

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS
January - June 2024**

Name of Faculty Member: **CHARLINDO S. TORRION**

Program Involvement (1)	Percentage Weight of Involvement (%) (2)	Numerical Rating (3)	Equivalent Numerical Rating (2 x3)
1. Instruction			
a. Head/Dean (50%)	0.5 50%	4.09	2.045
b. Students (50%)	0.5 50%	5.00	2.5
			4.545
Total for Instruction	0.7 70%		3.1815
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	0.1 10%	4.00	0.4
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	0.15 15%	4.00	0.6
4. Administration (UMFO 5 + MFO 6)	0.05 5%	4.037	0.20185
5. Production			
TOTAL	100%		4.38335

EQUIVALENT NUMERICAL RATING:

4.38335

Add: Additional Points, if any:

0

TOTAL NUMERICAL RATING:

4.38335

ADJECTIVAL RATING:

Very Satisfactory

Prepared by:

Reviewed by:

CHARLINDO S. TORRION

Name of Faculty

CHARLIE S. ANDAN

Department Head

Recommending Approval:

JANNET C. BENCURE

Dean, CET

Approved:

ROTARIO S. BRAVOSO
VP for Academic Affairs



"Exhibit B"


INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, CHARLINDO S. TORRION, Faculty of the DEPARTMENT OF METEOROLOGY, 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 1, 2024-June 30, 2024.

Approved:


CHARLINDO S. TORRION
Ratee
Date: 7-17-2024


CHARLIE S. ANDAN
Head, DMet
Date: 7-17-2024


JANNET C. BENCURE
Dean, CET
Date: 7-22-24

MFO and PAPs		Success Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Q ¹	E ²	T ³	A ⁴	
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							
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students							
		A3. Number of students advised on thesis/special problem/dissertation								

		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							
	PI 9: Number of instructional materials developed *	A5. Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof							
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught							
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		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							
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom							

	PI 10. Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 1. Percentage of first time licensure exam takers that pass the licensure exams		Monitors the names of examinees and results of licensure examination							
	PI 2: Average percentage passing in licensure exam		Monitors the names of examinees and results of licensure examination							
	PI 3. Percentage of graduates (2 years prior) that are employed		Conducts survey on employability of BSMet graduates							
	PI 4. Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs *		Monitors student enrolled in the programs under DMet	100%						To check Batch 2019 2 year after this target was set (by 2025)
	PI 5. Percentage of undergraduate programs with accreditations		Facilitates the accreditation activities of DMet programs							
	PI 6: Total FTE, coordinated, implemented and monitored *	A9.1. Actual Faculty's FTE (coordinated & monitored)	Assigns and/or monitors faculty members to handle courses							
		A9.2 Actual Faculty's FTE (implemented)	Handles and teaches courses assigned	12	6.25	4	5	4	4.33	CSTorrior actual FTE from 2nd sem SY2023-2024
		A10. Number of grade sheets submitted within prescribed period	Prepares grade sheet and submits on or before deadline	6	3	5	5	5	5.00	Grade sheets for Math131, Mete134, Mete148 on time

		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							
		A12. Number of trainings attended related to instruction	Attend mandated trainings	2						
		A13. Number of long or modular examinations administered and checked	Administers and checks long examination for subjects taught							
		A14. Number of term examinations administered and checked	Prepares and checks quizzes for lec and lab							
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							
	PI 7: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	10	7	3	4	4	3.67	4th year students (Batch 2020)
		A17. Number of students advised on thesis/ field practice/special problem:								
		As Adviser	Advises, and corrects research outline and thesis/SP manuscript	2	2	4	4	4	4.00	Research - Gavan, OJT - Bulawan, Gavan
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	2						
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	2						
		A18. Number of students entertained for consultation purposes	Entertains students consulting on courses taught, enrollment, thesis and grades	50	5	4	4	4	4.00	

