

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: JULY-DECEMBER 2022

Name of Faculty Member:

**JETT C. QUEBEC**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Dean (50%)		4.97 x 50% = 2.485	
b. Students (50%)		4.60 x 50% = 2.300	
TOTAL for Instruction	40%	4.79	1.914
2. Research	10%		
a. Client/Director for Research			
b. College Dean/Center Director		5.00 x 10% = 0.500	0.500
TOTAL for Research			
3. Extension	5%		
a. Client/Director for Extension			
b. College Dean/Center Director		5.00 x 5% = 0.250	0.250
TOTAL for Extension			
4. Production			
5. Administration/Other Services	45%	5.00 x 45% = 2.250	2.250
TOTAL	100%		4.914

EQUIVALENT NUMERICAL RATING: 4.914

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.914

ADJECTIVAL RATING:

**OUTSTANDING**

Prepared by:

**JETT C. QUEBEC**

Name of Faculty

Reviewed by:

**MA. THERESA P. LORETO**

College Dean

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, JETT C QUEBEC, 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 2022

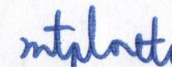


JETT C. QUEBEC

Associate Professor I

Date: January 6, 2023

Approved:



MA. THERESA P. LORETO

College Dean

Date: JAN 13 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	1	1.33	5	5	4.5	4.83	ENGL 229; LTNG 225
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	N/A	NA					
		A3. Number of students advised on thesis/special problem/dissertation		N/A	NA					
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	NA					
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	NA					
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	N/A	7	5	5	5	5.00	MS LT & MEd students

	<b>PI 9:</b> Number of instructional materials developed *	<b>A5.</b> Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems	1	NONE					
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	N/A	NA					
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	N/A	4	5	5	4.5	4.83	ENGL 229 - Western Literary Works; LTNG 225 Psychol
		Assessment tools	Prepares assessment tools such as long exam, quizzes,	2	4	5	5	5	5.00	ENGL 229 - Western Literary Works; Psychol
		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	NA					
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	2	5	5	4.5	4.83	ENGL 229 - Western Literary Works; LTNG 225
	<b>PI 10.</b> Additional outputs:	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	Designs experiential learning activities and other outputs to implement new normal	N/A						
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE	Handles and teaches courses assigned	4	8.27	5	5	5	5.00	ScSc 24 & ELDs 121
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	10	none					
		<b>A 11 .</b> 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	NONE	none					
		<b>A12.</b> Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	On-boarding

		<b>A13</b> . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	20	none					
		<b>A14</b> . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	40	none					
		<b>A15</b> . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	NONE	none					
	<b>PI 8:</b> Number of students advised: *	<b>A16</b> . Number of students advised:	Acts as academic adviser to students	5	22	5	5	5	5.00	ABELS 2nd year, 3rd year, 4th year
		<b>A17</b> . Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1	3	5	5	5	5.00	ABELS
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	1	9	5	5	5	5.00	ABELS
		<b>A18</b> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades, etc.	5	70	5	5	5	5.00	ELDs 121 ELSt 200.2 Engl 200 ScSc 24
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19</b> . Number of Student organizations advised	Advises student organizations recognized by USOO	1	2	5	5	5	5.00	DebSoc and USSC
		<b>A20</b> . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	NONE	none					
	<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	2	NONE					

		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	2	5	5	5	5.00	ELDs 121 ScSc 24
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	30	5	5	5	5.00	ELDs 121 ScSc 24
		<b>A 23 :</b> Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course were duly reviewed by TRP for editing by MMDC editor	2	none					
		<b>A 24 :</b> Number of virtual classroom created and operationalized	Creates virtual classroom using either Moodle or Google Classroom	2	2	5	5	5	5.00	ELDs 121 ScSc 24
	<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	1	1	5	5	5	5.00	AB Philosophy
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	N/A	none					
		<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	1	1	5	5	5	5.00	ELDs 121
					<b>AVERAGE</b>				<b>4.97</b>	
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<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	1	none					ON-GOING

