:   
**ROBERTO C. GUARTE**  
 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	Timelines	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
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	Teaches subjects/courses assigned	4	18.9	5	5	5	5.00	CS 138 (Lec) CS 138 (Lab) CS 139 (Lec) CS 139 (Lab) Math 131s CSci 151 (Lec) CSci 151 (Lab) CS 199
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	1	5	5	5	4	4.67	
		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	2	4	5	5	5	5.00	
		A12. Number of trainings attended related to instruction	Attends mandated trainings	1	3	5	5	5	5.00	HR Analytics DICT Trainings
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	8	5	5	5	5.00	

		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	5	15	5	5	5	5.00	
		<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports submitted as required	8	16	5	5	5	5.00	
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	Acts as academic adviser to BSCS students	5	20	5	5	5	5.00	
		<b>A17.</b> Number of students advised on thesis/ field practice/special problem:	Advises and corrects thesis proposal	2	6	5	5	5	5.00	
		<b>A18.</b> Number of students entertained for consultation purposes	Allots time to students seeking for consultation or advise.	6	20	5	5	5	5.00	
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19.</b> Number of Student organizations advised	Advises student organization recognized by USOO							
		<b>A20.</b> Number of Student organizations assisted on student related activities	Assists student organization in implementing student related activities	1	1	4	5	5	4.67	
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 :</b> Number of on-line courseware developed and submitted :	Prepares and submits for review by the Technical Review Panel	1	4	5	5	5	5.00	CS 138 CS 139 Math 126 Math 131
		<i>On-line ready courseware</i>	<i>Prepares instructional module/laboratory guide/workbook or a combination thereof</i>	4	5	4	5	5	4.67	CS 138 CS 139 Math 131 Csci 151 CS 199
		<i>Supplemental learning resources</i>	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	4	10	5	5	5	5.00	
		<i>Assessment tools</i>	<i>Prepares assessment tools such as long exam, quizzes, problems sets, etc.</i>	4	10	5	5	5	5.00	
		<b>A 23 :</b> Number of on-line courseware reviewed by TRP & edited by MMDC editor	Submits the courseware duly reviewed by TRP for editing by MMDC editor	2	4	5	5	4	4.67	



[illegible]

	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific for a/conferences							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>								
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	1						None so far This is annual target
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)								
		<b>A 33.</b> 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						None so far This is annual target
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	1						None so far This is annual target
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
									Total	4.67
									Mean	4.67
<b>UMFO 4. EXTENSION SERVICES</b>										
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> 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	1	1	4	5	5	4.67	Drafting of the Operation Procedure for the Baybay City Online Trading
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	30	861	5	5	5	5.00	Online training on Moodle Course Management System



	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implements duly approved extension projects	1	1	5	4	5	4.67	ICT Capability building for DepED ICT Coordinators of Baybay City Division
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> 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	90%	100%	5	5	5	5.00	
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries	1	1	5	5	5	5.00	development of the Baybay City Business Permit and Licensing System
	Research Mentoring	Research Mentor		1						
	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons		1						
	Convenor/Organizer	Convenor/Organizer								
	Consultancy	Consultant								
	Evaluator	Evaluator								
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation	1	1	5	5	5	5.00	ICT Capability building for DepED ICT Coordinators of Baybay City Division
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								
		<b>A 43.</b> Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
						Total			29.33	
						Mean			4.89	
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									

	<u>PI 8.</u> Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under	<u>A 44.</u> 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	5	5	5	5.00	
		<u>A 45.</u> 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	5	5	5	5.00	
		On program accreditations								
		On institutional accreditations								
						Total			10.00	
						Mean			5.00	
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>										
	<u>PI 2.</u> Zero percent complaint from clients served	<u>A 46.</u> Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	Zero % complaint	5	5	5	5.00	
	<u>PI 3:</u> Additional Outputs	<u>A 47.</u> 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	1	1	5	5	5	5.00	As program leader of the HRIS
		<u>A 48.</u> Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	1	1	5	5	4	4.67	Submission of the department skeletal workforce and current and planned outputs
						Total			14.67	
						Mean			4.89	
	<b>Total Over-all Rating</b>								<b>147.33</b>	
	<b>Average Rating</b>								<b>4.87</b>	
	<b>Adjectival Rating</b>								<b>Outstanding</b>	

Average Rating (Total Over-all rating divided by 4)	4.87
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.87
ADJECTIVAL RATING	Outstanding

Comments & Recommendations for Development Purpose:

He is an excellent employee.  
I recommend him to be given  
an Award for Excellent Service.

Evaluated and Review:

WINSTON M. TABADA

Head, DCST

Date: \_\_\_\_\_

Recommending Approval:

ROBERTO C. GUARTE

Dean, CET

Date: \_\_\_\_\_

Approved:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: \_\_\_\_\_

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average



# PERFORMANCE MONITORING FORM

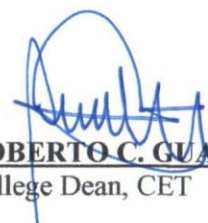
Name of Employee: **Prof. WINSTON M. TABADA**

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 assigned subjects and performs other teaching related functions such as; prepares and revises teaching materials, prepares and gives examinations, checks test papers and returns to students one week after, submits grades sheets within prescribed period, makes herself available for students consultations during consultation hours, revises course syllabus, and approves manuscripts.	Outstanding	January 2020	June 30, 2020	June 10, 2019	Very Impressive	Outstanding	
2	Attends meetings and performs functions as chairman and member of different committees in the college and department	Outstanding	January 2020	June 30, 2020	January 3, 2020 – June 30, 2020	Very Impressive	Outstanding	
3	Performs other administrative function as department head	Outstanding	January 2020	June 30, 2020	January 3, 2020 – June 30, 2020	Very Impressive	Outstanding	

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

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

Prepared by:

  
**ROBERTO C. GUARTE**  
 College Dean, CET