	PI 8: Number of student organizations advised/assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO	2	1	4	4	4	4.00	PCGA-VSU SC
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	2	1	4	4	4	4.00	PCGA-VSU SC
	PI 9: Number of instructional materials developed *	A 21 : 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	1	4	4	4	4.00	Math 131
		Flexible instructional materials								
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught							
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	12	6	4	4	4	4.00	Midterm and Final Term Exam for Math 131, Mete134, Mete148 for 2nd Sem SY 2023-2024 courses
		Number of course syllabi revised and/or prepared	Prepares, revises, and submits course syllabus							
		Number of instructional materials developed in ISO standard format	Prepares, revises, and submits instructional materials in ISO format							
		Number of instructional materials submitted for DIMRC Approval	Prepares, revises, and submits instructional materials for DIMRC approval							
		Number of instructional materials submitted for CIMRC Approval	Prepares, revises, and submits instructional materials for CIMRC approval							

		Number of instructional materials submitted for UIMRC Approval	Prepares, revises, and submits instructional materials for UIMRC approval							
	PI 10. 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							
		Number of instructional materials reviewed and/or approved	Reviews and approves submitted instructional materials	4						2nd Sem A.Y. 2023-2024 courses
		Number of grade sheets reviewed and/or approved	Reviews and approves grade sheets submitted by DMet faculty	6						2nd Sem A.Y. 2023-2024 (Midterm & Final Grades)
		Number of INC forms reviewed and/or approved	Reviews and approves INC forms submitted by DMet faculty							
		Number of TOS reviewed and/or approved	Reviews and approves TOS submitted by DMet faculty	12	24	4	5	4	4.33	2nd Sem A.Y. 2023-2024 (Midterm & Final Examinations)
		Number of course syllabi reviewed and/or approved	Reviews and approves Course Syllabi submitted by DMet faculty							
		Agency/firm/Industry linkages	Forge linkages with relevant industries for student internship	2						DOST-PAGASA; PMS
		A27. Number of classes observed	Ensures that proper classroom management and instructional techniques are employed							2nd Sem A.Y. 2023-2024 & 1st Sem A.Y. 2024-2025

		A28. Number of individual faculty workload and actual teaching load prepared, reviewed, and/or approved	Prepares, reviews, and/or approves individual faculty workload and actual teaching load							2nd Sem & Midyear A.Y. 2023-2024 to 1st Sem A.Y. 2024-2025
UMFO 3 . RESEARCH SERVICES										
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A28. 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							
	PI 2. Number of research outputs completed within the year *	A 29. Number of research outputs completed within the year *	Conducts and completes research project within the year							
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A 30. 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							
		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 31. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific for a/conferences	1						Project [Geo+Met]SLOPE
		In int'l fora/conferences			1	4	4	4	4.00	Presented study 2 of Project [Geo+Met]SLOPE in Japan Geoscience Union Meeting 2024
		In nat'l/regional fora/conferences		1						
		in institutional fora/conferences								
	PI 5. Number of research proposals prepared, submitted. and/or approved	A 32.1 Number of research proposals prepared and submitted	Prepares research proposals, submits and follows up its approval for immediate implementation							

		A 32.2 Percentage of research proposals approved	Prepares/revises/presents research proposals for approval to funding institutions							
	PI 6. Additional outputs*	A 33. No. of research-related awards (research conducted by faculty or student w/ faculty)	Applies and/or endorses research-related competitions							
		A 34. 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							
		A 35. Number of research proposal reviewed and endorsed for approval to OVPREI	Reviews and endorses submitted research proposals							
		A36. Number of research in-house review organized and/or conducted	Organizes and/or conducts in-house research reviews							
		A37. Number of research projects monitored	Monitors the implementation of research projects							
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	A 38. 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	1	4	4	4	4.00	MOA w/ PCGA 1103rd Squadron
	PI 2. Number of trainees weighted by the length of training	A 39. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	50						Project WAIS
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 40. Number of extension programs/projects implemented	Implements duly approved extension projects							

