

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: JULY-DECEMBER 2024

Name of Faculty Member:

JOHN MARTIN A. DIAO

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.22 x 50% = 2.110	
b. Students (50%)		4.57 x 50% = 2.285	
TOTAL for Instruction	80%	4.40	3.516
2. Research			
a. Client/Director for Research			
b. Dept. Head/Center Director			
TOTAL for Research			
3. Extension			
a. Client/Director for Extension			
b. Dept. Head/Center Director	15%	4.00 x 0.15 = 0.600	
TOTAL for Extension			0.600
4. Production			
5. Administration/Other Services	5%	4.33 x 0.05 = 0.217	0.217
TOTAL	100%		4.333

EQUIVALENT NUMERICAL RATING: 4.333

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.333

ADJECTIVAL RATING:

VERY SATISFACTORY

Prepared by:


JOHN MARTIN A. DIAO

Name of Faculty

Reviewed by:


AL FRANJON M. VILLAROYA

Department Head

Recommending Approval:


GLENN G. PAJARES

Dean, CAS


Approved by:



ROTACIO S. GRAVOSO

Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JOHN MARTIN A. DIAO, a faculty member of the DEPARTMENT OF PHILOSOPHY AND SOCIAL SCIENCES commit to the deliver and agree to be rated on the in accordance with the indicated measures for the period July - December 2024.


JOHN MARTIN A. DIAO
 Instructor I
 Date: January 2, 2025

Approved: 
AL FRANJON M. VILLAROYA
 Head, DPSS
 Date: JAN 14 2025

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - Dec)	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Qualit y	Eficie ncy	Timeli ness	Avera ge	
UMFO 1. ADVANCED EDUCATION SERVICES										
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI MFO 3. Higher Education Management Services										
	PI 6: Number of programs accredited	A 1. Number of programs accreditation/evaluation	Prepares documents and /or program profile and other materials required during	1	1.00	4	4	4	4.00	Lead the AB Philosophy Certification of
	PI 10: Total FTE, coordinated, implemented and monitored *	A 2. Actual Faculty's FTE	Handles and teaches courses assigned	3	35.10	5	5	5	5.00	Handled 4 sections of GE Course (Phlo 11) and 1 section
	PI 11: Number of new revised curricular proposals submitted	A 3. Number of new revised curricular proposals submitted	Contributes to the submission of a new revised curricular proposals							
	PI 13: Percentage of courses offered with approved course syllabi	A 4. Percentage of courses offered with approved course syllabi	Teaches subjects with approved course syllabi	100%	100%	4	4	4	4.00	
	PI 14: Percentage of courses offered with IMs	A 5. Percentage of courses offered with approved IMs	Teaches subjects with approved IMs	100%	100%	4	4	4	4.00	

	PI 15: Number of Instructional Materials approved	A 6. Number of Instructional Materials approved	Prepares and submits IMs for review and approval	2	2.00	4	4	4	4.00	
	PI 16: Percentage of courses offered with final grades submitted within the allowable period	A 7. Percentage of courses offered with final grades submitted within the allowable period	Submits grade sheets within allowable period	100%	100%	4	4	4	4.00	
	PI 18: Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students (TPES)	A 8. Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students (TPES)		100%	100%	4	4	4	4.00	
	PI 19: Additional Outputs	A 9. Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits completion forms with							
	PI 19: Additional Outputs	A 10. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	6	5	5	5	5.00	Administered and checked a total of six term examinations
		A 12. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	1	1	4	4	4	4.00	Administered and checked 1 term paper requirement
					AVERAGE				4.22	
UMFO 3 . RESEARCH SERVICES										NONE
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 (MOUs/MOAs)	A 32. 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	2	5	5	5	5.00	MOA with DepEd Baybay City Division, and with Sacred Heart Seminary of Palo
	PI 2: Number of trainees weighted by the length of training	A 33. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							

