

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: JANUARY-JUNE 2023

Name of Faculty Member:

DEAN RUFFEL R. FLANDEZ

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%)		4.83 x 50% = 2.415	
TOTAL for Instruction	80%	4.92	3.932
2. Research	0.0%		
a. Client/Director for Research			
b. Dept. Head/Center Director			
TOTAL for Research			0.000
3. Extension	10.0%		
a. Client/Director for Extension			
b. Dept. Head/Center Director		5.00 x 10% = 0.500	
TOTAL for Extension			0.500
4. Production			
5. Administration/Other Services	10%	5.00 x 10% = 0.500	0.500
TOTAL	100%		4.932

EQUIVALENT NUMERICAL RATING: 4.932

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.932

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

DEAN RUFFEL R. FLANDEZ

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, DEAN RUFFEL R. FLANDEZ, 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.


DEAN RUFFEL R. FLANDEZ
 Assistant Professor II
 Date: 7/18/23

Approved: 
MARIA VANESSA E. GABUNADA
 Department Head
 Date: July 18, 2023
1940


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								
		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						

		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	NA						
	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	NA						
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading	NA						
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	NA						
		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	NA						
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	NA						
	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	NA						
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	18	34.05	5	5	5	5.00	Handled 3 classes of ScSc12n- Readings in Philippine History, and 3 classes of ScSc16- Life and Works of Rizal

		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	12	12	5	5	5	5.00	Submitted midterm and final term grades for 3 classes of ScSc12n-Readings in Philippine History, and 3 classes of ScSc16- Life and Works of Rizal
		A11. Number of INC forms with grade submitted within prescribed	Facilitates students in their completion of the subject and	1	4	5	5	5	5.00	Bual, JA; Salundaguit, R; Keleste, JA; Bongcales, JV;
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	0					
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	6					from 3 ScSc12n classes, and 3 ScSc 16
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	36	5	5	5	5.00	from 3 ScSc12n classes, and 3 ScSc 16
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	NA						
	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:		1	1	5	5	5	5.00	Ma. Cleo F. Cefio, BS Enviromental Science: "Awareness and Practice Towards Environmental Issues by Forestry and Environmental Science Students"
		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	20	25	5	5	5	5.00	from 3 ScSc12n classes, and 3 ScSc 16

	PI 9: Number of student organizations advised/assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USSO	1	0					
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	0						
	PI 10: 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	1						
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	5	5	5	5.00	ScSc12n module
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading	10	15	5	5	5	5.00	8 for ScSc12n classes, and 7 for ScSc 16
		Assessment tools	Prepares assessment tools such as long exams	20	20	5	5	5	5.00	10 for ScSc12n classes, and 10 for ScSc 16
		A 23 : Number of on-line course	Submits the course ware	1	0					
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	1	5	5	5	5.00	ScSc12n Readings in Philippine History
	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	0					
		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	0						
					TOTAL				5.00	
UMFO 3 . RESEARCH SERVICES										

	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	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	0						
	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	0					
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A 29. 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	1	0					
		<i>In refereed int'l journals</i>		1	0					
		<i>In refereed nat'l/regional journals</i>		1	0					
	PI 4. Number of research outputs presented in regional/national/ int'l	A 30. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific fora/conferences	1						
		<i>In int'l fora/conferences</i>		0						
		<i>In nat'l/regional fora/conferences</i>		1	0					
	PI 5. Percent of research proposals approved *	A 31. Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and	1	0					
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)								
		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	NA						
		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, SMEs, and other stakeholders as a result of extension activities	A 36. 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	5	5	5	5.00	Saving Minamanwa Project	
	PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	NA							
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 38. Number of extension programs/projects implemented	Implementes duly approved extension projects	1	1	5	5	5	5.00	Saving Minamanwa Project	
	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 39. 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	NA							
	PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries								
	Research Mentoring	Research Mentor		NA							
	Peer reviewers/Panelists	Peer reviewers/Panelists		NA							

	Resource Persons	Resource Persons		NA						
	Convenor/Organizer	Convenor/Organizer		NA						
	Consultancy	Consultant		NA						
	Evaluator	Evaluator		NA						
	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 immediate implementation	NA						
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *		NA						
		A 43. Other outputs implementing the new normal due to covid 19	activities and other outputs to implement new normal	NA						
					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	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	100%	100%	5	5	5	5.00	
		A 45. Compliance to all requirements of	Prepares required	100%	100%	5	5	5	5.00	
		On program accreditations								
		On institutional accreditations								
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	0						
	PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other	Initiates/introduces improvements in performing functions resulting to best	NA						

		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	NA						
		A49 Number of meetings attended	Dept. Personnel Committee Member	2	6	5	5	5	5.00	
		A.50 Number of teaching applicants screened	Dept. Personnel Committee Member	0	25	5	5	5	5.00	for 2nd sem 2022-2023
					TOTAL				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: Mr. Flandez is a dedicated and talented faculty of the department. Finishing his Ph.D. is a great development in his career.

Evaluated & Rated by:

Recommending Approval

Approved by:


MARIA VANESSA E. GABUNADA

Department Head

Date: 7-19-23


MA. THERESA P. LORETO

College Dean

Date: JUL 25 2023


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: _____

“Exhibit I”

PERFORMANCE MONITORING FORM

Name of Employee: **DEAN RUFFEL R. FLANDEZ**

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	Teaches courses: <ul style="list-style-type: none"> ScSc12n – Readings in Philippine History ScSc16 -- Life and Works of Rizal 	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	Jan 2023	January - June 2023	January -June 2023	Impressive	Outstanding	
2	Assisting student concerns	Aid in student concerns about ScSc 12n, and Humn 12n	Jan 2023	January - June 2023	January -June 2023	Impressive	Outstanding	
3	Prepares and revised course syllabi, learning guides and virtual classrooms in all subjects taught	Printed learning guide, and existing virtual classrooms conforming set standards by OIMD	Jan 2023	January - June 2023	January -June 2023	Impressive	Outstanding	
4	Checked student outputs	Collated and checked students submitted output (ScSc12n and Humn12n)	Jan 2023	January - June 2023	January -June 2023	Impressive	Outstanding	
5	Participate in all activities conducted by the department, college, and the university	Attendance, certificates if applicable	Jan 2023	January - June 2023	January -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

Unit Head

EMPLOYEE DEVELOPMENT PLANName of Employee: **DEAN RUFFEL R. FLANDEZ**

Performance Rating:

Aim(s):

- To adapt to the needs of the teaching and learning set-up
- To complete my PhD in Social Science Research
- To work together with co-faculty in a research study or an extension project

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

Date: JANUARY 2023

Target Date: DECEMBER 2023

First Step:

- Review teaching effectiveness, evaluate, and update the teaching manuals
- Enroll dissertation writing I
- Create research and extension proposals with the other faculty member

Result:

He has produced syllabus, learning guide and TOS that were approved by OIMD. He has also garnered an Outstanding mark on his TPES. He is also working on writing his PhD dissertation. Lastly, he is a component leader of the "Saving Minamanwa" extension project of the university.

Next Step:

He needs to hustle more on the completion of his PhD in Social Science Research.

Outcome: NA

Prepared by:

MARIA VANESSA E. GABUNADA

Department Head

Conforme:

DEAN RUFFEL R. FLANDEZ

Faculty