	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	A 41. 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	50%						
	PI 5. Number of technical/expert services	A 42. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
	Research Mentoring	Research Mentor								
	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons		1	1	4	4	4	4.00	ISAT-U training
	Convenor/ Organizer	Convenor/Organizer		1	1	4	4	4	4.00	PMS 2024 Annual Convention
	Consultancy	Consultant		1						
	Evaluator	Evaluator								
	PI 6. Number of research proposals prepared, submitted, and/or approved	A 43.1 Number of extension proposals prepared and submitted	Prepares extension proposals, submits and follows up its approval for immediate implementation	1						Project WAIS
		A 43.2 Percentage of extension proposals approved	Prepares/revises/presents extension proposals for approval to funding institutions							
	PI 7. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *	Applies and/or endorses extension-related competitions							
		A 43. Number of extension proposal reviewed and endorsed for approval to OVPREI	Reviews and endorses submitted research proposals							
		A44. Number of extension In-house review organized and/or conducted	Organizes and/or conducts in-house research reviews							

		A45. Number of extension projects monitored	Monitors the implementation of research projects								
UMFO 5. SUPPORT TO OPERATIONS											
	OVPI MFO 1. Faculty Development Services										
	PI 1: Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted		Pursue advanced research degree program (PhD)								
	PI 1.1 Number of faculty pursuing advanced research degree programs (MS) facilitated, monitored and assisted		Pursue advanced research degree program (MS)	1	1	4	4	3	3.67	On the process of completing his MS degree after being reinstated	
	PI 1.2 Number of faculty who finished advanced degree programs on time		Finished advance degree program on time								
	PI 2: Number of faculty granted with external scholarships		Submits external scholarships grants application								
	PI 3: Number of faculty granted with internal fellowship grants		Submits scholarships application with internal fellowship grants								
	PI 4: Number of faculty granted with sabbatical leave		Submit sabbatical leave applications								
	PI 5: Number of faculty sent for trainings, seminars, conferences		Submit recommendation to attendance/ participation in trainings, seminars, conferences	1	1	4	4	4	4.00	Presented study 2 of Project [Geo+Met]SLOPE in Japan Geoscience Union Meeting 2024	
	PI 5: Number of faculty-scholars who completed their advance degrees		Complete advance degree program	1						On the process of completing his MS degree after being reinstated	
	PI 6. Additional outputs	A 46. Number of Additional outputs accomplished:									
		Number of Workshops related to Faculty Development initiated and conducted	Plans, prepares workshop materials, and trains faculty members								

		Number of faculty mentored, coached, and trained measured in man-hours	Conduct mentoring and coaching activities to DMet faculty members and staff							
		Number of training/seminars/workshops proposals prepared, submitted, and approved for faculty development related to instructions	Prepares, submit, and follow up proposal for faculty development related to instructions							
		Number of Mental Wellness Activities organized and facilitated for Faculty and Staff	Organize, facilitate, and join mental wellness activities							
MFO 2. Faculty Recruitment/Hiring Services										
	PI 7: Number of faculty recruited/hired aligned with ISO standards		Facilitates and monitors the hiring and recruitment plans of academic units							
	PI 8: Number of new faculty hired with at least master's degree		Facilitates and monitors the hiring and recruitment plans of academic units							
MFO 3. Faculty Evaluation Services										
	PI 9: Number of seminars/trainings/conventions/workshops coordinated for entire university		Facilitates and conducts seminars/trainings/conventions/workshops for entire university	1						Typhoon & Flood Awareness Week
	PI 10: Number of seminars/trainings/conventions/workshops coordinated outside of the university		Facilitates and conducts seminars/trainings/conventions/workshops outside the university	1	2	4	4	4	4.00	Training at ISAT-U, convenor or the PMS Convention 2024 (with approval from OP)
	PI 11: Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated		Perform core function as faculty members	100%	50%	4	4	4	4.00	Math131, Mete134, Mete148

