

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member:

ROMEO J. TORING, JR.

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Faculty Head	100%	4.96 4.958	4.96 4.958
b. Students	0%		0.00
TOTAL for Instruction	90 95% 92.5%		4.46 4.71 4.586
2. Research	2.5%	4.33	0.11
3. Extension	2.5%	-	-
4. Production			
5. Administration/Other Services	5.0%	4.00	0.2
TOTAL			4.572 4.820 4.786

EQUIVALENT NUMERICAL RATING:

4.572  
4.820 4.786

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.820  
4.572 4.786

ADJECTIVAL RATING:

OUTSTANDING ~~VERY SATISFACTORY~~ OUTSTANDING

Prepared by:

Reviewed by:

ROMEO J. TORING, JR.

Name of Faculty

JETT C. QUEBEC

Department Head

Recommending Approval:

MA. THERESA P. LORETO

Dean, CAS

Approved by:

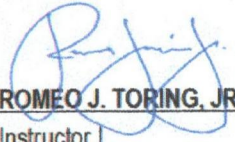
BEATRIZ S. BELONIAS

Vice President for Academic Affairs


"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ROMEO J. TORING, JR., a faculty member of the DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JULY-DECEMBER 2020.

  
**ROMEO J. TORING, JR.**  
 Instructor I  
 Date: January 18, 2021

Approved:  
  
**JETT C. QUEBEC**  
 Department Head  
 Date: 1-2-21

  
**MA. THERESA P. LORETO**  
 College Dean  
 Date: 2/15/2021

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	N/A	N/A					
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	N/A	N/A					
		A3 . Number of students advised on thesis/special problem/dissertation		N/A	N/A					
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	N/A					
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	N/A					



		<b>A4 . Number of students entertained for consultation purposes</b>	Entertains students seeking consultation with faculty	N/A	N/A					
	<b>PI 9: Number of instructional materials developed *</b>	<b>A5 . Number of on-line ready coursewares developed and submitted for review</b>	Converts the existing instructional materials into flexible learning systems	N/A	N/A					
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	N/A	N/A					
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	N/A	N/A					
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	N/A	N/A					
		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	N/A	N/A					
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	N/A	N/A					
	<b>PI 10 . Additional outputs:</b>	<b>A 8. Other outputs implementing the new normal due to covid 19</b>	Designs experiential learning activities and other outputs to implement new normal	N/A	N/A					
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
	<b>PI 5: Total FTE, coordinated, implemented and monitored *</b>	<b>A9. Actual Faculty's FTE</b>	Handles and teaches courses assigned	18 per semester	24 per semester	5	5	5	5	ScSc 14n and IPHP
		<b>A10 . Number of grade sheets submitted within prescribed period</b>	Prepares gradesheet and submits on or before deadline	10	10	5	5	5	5	ScSc 14n and IPHP



		<b>A11 . Number of INC forms with grade submitted within prescribed period</b>	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period	NONE	NONE					
		<b>A12 . Number of trainings attended related to instruction</b>	Attend mandated trainings	1	6	5	5	5	5	Digital Art Workshop, CHED new normal workshop, various webinars
		<b>A13 . Number of long examinations administered and checked</b>	Administers and checks long examination for subjects taught	8	8	5	4	4	4.5	
		<b>A14 . Number of quizzes administered and checked</b>	Prepares and checks quizzes for lec and lab	91	99	5	5	5	5	ScSc 11n (7 classes) and IPHP (1 class)
		<b>A15 . Number of lab reports and term papers checked and graded</b>	Checks lab reports and term papers submitted as required	30	40	5	5	5	5	Various class activities in ScSc 14n and IPHP
	<b>PI 8: Number of students advised: *</b>	<b>A16 . Number of students advised:</b>	<i>Acts as academic adviser to students</i>	N/A	N/A					
		<b>A17 . Number of students advised on thesis/ field practice/special problem:</b>		N/A	N/A					
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript	N/A	N/A					
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	N/A	N/A					
		<b>A18 . Number of students entertained for consultation purposes</b>	Entertains students consulting on subject taught, thesis and grades	N/A	N/A					
	<b>PI 9: Number of student organizations advised/ assisted *</b>	<b>A19 . Number of Student organizations advised</b>	<i>Advises student organizations recognized by USOO</i>	N/A	N/A					
		<b>A20 . Number of Student organizations assisted on student related activities</b>	<i>Assists student organizations in implementing student related activities</i>	N/A	N/A					