	<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 year	1	none					ON-GOING
	<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							
		<i>In refereed int'l journals</i>		0	none					
		<i>In refereed nat'l/regional journals</i>	Author (1); Co-author (2)							
	<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	NONE					
		<i>In int'l fora/conferences</i>		1	NONE					
		<i>In nat'l/regional fora/conferences</i>		1	NONE					
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of of research proposals prepared, submitted and approved	Component Leader	1	100%	5	5	5	5.00	Morphemic Analysis of the Minamanwa under the project Ethno-Linguistic Study of Minamanwa, Its Challenges and Changes Overtime
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)		NONE						
		<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	NONE						
		<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						
		<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	NONE						
					<b>AVERAGE</b>				<b>5.00</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	NONE						
	<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	NONE						
	<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	Implements duly approved extension projects	NONE	1	5	5	5	5.00	Capacity Building for the Teaching of Introduction to Philosophy of the Human Person
	<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	NONE						
	<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						
	<i>Research Mentoring</i>	<i>Research Mentor</i>		NONE						
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>		NONE						
	<i>Resource Persons</i>	<i>Resource Persons</i>			1	5	5	5	5.00	CHED SGLS Conference on November 9-11, 2022
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>		0						
	<i>Consultancy</i>	<i>Consultant</i>		NONE						
	<i>Evaluator</i>	<i>Evaluator</i>								
	<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	NONE	1	5	5	5	5.00	Capacity Building for the Teaching of Introduction to Philosophy of the Human Person
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extrn. conducted by faculty or student & faculty) *		NONE						

		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	NONE						
					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 improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	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	zero non-conformity	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							
		On program accreditations	Supervises the Level I Accrediation of MSLT and ABELs programs	none	2	5	5	5	5.00	
		On institutional accreditations		N/A						
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>										
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % non-complaint	No valid 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 49 Number of meetings conducted	Conducts online and face to face meetings with the Dept. Personnel Committee, faculty & staff members	8	10	5	5	5	5.00	
		A 48 Number of teaching applicants screed and recommended	Conducts online screening of applicants (teaching demo and interview)	5 subs; 9 Part-time	2 sub; 25 part-timers	5	5	5	5.00	

		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	1	1	5	5	5	5.00	Strict implementation of university protocols
					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:

Dr. Quebec should continue making proposals and spearhead activities beneficial to the DLABS faculty.

Evaluated & Rated by:

MA. THERESA P. LORETO

College Dean/Immediate Supervisor

Date: JAN 13 2023

Recommending Approval

MA. THERESA P. LORETO

Dean, College of Arts and Sciences

Date: JAN 13 2023

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date:

PERFORMANCE MONITORING FORM

Name of Employee: JETT C. QUEBEC

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	Supervises 28 regular faculty members, 2 substitutes, 25 part-time faculty together with 2 regular administrative staff and 2 job orders	Checked and signed faculty members' daily time records, attended administrative meetings, checked faculty members grade sheets and signed them before submission; assignment of teaching loads and implementation of the department's research and extension activities	July 2022	December 2022	Within the period	Impressive	Outstanding	
2	Teaches 2 graduate and 4 undergraduate subjects	Attendance sheets, midterm and final grade sheets, students' performance evaluation result	August 2022	February 2023	on going	Impressive	Outstanding	
3	Prepares materials and activities for the handled courses	Powerpoint presentations, assessment activities	August 2022	February 2023	Within the period	Impressive	Outstanding	
4	Submits final grades	Submitted grades to the university registrar	August 2022	February 2023	N/A			
5	Participates in webinars and meetings	Certificates of recognition and / or certificate of participation; attendance sheet in meetings	July 2022	December 2022	Within the period	Impressive	Outstanding	
6	Prepares quarterly research and extension reports	Reports submitted to OVPREI	July 2022	December 2022	December 2022	Impressive	Outstanding	
7	Participates in all activities conducted by the department, college, and the university	Attendance sheet; certificates	July 2022	December 2022	Within the period	Impressive	Outstanding	

8	Screens applicants for 1 <sup>st</sup> Sem SY 2022-2023	Hired applicants for 1 <sup>st</sup> sem 2022-2023	July 2022	August 2022	August 2022	Impressive	Impressive	
9	Performs other functions assigned by the college dean	As the need arises	July 2022	December 2022	Within the period	Impressive	Outstanding	
10	Prepares OPCR accomplishment of the department	OPCR submitted to Planning Office	July 2022	December 2022	December 2022	Impressive	Outstanding	

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

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

Prepared by:

*mtplncto*  
**MA. THERESA P. LORETO**  
College Dean

**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: JETT C. QUEBEC

Performance Rating: Outstanding

Aim: To publish an article or book

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

Date: July 2022

Target Date: December 2022

First Step:

Publish article in a reputable journal.

Outcome:

Published article

Date: January 2023

Target Date: December 2023

Next Step:

Publish article in a reputable journal.

Result:

Published article (2 publications)


Final Step/Recommendation: NA

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Prepared by:

  
**MA. THERESA P. LORETO**  
Department Head

Conforme:

  
**JETT C. QUEBEC**  
Name of Ratee/Faculty/Staff