PI 12: Number of in-house seminars/trainings/workshops/reviews conducted/attended		Conduct training/seminars/ workshops conducted related to instruction	1							Project WAIS
OVPI MFO 4. Program and Institutional Accreditation Services										
PI 13: Number of degree programs which passed accreditation/evaluation at least Level 1		Prepares required documents and complies all requirements as prescribed in the accreditation tools								
PI 14: QMS on faculty recruitment, development & performance evaluation aligned with ISO standards		Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member	1	1	4	4	4	4.00	Act as DPC. Hired one Part-time Instruction for the 2nd Sem AY 2023-2024	
PI 15: Degree program compliant with CHED		Ensures that programs are compliant wit CHED								
PI 16: Number of activities organized/attended/assisted/participated/facilitated		Facilitates, organize, assists, and attend the conduct of activities	1						Project WAIS	
PI 17: 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		Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member	100%	80%	4	4	4	4.00	Almost compliant	
	A 47. 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									

	PI 18. 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 48. 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	1 non-conformity	4	4	4	4.00	DMet CAR (OVPSAS-SIP)
		A 49. 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								
		Additional Outputs								
UMFO 6. General Admin. & Support Services (GASS)										
	PI 1: Zero percent complaint from clients served		Provides customer friendly frontline services to clients	Zero % complaint	Zero % complaint	5	5	5	5.00	Zero complaint
	Additional Outputs		Initiates/introduces improvements in performing functions resulting to best practice							
	PI 2: Submission of Department PPMP for the following year within deadline as prescribed by BAC*		Designs administration/management related activities and other outputs to implement new normal							
	PI 3. Number of coaching sessions among faculty & staff**		Conducts mentoring and coaching sessions to faculty members and staff							

[illegible]

Average Rating (Total Over-all rating divided by n)	4.09
Additional Points:	0
Approved Additional points (with copy of approval)	0
FINAL RATING	4.09
ADJECTIVAL RATING	Very Satisfactory

Comments & Recommendations for Development Purpose: Must finish his MS degree program.

Evaluated & Rated by:

CHARLIE S. ANSAN
Department Head
Date: 7-17-24

1 - Quality

2 - Efficiency

Recommending Approval:

JANNET C. BENCURE
College Dean, CET
Date: 7-22-24

3 - Timeliness

Approved by:

ROTACIO S. GRAVOSO
VP for Academic Affairs
Date: 7-31-24

4 - Average

PERFORMANCE MONITORING & COACHING JOURNAL
January - June 2024

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

Name of Office: Department of Meteorology
Head of Office: Charlie S. Andan
Number of Personnel: 4 Faculty & 3 Admin Staff

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
<ul style="list-style-type: none">Monitoring of faculty of their deliverables such as submission of Syllabus, TOS, VCs, grade of their students, class roster, other deliverables, and academic advising.Monitoring of faculty with regards in their delivery of different learning methods in	<ul style="list-style-type: none">Faculty assigned to specific subject is asked on the progress of their deliverables	<ul style="list-style-type: none">Faculty & staff discuss during monthly & special meeting	<ul style="list-style-type: none">DMet MemorandumCET MemorandumOP & VPAA Memo or Memorandum Circular	<ul style="list-style-type: none">Notices of MeetingEmail Communication	<ul style="list-style-type: none">Syllabus and TOS are submitted to ODIE and copy of which are filed at the officeFaculty are observed in their classesdDRC is completely following the university ISO standards. All dDRC in the college practice the monthly

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<p>their assigned subjects for the students to learn</p> <ul style="list-style-type: none">Monitoring of admin staff of their respective work assignment such as the dDRC of the department, cleanliness & orderliness of the areas assigned to the department					<p>meeting to discuss matters in relation to their function</p> <ul style="list-style-type: none">Admin office, laboratory, class rooms & other areas assigned to the department are well maintained
Coaching					
<ul style="list-style-type: none">Coaching of the faculty with regards to the forms to use in preparing syllabus, TOS and in making of communication	<ul style="list-style-type: none">Cascading of forms and instruction through Gmail chatAssigned a regular faculty member (or senior faculty member) to coach newly hired faculty.	<ul style="list-style-type: none">During monthly and special meeting of the department	<ul style="list-style-type: none">CET MemorandumOP & VPAA Memo or Memorandum CircularUDRC Memo	<ul style="list-style-type: none">Email Communication	

