

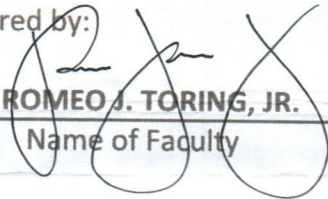
SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS


Name of Faculty Member: ROMEO J. TORING, JR.


Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Faculty	30%	4.89	1.47
b. Students	70%	5.00	3.50
TOTAL for Instruction	90%		4.47
2. Research	2.5%	4.00	0.10
3. Extension	2.5%	3.00	0.08
4. Production	2.5%	5.00	0.13
5. Administration/Other Services	2.5%	5.00	0.13
TOTAL			4.895

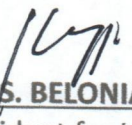
EQUIVALENT NUMERICAL RATING: 4.895  
Add: Additional Points, if any:  
TOTAL NUMERICAL RATING: 4.895

ADJECTIVAL RATING: OUTSTANDING

Prepared by:  
  
ROMEO J. TORING, JR.  
Name of Faculty

Reviewed by:  
  
GUIRALDO C. FERNANDEZ, JR.  
Department Head

Recommending Approval:  
  
CANDELARIO L. CALIBO  
Dean, CAS

Approved by:  
  
BEATRIZ S. BELONIAS  
Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, ROMEO J. TORING JR., 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 AUGUST - DECEMBER 2019.

ROMEO J. TORING JR.

Ratee

Approved: GUIRALDO C. FERNANDEZ, JR.

Head of Unit

MFO No.	Description of MFO & PAPs	Success/Performance Indicators	Activities/ Projects	Tasks Assigned	Target	Accomplishment	Rating				Remarks
							Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
MF01	Higher Education	Full Time Equivalent	Teaching	Assigned in Social Science subjects	18.00	43.05	5	5	5	5.00	Teacher's Leave status
		Number of Instructional Materials Developed/Revised and Utilized	Revising	OBE format Syllabus	1	1	5	5	4	4.67	Phil 11
		<b>Student Advising and Consultation Services</b>									
		* Number of hours / week spent on student consultation	Students' Consultation	Advising	6	8	5	5	5	5	
				<b>SUB-TOTAL</b>						<b>14.67</b>	
MF02	Research	Number of Outputs Presented in Regional/National/International/Conferences	Raw manuscripts / Documentary Film	Paper Presenter	1	1	5	5	5	5.00	UGAT International Conference
				<b>SUB-TOTAL</b>						<b>5.00</b>	
MF04	Extension	Number of trainings/seminars/lecture series attended		Participant	2	4	5	5	5	5.00	UGAT Conference, AUDRN, Tanggol Wika, Ethnography Lecture Series
				<b>SUB-TOTAL</b>						<b>5.00</b>	
MF04	Support to Students/ Production	Number of quizzes prepared and checked	quizzes	production of quizzes	30	52	5	5	5	5.00	8 sections (1 section for Ethics, 1 section for Introduction in Philosophy and Ethics and 6 sections for Understanding the Self)
		Number of midterm and final exams prepared and checked.	midterm and finals output	preparation of midterms and finals output instructions	8	8	5	5	5	5.00	8 sections (1 section for Ethics, 1 section for Introduction in Philosophy and Ethics and 6 sections for Understanding the Self)
		Number of final exams prepared (oral exam)	finals output	preparation of finals output instructions	8	8	5	5	5	5.00	8 sections (1 section for Ethics, 1 section for Introduction in Philosophy and Ethics and 6 sections for Understanding the Self)