	PI 3: Number of extension programs and projects	A 34. Number of extension programs and projects		1	2	5	5	5	5.00	Ext 59 and STEPS
	PI 4: Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and relevance	A 35. Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses	1	N/A	3	3	3.00	3.00	
	PI 5: Number of technical/expert	A 36. Number of technical/expert	Provides the technical and	0						
	PI 7: Number of extension proposals approved	A 38. Number of extension proposals approved	Follow ups submitted and reviewed extension proposals	1	1	4	4	4	4.00	Ext 59
	PI 8: Number of extension proposals implemented	A 39. Number of extension proposals implemented	Implements duly approved extension projects	1	1	4	4	4	4.00	Ext 59
	PI 9: Number of extension outputs	A 40. Number of extension outputs	Prepares, submits and	1	N/A	3	3	3	3.00	
		a. International								
		b. National								
		c. Regional or Institutional Conferences								
	PI 10: Number of extension activities conducted	A 41. Number of extension activities conducted	Conducts extension program activities	1	1	4	4	4	4.00	MOA signing and Survey
	PI 11: Number of trainings, seminars, fora conducted	A 42. Number of trainings, seminars, fora conducted	Conducts trainings, seminars, and fora							
					AVERAGE				4.00	
UMFO 5. SUPPORT TO OPERATIONS										
	OVPI MFO 1. Faculty Development Services									
	PI 7: Number of trainings, seminars, and conferences attended	A 50. Number of training, seminars, and conferences attended (international, national, regional/institutional)	Attends training, seminars, and conferences attended (international, national,	1						
		International			1	4	4	4	4.00	PHAVISMINDA Conference held at EVSU, Omooc
		National								
		Regional/Institutional								
	OVPI MFO 3. Registration Services									

	PI 9: Percentage of students	A 51. Percentage of students enrolled	Validates students within the	100%	100%	4	4	4	4.00	
	PI 10. Number of students advised	A 52. Number of students advised	Acts as academic adviser	19	19	4	4	4.00	4.00	
OVPI MFO 4. Curricular Program Management Services										
	PI 12: Number of IMs reviewed by the DIMRC	A 53. Number of IMs reviewed by the DIMRC	Submits IMs for review	1	0	3	3	3	3.00	
	PI 13: Number of course syllabi and TOS reviewed and approved	A 54. Number of course syllabi and TOS reviewed and approved	Submits course syllabi and TOS for approval	5	6	5	5	5	5.00	2 Syllabi, and 4 TOS
UMFO 6. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES										
	PI 2: Number of management meetings conducted	A 66. Number of management meetings conducted	Presides departmental meetings	2	9	5	5	5	5.00	Department Secretary
	PI 3: Number of committee meetings conducted	A 67. Number of committee meetings conducted	Acts as committee chairman	1	1	4	4	4	4.00	Secretariat Committee Chair
	PI 9: Percentage of submitted DTR within 20 days after the last day of the month	A 73. Percentage of submitted DTR within 20 days after the last day of the month	Submits DTR within 20 days after the last day of the month	60%	100%	5	5	5	5.00	
	PI 17: Additional Outputs	A 80. Number of meetings attended	Attends meetings (departmental/institutional)	5	9	5	5	5	5.00	
									4.33	
					AVERAGE					

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

Evaluated and Rated by:

AL FRANJON M. VILLAROYA

Head, DPSS

Date: JAN 14 2025

Recommending Approval:

GLENN G. PAJARES

Dean, CAS

Date: JAN 24 2025

Comments & Recommendations for Development

Purpose: Continue to be of help to the department by performing your tasks and functions in instructions, research, innovation, and extension.

Approved by:

ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date: JAN 30 2025

PERFORMANCE MONITORING & COACHING JOURNAL

✓	1st	Q U A R T E R
✓	2 nd	
	3 rd	
	4th	

Name of Office: Dept. of Philosophy & Social Sciences

Head of Office: Al Franjon M. Villaroya

Number of Personnel: 27 (15 regular faculty & staff; 11 part-time faculty; 1 job order admin staff)

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring The monitoring of faculty was done through classroom observations conducted during the 1 st semester, SY 2024-2025.		The Department Head together with a DPC member conducted the classroom observations and conducted meetings relative thereto.			Faculty and staff attendance are monitored through biometrics and logbook. They reminded to use appropriate teaching strategies and classroom management to improve performance in instruction.
Coaching Mr. Beljun P. Enaya	Mr. Enaya was called to explain his reaction to the TPES results in the 2nd semester Sy 2023-2024. Mr. Enaya said that he could not exactly point out the reason for an “S” remark on				The faculty concerned was informed of the TPES results of the 2 nd semester, SY 2023-2024 and was given advice and reminders.