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


CHARLIE S. ANDAN
 Head, Department of Meteorology

Noted by:


JANNET C. BENCURE
 Dean, College of Engineering & Technology

**TRACKING TOOL FOR
January – June 2024**

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 st Wk	2 nd Wk	3 rd Wk	4 th Wk	
MFO I. Higher Education Services								
PI 5: Total FTE, coordinated, implemented, and monitored	1. Preparation of projected faculty workload and actual teaching load for correction by the concerned faculty and submission to OVPAA	Department Head Lorna B. Abamo	Within January and one week after the regular classes for that semester		X			Performed
	2. Preparation of the Individual Faculty Workload for correction of the concerned faculty and submission to OVPAA	Lorna B. Abamo	January 2024			X		Performed
	3. Submission of the Actual Teaching Load and Individual Faculty Workload to OVPAA	Felix C. Abanera	January for Actual Teaching Load and IFW		X			Performed
	4. Computes FTE based on the approved Individual Faculty Workload of the faculty	Lorna B. Abamo	Within January (as soon as OVPAA returns the Individual Faculty Workload to the department)				X	Performed
PI 8: Number of students advised	1. Monitor faculty for their academic & organizational advising	Academic Advisers and organizational advisers: RB Labisores; CS Lor	Within the semester of this rating period			X		Performed

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 st Wk	2 nd Wk	3 rd Wk	4 th Wk	
		; RLG Gonzaga & CS Torrion						
MFO 3. Research Services								
PI 5. Percent of research proposals approved	1. Proposals submitted to OVPREI 2. Implementation of the approved research programs	Mr. CS Andan (Project LIHUC proposal) Mr. CS Torrion (Development of a coupled geotechnical-hydro-meteorological framework in the analysis and risk management of soil slope and embankment failures in Leyte, Philippines)	Implemented	x	x	x	x	Submitted proposal to OVPREI Annual Report for submission to OVPREI
MFO 4. Extension Services	1.							
MFO 5 PI 5: Percentage of faculty rated by students with at least a very satisfactory rating in 50% of the subjects evaluated	1. Faculty members evaluated (online) in the subjects taught by the students, including the head of the Department	c/o OIMD	As scheduled by OIMD					TPES implementation
MFO 6 General Admin. & Support Services (GASS)								
PI 1. Submission of Department PPMP for the following year	1. Prepares & submits PPMP & PR to BAC (online)	Lorna B. Abamo	January – June 2024	X				Performed

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 st Wk	2 nd Wk	3 rd Wk	4 th Wk	
within the deadline as prescribed by BAC								
PI 2. Zero percent of complaints from clients served	2. Facilitate & Assist students & other stakeholders who came to the department	Faculty & Staff of DMet	January - June 2024	x	x	x	x	Performed
PI 3. Number of coaching sessions among faculty & staff	1. Coaching with the faculty and staff	All Faculty & Staff (if necessary & when need arises)	January - June 2024	x	x	x	x	Performed
PI 5. Number of monthly/special faculty & staff meetings conducted	1. Conduct department meetings (Regular, special & emergency)	All Faculty & Staff	January – June 2024, every 2nd Wednesday of the month and as scheduled when needed	x				Performed

Prepared by:


