SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: ART RUSSEL R. FLANDEZ

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
i. Head/Dean (50%)		4.96x100% = 4.96	
j. Students (50%)			
Total for Instruction	50%	4.95	2.47
2. Research			
i. Client/Dir. for Research (50%)			
j. Dept. Head/Center Director (50%)			
Total for Research	50%	5	2.50
3. Extension			
k. Client/Dir. For Extension (50%)			
l. Dept Head/Center Director (50%)			
Total for Extension			
4. Administration			
5. Production			
TOTAL	100%		4.97

EQUIVALENT NUMERICAL RATING: 4.97
Add: Additional Points, if any: none
TOTAL NUMERICAL RATING: 4.97

ADJECTIVAL RATING: **OUTSTANDING**

ART RUSSEL R. FLANDEZ
Name of Faculty

ANALYN M. MAZO
Department Head

Recommending Approval:

MA. THERESA P. LORETO
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Art Russel R. Flande**z, a faculty member of the **Department of Biological 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 to December 2020**.

Approved:

Art Russel R. Flandez	**ANALYN M. MAZO**	**MA. THERESA P. LORETO**
Assistant Professor III	Department Head	College Dean
Date: 5 March 2021	Date: March 5, 2021	Date: 16 Mar 2021

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI 10 . Additional outputs:	*A 8. Other outputs implementing the new normal due to covid 19*								
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*	1	5.95	5	5	5	5.00	Handles Biol152 Lec and Lab, MarB 111 Lec, and MarB 117 Lec&Lab
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	0	0					On-going semester*
		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	2	3	5	5	5	5.00	For students with INC in Biol 152 (Padilla) and Zool 143 (Monterde, Gopio)

		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	150	5	5	5	5.00	Checked, reviewed, and recorded individual (digital) assignments or quizzes for Biol 152, MarB 111, and MarB 117
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	1	2					On going*
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	10	12	5	5	5	5.00	Academic adviser to BSBio and BSMB students
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	2	2	5	5	5	5.00	1. Agbisit RT 2. Bertulfo MA 3. Laude J (no comm.)
	As SRC Member								
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5	15	5	5	5	5.00	Consultation by students thru email, messenger, VSUEE forum
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USSO							
	A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities							
PI 10: Number of instructional materials developed *	A 21 : Number of online courseware developed and submitted :	Prepares and submits for review by the Technical Review Panel	1	4	5	5	4.5	4.83	*Four Online Courses reviewed at the level of the Dept. Head
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	6	5	5	4.5	4.83	Prepared modules for: Biol 152, MarB 111, MarB 117, Zool 11 &21, ScTS 11, and GenBio2; printed: Zool 11 &21, GenBio 2, and ScTS 11

			Supplemental learning resources	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	5	12	5	5	5	5.00	Prepared interactive eLearning materials for online classes
			Assessment tools	*Prepares assessment tools such as long exam, quizzes, problems sets, etc.*	4	10	5	5	5	5.00	Assessments embedded within interactive learning module; Additional: Online Midterm Exam for Courses (3) and for INC completion exam (2)
			A 23 : Number of online courseware reviewed by DIMRC	Submits the courseware duly reviewed by DIMRC	3	3	5	5	4.5	4.83	GenBio2, Zoology, ScTS11
			A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	3	5	5	4.5	4.83	Created 3 virtual classrooms in VSUEE (MarB111, MarB117, Biol152); contributor to ScTS and Zool 11; Backup sites for eLearning sites
			A 26. Other outputs implementing the new normal due to covid 20	1. Collaboration tool for IM making;	1	1	5	5	5	5.00	Guide for making IMs for collaboration using Google Docs
				2. Review IMs as Member of DIMRC	1	22+	5	5	5	5.00	Reviewed, edited, checked plagiarism and formatting of DBS IMs
				3. Review TOS as Member of DIMRC	1	10+	5	5	5	5.00	Reviewed TOS for various exams
				4. Attend webinars related to blended learning, online learning, etc.	2	2	5	5	5	5.00	(recorded webinars:) iSpring, eLearning Guild

			5. Developed automated scoring tool for hiring of applicants*	1	1	5	5	5	5.00	Tool used during scoring of new teaching applicants*
			5. Authored LMs not reflected in workload	2	2	5	5	4.5	4.83	GenBio 2; ScTS module

UMFO 3 . RESEARCH SERVICES

	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research project within the year	1	on going	5	5	5	5.00	CHED research project to be completed
	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							
		In-house Review		1	4	5	5	5	5.00	Presented and submitted research highlights in RDE review: 1 as main presenter (AR study); 3 presented as project (contributor only)
		In int'l fora/conferences								
		In nat'l/regional fora/conferences								
		A 35.Other outputs implementing the new normal due to covid 19	1. Attend webinars related to research	1	4	5	5	5	5.00	Attended webinars by FIMFS, PAMS, Ecological values of Phil. Caves; RDE in-house review webinars

UMFO 4. EXTENSION SERVICES

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							
	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							
	On program accreditations								
	On institutional accreditations								
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	Zero % complaint						
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							
	A 48.Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
Total Over-all Rating								104.17	
Average Rating								4.96	
Adjectival Rating								Outstanding	

Comments & recommendations for development purpose:
Should publish relevant research findings. Also, should consider pursuing PhD

Evaluated & Rated by:

ANALYN M. MAZO
Department Head, DBS
Date: March 5, 2021

Recommending Approval

MA. THERESA P. LORETO
Dean, CAS
Date: 16 Mar 2021

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 3/17/21

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Art Russel Flandez
Performance Rating: Outstanding

Aim: Pursue graduate studies

Proposed Interventions to Improve Performance:

Date: Jan 2020   Target Date: December 2020

First Step:
Look for a university that offers the program to pursue based on the FDP

Result:
University identified

Date: Jan 2021   Target Date: December 2021

Next Step:
Apply for scholarship

Outcome:
Scholarship obtained

Final Step/Recommendation:

Pursue graduate studies

Prepared by:

ANALYN M. MAZO
Unit Head

Conforme:

ART RUSSEL R. FLANDEZ
Assistant Professor III