	<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	2	2	5	5	5	5	Moodle for ScSc 11n, Google Classroom for IPHP
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	2	5	5	5	5	Moodle for ScSc 11n, Google Classroom for IPHP
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	10	20	5	5	5	5	9 videos uploaded to YouTube, 11 powerpoint presentations in Google Classroom for Phil 11 and ScSc 14n
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	19	5	5	5	5	ScSc 14n and IPHP
		<b>A 23 :</b> 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	1	3	5	5	4	5	ScSc 14n, Phil 11, and IPHP
		<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	8	8	5	5	5	5	Moodle for ScSc 11n, Google Classroom for IPHP
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> 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	N/A	N/A					
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	N/A	N/A					
		<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	N/A	N/A					



UMFO 3 . RESEARCH SERVICES									
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> 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	0	0				
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research oroject within the	1	2	5	5	5	5 currently in-press
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> 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	2	5	5	4	4.6667 Currently in-press
		<i>In refereed int'l journals</i>							
		<i>In refereed nat'l/regional journals</i>							
	<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 scienfic for a/conferences	2	2	4	4	4	4
		<i>In int'l fora/conferences</i>		1	0	4	4	4	4
		<i>In nat'l/regional fora/conferences</i>		1	2	4	4	4	4
	<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	2	4	4	4	4 Pangasugan research and Stereotype research submitted to OVPRE
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)		1	1	5	5	5	5 "Isog Ka?": Komparatibong Pananaliksik Tungkol sa mga Etnikong Estereotipo sa mga Cebuano at Waray sa Visayas State University, Baybay City, Leyte" (co-authors: Dr. Leslie Ann L. Liwanag, Ms. Mary Grace P. Enaya, Ms. Hilda A. Pedrera, and Ms. Precious D. Tubigan).
		<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	NA	NA				



		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	N/A	N/A					
		<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	1	3	4	4	4	4	Scsc 11n, Phil 11, and IPHP modules
<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	0	0					
	<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	N/A	N/A					
	<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	Implementes duly approved extension projects	0	0					
	<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	N/A	N/A					
	<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	N/A	N/A					
	Research Mentoring	Research Mentor		0	0					
	Peer reviewers/Panelists	Peer reviewers/Panelists		0	0					
	Resource Persons	Resource Persons		0	0					
	Convenor/Organizer	Convenor/Organizer		0	0					
	Consultancy	Consultant		0	0					
	Evaluator	Evaluator		0	0					



	<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	0	0					
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extrn. conducted by faculty or student & faculty) *		0	0					
		<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	0	0					
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									
	<b>PI 8.</b> 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*	<b>A 44.</b> 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	zero non-conformity	4	4	4	4.00	
		<b>A 45.</b> 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	100% compliant					
		On program accreditations		N/A						
		On institutional accreditations		N/A						
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>										
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients		Zero % non-complaint					
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> 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	NONE	NONE					



		<b>A 48.</b> Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	NONE	NONE					
	<b>Total Over-all Rating</b>									
	<b>Average Rating</b>									
	<b>Adjectival Rating</b>									

Average Rating (Total Over-all rating divided by number of entries)	4.71
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.71
ADJECTIVAL RATING	OUTSTANDING

Evaluated & Rated by:



JETT C. QUEBEC

Department Head

Date: 1-26-21

Recommending Approval

  
MA. THERESA P. LORETO

Dean, College of Arts and Sciences

Date: 2/15/2021

**Comments & Recommendations for Development Purpose:** Mr. Toring is a dedicated servant of the department. His meticulous attitude towards work benefits the department. A doctorate degree is a welcome development.