CHARLIE S. ANDAN
 Head, Department of Meteorology

PERFORMANCE MONITORING FORM
January - June 2024

Name of Employee: **Charlindo S. Torrion**

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	Handles and teaches courses assigned:	Meets class regularly; checked student progress; Submit grades to the Registrar's Office	At the start of the semester	Within the 2 nd Semester to Summer of the A.Y. 2023-2024	Within the 2 nd Semester to Summer of the A.Y. 2023-2024 Final grades are submitted to the University Registrar	Impressive	Very Satisfactory	Submission students record like the grade sheet is timely
	Math 131a VECTOR ANALYSIS LEC							
	Mete 148 RESEARCH IN METEOROLOGY/CLIMATOLOGY LEC							
	Mete 148 RESEARCH IN METEOROLOGY/CLIMATOLOGY LAB							
	Mete 134 DYNAMIC METEOROLOGY 2 LEC							
2	Prepares grade sheet and submits on or before deadline. Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period.	Number of grade sheets submitted within prescribed period Number of INC forms with grade submitted within prescribed period Number of long or modular examinations administered and checked	Within the 2 nd Semester to Summer of the A.Y. 2023-2024	Within the 2 nd Semester to Summer of the A.Y. 2023-2024	As scheduled	Impressive	Very Satisfactory	Submitted the required output on time

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
	<p>Administers and checks long examination for subjects taught.</p> <p>Prepares and checks quizzes for lecture and laboratory.</p> <p>Checks lab reports and term papers submitted as required</p>	<p>Number of term examinations administered and checked</p> <p>Number of lab reports and term papers checked and graded</p>						
3	<p>Acts as academic adviser to students</p> <p>Acts as adviser/SRC member</p>	<p>Number of Students advice</p> <p>Number of students advised on thesis/ field practice/special problem</p>	Within the 2 nd Semester to Summer of the A.Y. 2023-2024	Within the 2 nd Semester to Summer of the A.Y. 2023-2024	As scheduled	Impressive	Satisfactory	<p>Needs improvement student academic advising particularly in handling student records.</p> <p>Pro-active in addressing students' concerns related to research/OJT</p>
4	<p>Prepares Instructional module/laboratory guide/workbook or a combination thereof</p> <p>Prepares assessment tools such as long exam, quizzes, problems sets, etc.</p>	Number of instructional materials and assessment tools developed	Before the start of regular classes and within the semester	January - June 2024	Within the 2 nd Semester to Summer of the A.Y. 2023-2024	Impressive	Very Satisfactory	Resourceful in making instructional materials

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
5	Participate in activities of the department, college and university	Attendance to the l activities	January - June 2024	As scheduled	As scheduled	Very Impressive	Outstanding	None
6	Serves as member of the DIMRC. To review and evaluate the developed instructional material (OBE, TOS, TS) of all the subject offered this semester	Review, check, and approved documents Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015	Within the 2 nd Semester to Summer of the A.Y. 2023-2024	As schedule	As scheduled and based on the DMet Memo.	Impressive	Very satisfactory	There is room for improvement in the timeliness of reviewing and evaluating of lms (OBE & TOS).
7	Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member	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	January - June 2024	January - June 2024	January - June 2024	Impressive	Very Satisfactory	Compliant with the QMS core processes However, there is a need for improvement in the implementation of Preparation and Submission of Student Research.
8	Act as the Department Internship Coordinator. To implement plans and programs related to On-the-Job Training	Conduct meetings and prepare updated plans and programs	Before the start of summer class	Within the Summer of the A.Y. 2023-2024	Within the Summer of the A.Y. 2023-2024	Impressive	Very Satisfactory	Compliant with the guidelines of OVPSAS
9	Act as the Chair of the Department Sports and Socio-Cultural Committee	Executions of the assigned functions	January - June 2024	As mandated by the memo	As scheduled	Impressive	Very Satisfactory	Always in close coordination with the CET Sports and Socio-Cultural Committee.
10	Attends department organized meeting.	Attendance during meeting	Monthly	As scheduled	Every second Tuesday of the month	Impressive	Very Satisfactory	Needs to be more engaging in discussions at the meeting.

