SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Rating Period: JULY-DECEMBER 2023

Name of Faculty Member: **ERROL C. FERNANDEZ**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.97 x 50% = 2.485	
b. Students (50%)		4.25 x 50% = 2.125	
TOTAL for Instruction	80%	4.61	3.688
2. Research			
a. Client/Director for Research			
b. Dept. Head/Center Director	5%	5.00 x 0.05 = 0.250	
TOTAL for Research			0.250
3. Extension			
a. Client/Director for Extension			
b. Dept. Head/Center Director	10%	5.00 x 0.10 = 0.500	
TOTAL for Extension			0.500
4. Production			
5. Administration/Other Services	5%	5.00 x 0.05 = 0.250	0.250
TOTAL	100%		**4.688**

EQUIVALENT NUMERICAL RATING: 4.688
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: **4.688**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

_____
ERROL C. FERNANDEZ
Name of Faculty

Reviewed by:

AL FRANJON M. VILLAROYA
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, <u>ERROL C. FERNANDEZ</u>, 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 <u>JULY-DECEMBER 2023</u>

Approved:

<u>ERROL C. FERNANDEZ</u>
Instructor I
Date: January 3, 2024

<u>AL FRANJON M. VILLAROYA</u>
Department Head
Date: January 8, 2024

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	Eficiency	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		NA						
		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	18	27.9	5	5	5	5.00	4 sections ScSc12n - Readings in Philippine History and 1 section IPHP - Introduction to the Philosophy of the Human
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	10	10	5	5	5	5.00	4 sections ScSc12n - Readings in Philippine History and 1 section IPHP - Introduction to the
		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	6	5	5	5	5.00	6 students from Phlo 11 Ethics
		A12 . Number of trainings attended related to instruction	Attend mandated trainings	2	1	5	5	5	5.00	Training Workshop on Extension Project Proposal Writing November 13-17, 2023
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	3	5	5	4	4.67	4 sections ScSc12n - Readings in Philippine History and 1 section IPHP - Introduction to the Philosophy of the Human Person
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	25	27	5	5	5	5.00	4 sections ScSc12n - Readings in Philippine History and 1 section IPHP - Introduction to the Philosophy of the Human Person
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	25	40	5	5	5	5.00	Student Submissions for Module Assessments and Final Output

		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	20	5	5	5	5.00	Querries from students about the subject and some personal issues of the students.
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO	None						
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	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	ScSc12n and Phlo 11, and IPHP
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3	7	5	5	5	5.00	ScSc12n and IPHP
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	10	5	5	5	5.00	Module assessments and Learning tasks and activities
		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	3	2	5	5	5	5.00	IPHP and ScSc12n
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	10	5	5	5	5	5.00	4 sections ScSc12n - Readings in Philippine History and 1 section IPHP - Introduction to the Philosophy of the Human Person
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:								
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	2	2	5	5	5	5.00	IPHP and ScSc12n
					AVERAGE				4.97	
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	1	5	5	5	5.00	Introduction to the Philosophy of the Human Person Textbook for the Senior Highschool Teachers of Baybay City Division

PI	A	Description	Target	Accomplishment				Rating	Remarks
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	1	NONE					No paper to present this year yet since the research paper is still on going.
		In int'l fora/conferences		None					
		In nat'l/regional fora/conferences		None					
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	Cultural Heritage Grant
				AVERAGE				5.00	
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	1	1	5	5	5	5.00	DepEd Baybay City Division
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	1	NONE					The extension team was not able to hold a training this year since the MOA was still under review by the legal office
PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	**A 38**. Number of extension programs/projects implemented	Implements duly approved extension projects	1	1	5	5	5	5.00	Capacity Building for the Teaching of the Introduction to the Philosophy of the Human Person
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	1	0					The extension team was not able to hold a training this year since the MOA was still under review by the legal office
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	NA	NONE					
Research Mentoring	Research Mentor		None						
Peer reviewers/Panelists	Peer reviewers/Panelists		None						
Convenor/Organizer	Convenor/Organizer		1	1	5	5	5	5.00	Explorations on Research and the Local Culture and the Arts