Approved by:

  
BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 2/19/21



## PERFORMANCE MONITORING FORM

Name of Employee: **Romeo J. Toring Jr., J.**

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	Converts the existing instructional materials into flexible learning systems	Virtual Assessment materials, Learning Tasks	July 2020	December 2020	December 2020	Very Impressive	Outstanding	
2	Prepares Instructional module/laboratory guide/workbook or a combination thereof	Printed Modules and Virtual Classroom (Moodle and Google Classroom)	July 2020	December 2020	December 2020	Very Impressive	Outstanding	
3	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	Video Lectures, Recorded PowerPoint Presentations	July 2020	December 2020	December 2020	Impressive	Outstanding	
4	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	Assessment questions, Final Output requirements	July 2020	December 2020	December 2020	Impressive	Outstanding	
6	Designs experiential learning activities and other outputs to implement new normal	Learning tasks available both printed and online	July 2020	December 2020	December 2020	Impressive	Outstanding	
7	Handles and teaches courses assigned	Synchronous and Asynchronous classes	July 2020	December 2020	December 2020	Impressive	Outstanding	
8	Prepares gradesheet and submits on or before deadline	Gradesheet	July 2020	February 2021	ongoing		Outstanding	
9	Attend mandated trainings	Certificates	July 2020	December 2020	December 2020	Very impressive	Very Satisfactory	
10	Administers and checks long examination for subjects taught	Gradesheet	July 2020	February 2021	ongoing			Ongoing since the school-year moved to a later date
11	Prepares and checks quizzes for lec and lab	Assessment and Learning Tasks	July 2020	December 2020	December 2020	Very impressive	Very Satisfactory	
12	Checks lab reports and term papers submitted as required	Gradesheet	July 2020	February 2021	ongoing			Ongoing since the school-year moved to a later date
13	Prepares and submits for review by the Technical Review Panel	Printed Modules, Online Instructional Materials and Virtual Classrooms (Moodle and Google Classroom)	July 2020	December 2020	December 2020	Very impressive	Very Satisfactory	
14	Prepares Instructional module/laboratory	Online Instructional Materials and Virtual Classrooms (Moodle and Google Classroom)	July 2020	December 2020	December 2020	Very impressive	Very Satisfactory	



	guide/workbook or a combination thereof							
15	Conducts and completes research project within the year	Research Manuscripts drafts	July 2020	December 2020	December 2020	Impressive		Ongoing researches
16	Writes publishable materials out of research outputs and submits for publication	Publishable Research Papers	July 2020	December 2020	December 2020	Impressive	satisfactory	Currently in-press
17	Prepares research proposals, submits and follows up its approval for immediate implementation	Research Proposals	July 2020	December 2020	December 2020	Needs Improvement	Satisfactory	Awaiting approval from research office

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

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

Prepared by:



DR. JETT C. QUEBEC.

Department Head



**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: ROMEO J. TORING JR.

Performance Rating: OUTSTANDING

Aims: To engage in instruction, research, and other activities/projects in the department

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

Date: June 2020

Target Date: December 2020

Step/s:

- a) Remind Mr. Toring to finish both printed and online instructional materials for the new normal setting.
- b) Inspire Mr. Toring to continue research collaborations.
- c) Encourage Mr. Toring to look for scholarly opportunities for PhD for his professional development.

Results:

- a) Finished both printed and online instructional materials for ScSc 11n, Phil 11, and IPHP.
- b) Established research linkages with colleagues in the department. Their team now has two paper currently in-press in national journals.
- c) Mr. Toring is currently applying for a scholarship program by the government of Japan via MEXT university recommendations. If successful, he will start his Ph.D. in Anthropology course in Hiroshima University by October 2021.

Date: January 2021

Target Date: June 2021

- a) Remind Mr. Toring to accomplish the OBE syllabus for the soon-to-be-offered AB Philosophy program for the next school year.
- b) Remind Mr. Toring to finish the printed and online instructional material for the subjects he will be teaching this semester.
- c) Encourage Mr. Toring to continue research collaborations.
- d) Support Mr. Toring's plan to pursue Ph.D. as in accordance to the faculty development program.

Prepared by:



**DR. JETT C. QUEBEC**

Department Head

Conforme:



**ROMEO J. TORING JR.**

Name of Ratee/Faculty/Staff