	<p>his one 1 class. Accordingly, he said it is probably that the class who gave him the S remark found it hard to catch up with the discussion, since he gave equal expectations to all his classes.</p> <p><i>The Head advised Mr. Enaya to understand that VSU students are heterogenous.</i></p>				
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Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


AL FRANJON M. VILLAROYA
 Immediate Supervisor

Noted by:


GLENN G. PAJARES
 Next Higher Supervisor

“Exhibit H”

TRACKING TOOL FOR MONITORING TARGETS

(July-December 2024)

[illegible]

		Abelardo, Gella Mae					
PI 4. Student Advising and Consultation Services Coordinated	Assists students through academic advising to college students	Mr. Al Franjon Villaroya Dr. Glenn Pajares Mr. John Martin Diao Dr. Guiraldo Fernandez, Jr. Dt. Jerry Imbong	July - December 2024	✓	✓		The faculty provided interventions for the improvement of the students' performance
PI 5. Number of instructional materials developed/revised and utilized	Develops/revises instructional materials (Syllabus and Table of Specifications)	All faculty members	August-December	✓	✓		Followed the format prescribed by the university
PI 6. Number of grade sheets submitted on prescribed period	Assesses students and submits grades to measure students' performance	All Faculty Members	December		✓		Due for submission at the end of semester
MFO3. Research Services							
PL2. Number of Articles Published in Peer Reviewed Journal	Submits articles for publication	Dr. Jerry D. Imbong			✓		Published in international and national/local peered journals
MFO5, Extension Services							
PI 5. Number of Extension Projects Conducted	Serves as project leader and component leaders	Mr. Errol Fernandez Mr. Al Franjon Villaroya Mr. John Martin Diao Dr. Bethlehem Ponce Ms. Angelie Genotiva Mr. Dean Ruffel Flandez Dr. Glenn Pajares Mr. Beljun Enaya Dr. Guiraldo C. Fernandez	July-December 2024	✓	✓		1. Capacity Building of Intro to Philosophy of the Human Person 2. Saving Minamanwa: An Initiative to Preserve Minamanwa and the Mamanwa Indigenous Knowledge System and Practices 3. STEPS – A Student and Teacher Enhancement Project for the Seminaries in Leyte
MFO 5. Support to Operations	Participates in all activities conducted by the department, college and the university	Faculty and Staff	July-December	✓	✓		Participated actively in all activities
PI 4. Number of in-house seminars/trainings/works hops/reviews conducted/attended	Attends/participates to trainings	All Faculty & Staff	July-December	✓	✓		Faculty and staff actively participated in

	Performs other functions assigned by the head, dean and the university	Faculty and Staff	July-December 2024	✓	✓		Performed other functions duly assigned to the faculty and staff
MFO 6. General Administration and Support Services (GASS)							
PI 1. Number of rooms, and surroundings maintained/cleaned	Supervises in the maintenance of building facilities; cleans dept classrooms and surroundings	Mr. Aldrin Palermo Mr. Cirilo Alipar, Jr.	July-December 2024	✓	✓		
PI 3. Number of hours spent on monitoring	Spends one (1) hour per week or 40 hours per year in monitoring on in logging in/out, and on classes handled by DPSS faculty".	Dr. Al Franjon Villaroya DPC Members	July-December 2024	✓	✓		
PI 4. Number of hours spent on coaching	Spends 1 hour per month or 5 hours per year in coaching (by individual/group)	Dr. Al Franjon M. Villaroya	July-December 2024	✓	✓		
	Conducts regular meeting with DLABS staff/faculty at least six (6) times a year	Dr. Al Franjon M. Villaroya	July-December 2024	✓	✓		
PI 5. Number of hours spent on performance tracking	Assigns the faculty members faculty workload and/or work assignments	Dr. Al Franjon M. Villaroya	August 2024	✓			
PI 7. Number of documents attended and served	Signs and approves request letter, grade sheets, syllabi, and other pertinent documents	Dr. Al Franjon M. Villaroya	July-December 2024	✓	✓		
PI 8. Zero percent complaint from client served	Zero complaints from clients served	All Faculty and Staff	July-December 2024	✓	✓		no valid complaints
PI 9. Number of applicants screened and recommended	Screens and recommends applicants for 2 nd sem 24-25	Head & Department Personnel Committee	December 2024		✓		
P9 Additional Outputs							
Number of documents prepared and submitted on time	Preparation and submission of office requests and recommendations, faculty workload reports, Daily Time Record (DTR), leave	Administrative Staff	July-December 2024	✓	✓		Actual accomplishments meets targets

	application, cash advance and reimbursement, procurement, contracts, appointments, payroll, class roster, grade sheet, and other documents.						
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Prepared by:


AL FRANJON M. VILLAROYA
 Department Head

Exhibit I

PERFORMANCE MONITORING FORMName of Employee: **JOHN MARTIN A. DIAO**

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	Teach two courses (Ethics and History of Chinese Philosophy)	Attendance sheets, midterm and final grade sheets, students' performance evaluation result	July 2024	December 2024	December 2024	Impressive	Outstanding	
2	Assist students' concerns through scheduled consultation	Outstanding students' performance evaluation result	July 2024	December 2024	December 2024	Impressive	Outstanding	
3	Prepare materials and activities for the handled courses	PowerPoint presentations, educational films, assessment activities	July 2024	December 2024	December 2024	Impressive	Outstanding	
4	Submit midterm grades and final grades	Submitted grades to the University Registrar	July 2024	December 2024	December 2024	Impressive	Outstanding	
5	Publish written essays	Published manuscript and publication incentive form to the department secretary	July 2024	December 2024	December 2024	Impressive	Outstanding	
6	Participate in all activities conducted by the department, college, and the university	Attendance sheet; certificates	July 2024	December 2024	December 2024	Impressive	Outstanding	
7	Perform other functions assigned by the department head	Certificate of the trainings and workshops	July 2024	December 2024	December 2024	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

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JOHN MARTIN A. DIAO

Performance Rating:

AIM: To successfully defend his Thesis and obtain the degree MA in Philosophy. Specifically, be able to have his Thesis.

To aim to publish an article.

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

Date: January 2024

Target Date: December 2024

Step/s:

- a) Advised Mr. John Martin Diao to have his oral defense early days of January.
- b) Advised Mr. John Martin Diao to publish his thesis in a scopus journal.
- c) Advised Mr. John Martin Diao to have a research/research extension for publication.

RESULT:

Mr. John Martin Diao finished his Master's degree, and has been recommended by the DPSS Department Personnel Committee for Permanency. He has also presented his Master's Thesis in an international conference. Additionally, he is a project leader of the extension project Ext. 59. He has prepared his Master's thesis for publication. Currently, he has a publishable paper, he is still looking for the journal to where it will be submitted for publication.

Prepared by:


AL FRANJON M. VILLAROYA

Department Head

Conformee:


JOHN MARTIN A. DIAO

Name of Ratee/Faculty/Staff



TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

Second Semester AY 2023-2024

Name of faculty: DIAO, JOHN MARTIN A.

Department: Dept. of Philosophy and Social Sciences

College: College of Arts and Sciences

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Numerical	Adjectival	
Phlo 11	ETHICS	LEC	5.00	Outstanding	100.0%
Phlo 11	ETHICS	LEC	5.00	Outstanding	100.0%
Phlo 105	HISTORY OF CHINESE PHILOSOPHY	LEC	4.00	Very Satisfactory	80.0%
Phlo 105	HISTORY OF CHINESE PHILOSOPHY	LEC	4.00	Very Satisfactory	80.0%
Phlo 11	ETHICS	LEC	4.00	Very Satisfactory	80.0%
Phlo 11	ETHICS	LEC	5.00	Outstanding	100.0%
Phlo 11	ETHICS	LEC	5.00	Outstanding	100.0%
Average Rating			4.57	Outstanding	91.43%

Source: Results of Teaching Performance Evaluation by Students filed at IEO

Legend:

1.00 – 1.49 Poor (P)

1.50 – 2.49 Fair (F)

2.50 – 3.49 Satisfactory (S)

3.50 – 4.49 Very Satisfactory (VS)

4.50 – 5.00 Outstanding (O)

Prepared by:

VANESSA W. NAZAL

TPES in-Charge

Date: 11-06-2024

Attested by:

MA. RACHEL KM L. AURE

Director, Instruction and Evaluation

Date: 11-11-2024

Received by:

DIAO, JOHN MARTIN A.

Name and Signature of Faculty

Date: 11-11-2024

Distribution of copies: IEO, College, Department, Faculty (all in original signature)

