

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: JULY-DECEMBER 2023

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%)		4.80 x 50% = 2.400	
b. Students (50%)		5.00 x 50% = 2.500	
TOTAL for Instruction	80%	4.90	3.920
2. Research	0.0%		
a. Client/Director for Research			
b. Dept. Head/Center Director			
TOTAL for Research			
3. Extension	10.0%		
a. Client/Director for Extension			
b. Dept. Head/Center Director		5.00 x 10% = 0.500	
TOTAL for Extension			0.500
4. Production			
5. Administration/Other Services	10%	5.00 x 10% = 0.500	0.500
TOTAL	100%		4.920

EQUIVALENT NUMERICAL RATING: 4.920

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.920ADJECTIVAL RATING: OUTSTANDING

Prepared by:

DEAN RUFFEL R. FLANDEZ

Name of Faculty

Reviewed by:

AL FRANJON M. VILLAROYA

Department Head

Recommending Approval:

MA. THERESA P. LORETO

Dean, CAS

Approved by:


BEATRIZ S. BELONIAS

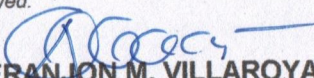
Vice President for Academic Affairs



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, 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 JULY-DECEMBER 2023

  
**DEAN RUFFEL R. FLANDEZ**  
 Assistant Professor II  
 Date: January 3, 2024

Approved:   
**AL FRANJON M. VILLAROYA**  
 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	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							



		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 Moodle or Google Classroom	NA						
	<u>PI 10</u> . 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						
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
	<u>PI 5</u> : Total FTE, coordinated, implemented and monitored *	<u>A9</u> . Actual Faculty's FTE	Handles and teaches courses assigned	18	34.2	5	5	5	5.00	Handled 6 classes of ScSc12n- Readings in Philippine History
		<u>A10</u> . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	12	12	5	5	4	4.67	Submitted midterm and final term grades for 3 classes of ScSc12n-Readings in Philippine History
		<u>A 11</u> . 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	3	5	5	5	5.00	Campos, CJ; Dajao, F.; & Naagas, A.M.
		<u>A13</u> . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	6	5	5	5	5.00	from ScSc12n classes
		<u>A14</u> . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	36	5	5	4	4.67	from ScSc12n classes
	<u>PI 8</u> : Number of students advised: *	<u>A16</u> . Number of students advised:	Acts as academic adviser to students	NA						



		<b>A18</b> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	20	25	5	5	5	5.00	from ScSc12n classes
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19</b> . Number of Student organizations advised	Advises student organizations recognized by USSO	NA						
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21</b> : 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	1	1	5	5	4	4.67	ScSc12n module
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	10	10	5	5	4	4.67	10 for ScSc12n classes
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	20	20	5	5	4	4.67	20 for ScSc12n classes
		<b>A 24</b> : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	1	5	5	4	4.67	ScSc12n Readings in Philippine History
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> Number of Additional outputs accomplished:								
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	NA						
					AVERAGE				4.80	
<b>UMFO 3 . RESEARCH SERVICES</b>			<b>NONE</b>							
<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	5	5	5	5.00	Saving Minamanwa Project partnership with the Mamanwa community in San Francisco, Southern Leyte and DepEd Southern Leyte



	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	Implementes duly approved extension projects	1	1	5	5	5	5.00	Saving Minamanwa Project
					AVERAGE				5.00	
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									
	PI 8. Compliance to all requirements thru the established/adequate implementation, maintenance and	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%	100%	5	5	5	5.00	
		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%	5	5	5	5.00	
		On program accreditations								
		On institutional accreditations								
<b>UMFO 6. General Admin. &amp; Support Services</b>										
	PI 2. Zero percent complaint from clients served	A 46. Customarily 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	Initiates/introduces improvements in performing functions resulting to best practice	NA						
		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						
		A.49 Number of teaching applicants screened and recommended	Serves as DPC Member	10	14	5	5	5	5.00	
		A50 Number of meetings attended and activities participated		8	6 for July-Dec	5	5	5	5.00	



					AVERAGE				5.00	
	Total Over-all Rating									
	Average Rating									
	Adjectival Rating									

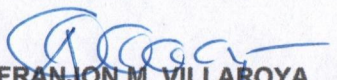
Average Rating (Total Over-all rating divided by number of entries)	
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	
ADJECTIVAL RATING	

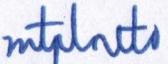
**Comments & Recommendations for Development Purpose:** Mr. Flandez is an effective Department Personnel Secretary. The completion of his PhD Degree would significantly enhance his capabilities in both instruction and research.

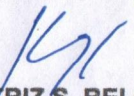
Evaluated & Rated by:

Recommending Approval

Approved by:

  
**AL FRANJON M. VILLAROYA**  
 Department Head  
 Date: January 8, 2024

  
**MA. THERESA P. LORETO**  
 College Dean  
 Date: JAN 19 2024

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



**“Exhibit I”**

**PERFORMANCE MONITORING FORM**

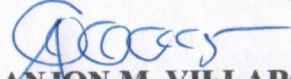
Name of Employee: **DEAN RUFFEL R. FLANDEZ**

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 courses: • ScSc12n – Readings in Philippine History	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	July 2023	December 2023	December 2023	Outstanding	Impressive	
2	Assisting student concerns	Aid in student concerns about ScSc 12n.	July 2023	December 2023	December 2023	Outstanding	Impressive	
3	Prepares and revised course syllabi, learning guides and virtual classrooms in all subjects taught	Printed learning guide, and existing virtual classrooms conforming set standards by OIMD	July2023	December 2023	December 2023	Outstanding	Impressive	
4	Checked student outputs	Collated and checked students submitted output (ScSc12n)	July 2023	December 2023	December 2023	Outstanding	Impressive	
5	Participate in all activities conducted by the department, college, and the university	Attendance, certificates if applicable	July 2023	December 2023	December 2023	Outstanding	Impressive	

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

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

Prepared by:

  
**AL FRANJON M. VILLAROYA**  
 Unit Head



**EMPLOYEE DEVELOPMENT PLAN**

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

Performance Rating:

Aim(s):

- To adapt to the needs of the teaching and learning set-up
- To complete my PhD in Social Science Research
- To work together with co-faculty in a research study or an extension project

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

Date: JULY 2023

Target Date: DECEMBER 2023

First Step:

- Review teaching effectiveness, evaluate, and update the teaching manuals
- Enroll dissertation writing I
- Create research and extension proposals with the other faculty member

Result:

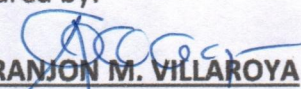
He has produced syllabus, learning guide and TOS that were approved by OIMD. He has also garnered an Outstanding mark on his TPES. He is also working on writing his PhD dissertation. Lastly, he is a component leader of the "Saving Minamanwa" extension project of the university.

Next Step:

He needs to hustle more on the completion of his PhD in Social Science Research.

Outcome: NA

Prepared by:

  
**AL FRANJON M. VILLAROYA**

Department Head

Conforme:

  
**DEAN RUFFEL R. FLANDEZ**

Faculty