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
					and as scheduled			
11	Serves as DMet Taskforce for the BMet AACCUP Preliminary Visit	Executions of the assigned functions	As Scheduled	As Scheduled	As Scheduled	Needs Improvement	Unsatisfactory	Must lead in the completion of the assigned AREA

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

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

Prepared by:


CHARLIE S. ANDAN
 Head, Department of Meteorology

EMPLOYEE DEVELOPMENT PLAN
January - June 2024

Name of Employee: Charlindo S. Torrion

Performance Rating: _____

Aim: To finish his master's degree in Meteorology in compliance to VSU Rules and Regulations and CHED Minimum Requirements and to be an effective implementer of the new OBEdized four (4) year BSMet degree program.

Proposed Interventions to Improve Performance:

Date: January 2024

Target Date: June 2024

First Step:

- Constant updates of the status of completion of his MS Meteorology thesis and make plans for possible interventions and assistance.
- Re-orientation on the Outcomes-Based Education principles, provisions of the new Policies, Standards, and Guidelines in the offering of the BSMet curriculum
- Monitoring and coaching on the performance of the faculty member to his committed outputs as reflected on his IPCR.
- To recommend for conferences, conventions, seminars and trainings aligned to his field of specialization to further strengthen his competencies and qualifications.

Results:

- Still working on his thesis for defense, but unable to complete during this period due to teaching load and deliverable required by the university.
- Prepared and submitted approved Outcomes-Based Teaching and Learning (OBTL) Syllabi of his assigned courses for the first semester SY 2024-2025
- Performed his duties and responsibilities as faculty of the Department of Meteorology.

Next Step:

- Require the faculty to communicate with IESM, UP-Diliman for the completion of his MS Meteorology degree
- Effective time management strategies. Implement the right techniques to balance work and complete graduate studies. Decide your priorities and divide your time accordingly
- Continue monitoring of his accomplishments and performance to his committed outputs as reflected in his IPCR
- To continue to recommend the faculty member to attend relevant trainings and seminars aligned to his field of specialization
- To recommend to attend to seminars or training on how to write Extension and Research proposals in order to boost the Department's RDE

Outcomes:

- Mr. Torrion, as MS Meteorology degree holder, will help strengthen the Department Faculty Qualifications
- Program compliance to COPC and AACUP accreditation
- Continuously perform his duties and responsibilities
- Be able to attend relevant trainings and seminars aligned to his field of specialization
- Draft and submit extension and research proposals aligned to his field of specialization


Final Steps / Recommendations:

- Mr. Torrion will become more motivated to execute all the three core functions (instruction, research, and extension) of a faculty once he completes his MS Meteorology degree.
- Revisit the DMet Faculty Development Plan in order to coordinate his schedule for PhD in Radar Meteorology.

Prepared by:


CHARLIE S. ANDAN
Head, Department of Meteorology

Conforme:


CHARLINDO S. TORRION
Faculty



TEACHING PERFORMANCE EVALUATION
Summary by Department

Department: Dept. of Meteorology

Semester and Academic Year: First Semester 2023-2024

College: College of Engineering and Technology

Faculty name	Number of classes	Numerical Rating	Percentile Rating	Descriptive Rating
CHARLIE SALDUA ANDAN	4	3.00	60.00 %	Satisfactory
CHARLINDO SIEGA TORRION	3	5.00	100.00 %	Outstanding
DANIEL CRISTOBAL LOR	5	3.80	76.00 %	Very Satisfactory
ROTSSEN BARORO LABISORES	5	4.20	84.00 %	Very Satisfactory
RUD LUIS G. GONZAGA	3	4.33	86.67 %	Very Satisfactory
Department Mean		4.07	81.33%	Very Satisfactory

Prepared by:

VANESSA W. NAZAL
TPES in-Charge
Date: April 08, 2024

Attested by:

MA. RACHEL KIM L. AURE
Director, Instruction and Evaluation
Date: April 08, 2024

Received by:

CHARLIE SALDUA ANDAN
Name and Signature of Department head
Date: 5-29-24

JANNET COLUMBO BENCURE
Name and Signature of College Dean
Date: 5-29-24

Distribution of copies: ODIE, College, Department