

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: JANUARY-JUNE 2023

Name of Faculty Member:

ERROL C. FERNANDEZ

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		5.00 x 50% = 2.500	
b. Students (50%)		4.67 x 50% = 2.335	
TOTAL for Instruction	85%	4.84	4.110
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	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%		4.860

EQUIVALENT NUMERICAL RATING: 4.860

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.860

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

ERROL C. FERNANDEZ

Name of Faculty

Reviewed by:

MARIA VANESSA E. GABUNADA

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, ERROL C. FERNANDEZ, 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 JANUARY - JUNE 2023.

ERROL C. FERNANDEZ

Instructor I

Date: July 11, 2023

Approved:

MARIA VANESSA E. GABUNADA

Department Head

Date: 7-19-23

MA. THERESA P. LORETO

College Dean

Date: JUL 25 2023

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		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						
		<u>A4</u> . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	NA						
	<u>PI 9</u> : Number of instructional materials developed *	<u>A5</u> . 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, etc.	NA						
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	NA						
		<u>A 6</u> : 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						
		<u>A 7</u> : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	NA						
	<u>PI 10</u> . Additional outputs:	<u>A 8</u> . Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new	NA						
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	<u>PI 5</u> : Total FTE, coordinated, implemented and monitored *	<u>A9</u> . Actual Faculty's FTE	Handles and teaches courses assigned	18 units per semester	43.35	5	5	5	5.00	6 sections Phlo 11
					18					

		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	6	5	5	5	5.00	6 sections Phlo 11
		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	1	5	5	5	5	5.00	Students from the previous semesters ScSc12n (Readings in Philippine History) and Phlo 11 Ethics
		A12. Number of trainings attended related to instruction	Attend mandated trainings	2	0					
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	10	15	5	5	5	5.00	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	25	15	5	5	5	5.00	
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	5	7	5	5	5	5.00	
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	NA						
		A17. Number of students advised on thesis/ field practice/special problem:		NA						
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	NA						
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	NA						
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	30	5	5	5	5.00	Queries from students about the subject and some personal concerns 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	None						
	PI 10: Number of instructional materials	A21: Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	1	1	5	5	5	5.00	Phlo 11 Ethics

		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	5	5	5	5.00	Phlo 11 Ethics
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading	3	10	5	5	5	5.00	Phlo 11 Ethics
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	8	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	1	1	5	5	5	5.00	Phlo 11 Ethics
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	6	6	5	5	5	5.00	6 sections for Phlo 11
	PI 11. Additional outputs	A 25. 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	1						
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	NA						
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	2	4	5	5	5	5.00	Phlo 11 Ethics
					TOTAL				5.00	
UMFO 3 . RESEARCH SERVICES										
	PI 1. Number of research outputs in the last three (3) years utilized by the industry	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	0					
	PI 2. Number of research	A 28. Number of research outputs	Conducts and completes	1	0					
	PI 3. Percentage of research	A 29. Percentage of research outputs	Writes publishable materials	1	0					
		In refereed int'l journals								
		In refereed nat'l/regional journals								

	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 scientific for a/conferences	1	0					
		<i>In int'l fora/conferences</i>		None						
		<i>In nat'l/regional fora/conferences</i>		None						
	PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	1	0					
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)		1						
		A 33. 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	1	0					
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	NA						
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	1	0					
					TOTAL				NONE	
UMFO 4. EXTENSION SERVICES										
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs,	A 36. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders	Identifies and links with probable partners for extension activities and maintain this active	1	1	5	5	5	5.00	DepEd Baybay City Division
	PI 2. Number of trainees weighted by the length of	A 37. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technology for transfer	1	0					
	PI 3. Number of extension programs organized and	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
	PI 4. Percentage of beneficiaries who rated	A 39. Percentage of beneficiaries who rated the training course/s and	Provides quality and relevant training courses	1						
	PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:	Provides the technical and expert services requested	NA						
	Research Mentoring	Research Mentor		None						

	Peer reviewers/Panelists	Peer reviewers/Panelists		None						
	Resource Persons	Resource Persons		1	0					
	Convenor/Organizer	Convenor/Organizer		1	0					
	Consultancy	Consultant		1	1	5	5	5	5.00	Review and Editing of the LIS and LAS for the IPHP
	Evaluator	Evaluator		1	0					
	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	1	1	5	5	5	5.00	Capacity Building for the Teaching of the Introduction to the Philosophy of the
	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	Review and edit for the Publication of the written LIS and LAS for the IPHP
				TOTAL					5.00	
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	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	Zero non-conformity						
		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% compliant						
		On program accreditations		None						
		On institutional accreditations		None						

UMFO 6. General Admin. & Support Services (GASS)

	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 performing functions resulting to best practice	None						
		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	None						
		A.49 Number of committees served and meetings attended	Attends meetings	3	5	5	5	5	5.00	Attended meetings and training for Risk Managers
					TOTAL				5.00	
	Total Over-all Rating									
	Average Rating									
	Adjectival Rating									

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

Evaluated & Rated by:


MARIA VANESSA E. GABUNADA

Department Head

Date: **7-19-23**

Recommending Approval


MA. THERESA P. LORETO

College Dean

Date: **JUL 25 2023**

Comments & Recommendations for Development Purpose:

Mr. Fernandez has a good attitude towards work and his colleagues. A complete Master's degree would be good for his scholarly development and teaching skills.

Approved by:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: _____

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/ Recommendation
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	Impressive	Outstanding	
2	Assist students' concerns through students' consultation	Will improve students' performance	January 2023	December 2023	June 2023	Impressive	Outstanding	
3	Class preparation	Will prepare visual aids, quizzes, and activities	January 2023	December 2023	June 2023	Impressive	Outstanding	
4	Submission of midterm grades and final grades	Grades will be submitted to the university registrar	January 2023	December 2023	June 2023	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	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	Impressive	Outstanding	

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

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

Prepared by:

MARIA VANESSA E. GABUNADA

Department Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Errol C. Fernandez

Performance Rating: Outstanding

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:

He was advised to finish his Master's Thesis by the end of December 2023. Employ more teaching strategies based on the evaluation of the students.

Outcome: NA

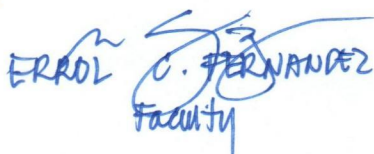
Final Step/Recommendation: NA

Prepared by:


MARIA VANESSA E. GABUNADA

Department Head

CONFIRMED:


ERROL C. FERNANDEZ
Faculty