			Target	Accomplishment	Q	E	T	A	Remarks
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	1	1	5	5	5	5.00	Capacity Building for the Teaching of the Introduction to the Philosophy of the Human Person
PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *		1	1	5	5	5	5.00	Capacity Building for the Teaching of the Introduction to the Philosophy of the Human Person
	A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	1	1	5	5	5	5.00	Capacity Building for the Teaching of the Introduction to the Philosophy of the Human Person

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	5	5	5	5.00	

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	no complaint	no complaint	5	5	5	5.00	
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	N/A						
	A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	N/A						
	A_49_ Number of meetings attended	Attends meetings	5	8	5	5	5	5.00	Department and committee meetings
				AVERAGE				5.00	
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	

Evaluated & Rated by:

AL FRANJON M. VILLAROYA
Department Head
Date:

Recommending Approval

mtploreto

MA. THERESA P. LORETO
Dean, College of Arts and Sciences
Date: JAN 1 9 2024

Comments & Recommendations for Development Purpose: Mr. Fernandez is an effective and active Risk Manager of CAS and DPSS. Additionally, he plays a pivotal role as one of the component leaders in one of the longest-running extension projects in DPSS. The completion of his Master's Degree would significantly enhance his capabilities in both

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 01/24/24

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **Errol C. Fernandez**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommend ation
1	Teach 1 course: Ethics (Phlo11)	Provide attendance sheets of assigned classes, midterm and final grade-sheets per course, and achieve an outstanding result in students' performance evaluation	January 2023	December 2023	June 2023	Very Impressive	Outstanding	
2	Assist students' concerns through students' consultation	Will improve students' performance	January 2023	December 2023	June 2023	Very Impressive	Outstanding	
3	Class preparation	Will prepare visual aids, quizzes, and activities	January 2023	December 2023	June 2023	Very Impressive	Outstanding	
4	Submission of midterm grades and final grades	Grades will be submitted to the university registrar	January 2023	December 2023	June 2023	Very Impressive	Outstanding	
5	Participate in all activities conducted by the department, college, and the university	Attendance sheet; will present certificates if possible	January 2023	December 2023	June 2023	Very Impressive	Outstanding	
6	Perform other functions assigned by the department head	Facilitates and spearheads the tasks assigned by the department head.	January 2023	December 2023	June 2023	Very Impressive	Outstanding	

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

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

Prepared by:

AL FRANJON M. VILLAROYA
Department Head

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: <u>Errol C. Fernandez</u>

Performance Rating: <u>Outstanding</u>

Aim: To pursue graduate studies for the degree of Master of Arts in History, engage in research or extension projects, and improve teaching strategies.

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

Date: January 2023   Target Date: December 2023

First Step:

a) Encouraged to continue working on his master's thesis to finish within the school year.
b) Required him to be involved in research or extension projects which the Department has started to work on.

Result:

He is currently working on his master's thesis and is expected to finish his degree this school year, 2023. Moreover, he is the component leader of the extension project on capacity building for teaching the Introduction to the Philosophy of the human person to senior high school students.

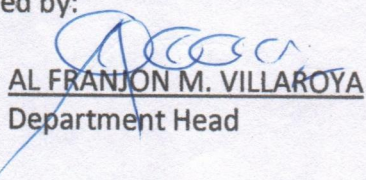Date: January 2023   Target Date: December 2023

Next Step:

Employ more teaching strategies based on the evaluation of the students. He is advised finish his MA studies before the next school year starts.
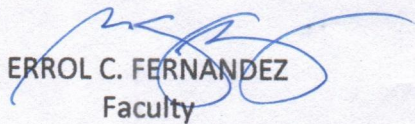
Outcome: NA

Final Step/Recommendation: NA

Prepared by:

AL FRANJON M. VILLAROYA
Department Head

Conforme:

ERROL C. FERNANDEZ
Faculty