		Number of oral recitations graded/evaluated	oral recitation/ role play/ class activities/ Reporting	evaluation of oral recitations	50	90	5	5	5	5.00	8 sections (1 section for Ethics, 1 section for Introduction in Philosophy and Ethics and 6 sections for Understanding the Self)
		Number of midterm and final gradesheets submitted	midterm and final gradesheet	submission of gradesheets	16	16	5	5	5	5.00	8 sections (1 section for Ethics, 1 section for Introduction in Philosophy and Ethics and 6 sections for Understanding the Self)
				<b>SUB-TOTAL</b>						<b>25.00</b>	
<b>MF05</b>	<b>General Administration &amp; Support Services</b>	Number of participation on the events/program in the dept, college, university. and other offices		Participant	2	8	5	5	5	5.00	
				Participant / Resource Person							
		Number of committees served		UGAT Socials/Program & Local Knowledge Seminar	2	4	5	5	5	5.00	DLABS Sociocultural committee, UGAT Conference Local Secretariat Conference, UGAT Board Member and AUDRN (Local Knowledge)
		Number of meetings attended		Attendee	6	9	5	5	5	5.00	Department and committee Meetings
				<b>SUB-TOTAL</b>						<b>15.00</b>	
<b>Total Over-all Rating</b>										<b>64.67</b>	

Average Rating (Total Over-all rating divided by number of entries)		4.97
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.97
ADJECTIVAL RATING		Outstanding

Evaluated & Rated by:

**GUIRALDO C. FERNANDEZ, JR.**

Department Head

Date: \_\_\_\_\_

Recommending Approval:

**CANDELARIO L. CALIBO**

College Dean

Date: \_\_\_\_\_

### Comments & Recommendations for Development

**Purpose:** Mr. Toring serves the department well doing what is expected of him as a faculty member of DLABS. Yet, he should always keep in his mind that there is always room for improvement. He should also engage in research/extension; submit outputs for publication and present papers in conferences.

Approved:

**BEATRIZ S. BELONIAS**

Vice-President for Instruction

Date: \_\_\_\_\_



## PERFORMANCE MONITORING FORM

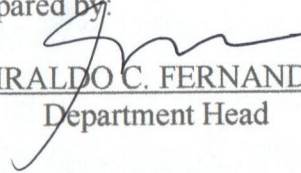
Name of Employee: **Romeo J. Toring Jr., J.**

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 two (3) courses subjects (Phlo 11, Phil 11, SoSc11n)	Attendance sheets of the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	August 2019	November 2019	November 2019	Impressive	Outstanding	Improve performance with respect to students' comments on TPES.
2	Assist students' concerns through students consultation	Improved student performance	August 2019	November 2019	November 2019	Impressive	Outstanding	Provide more interventions for the improvement of students
3	Prepares course syllabi updates	Approved course syllabi in Phlo 11, Phil 11, and SocSc11	August 2019	November 2019	November 2019	Impressive	Outstanding	Follow OBE format as prescribed
4	Submission of midterm grades and final grades	Grades submitted to registrar	August 2019	November 2019	November 2019	Impressive	Outstanding	
6	Participate in all activities conducted by the department, college and the university	Attendance, certificates if applicable	August 2019	November 2019	November 2019	Impressive	Outstanding	Participates actively in all activities
7	Perform other functions assigned by the Department head and university administrators	Audio-visual presentations (AVPs)	August 2019	November 2019	November 2019	Impressive	Outstanding	Created AVPs
8	Paper presentations in various conferences	Certificate of appearance, certificate of attendance and certificate of recognition	August 2019	November 2019	November 2019	Very Impressive	Outstanding	One paper presented and paper soon to be submitted for publication

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

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

Prepared by:

  
**GUIRALDO C. FERNANDEZ, JR.**  
 Department Head



**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: ROMEO J. TORING JR.

Performance Rating: OUTSTANDING

Aims: To engage in instruction, research, and other activities/projects in the department

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

Date: August 2019

Target Date: December 2019

Step/s:

- a) Introduced Mr. Toring to senior faculty in the department to help him adjust in the teaching environment and to guide him in the instruction curriculum
- b) Reminded Mr. Toring to conduct other activities in the department
- c) Allowed Mr. Toring to join the team of the research project titled "A Study on Folk Narratives from Mount Pangasugan in Baybay City, Leyte: Collecting Myths, Legends, and Folktales about the Last Forest Frontier in Eastern Visayas".
- d) Encouraged Mr. Toring to actively join national professional organizations and academic conferences.
- e) Tapped Mr. Toring to assist other university-wide events imitated by other campus departments.

RESULT:

- a) Mr. Toring successfully performed his duties in instruction with an OUTSTANDING RATING at the end of the semester.
- b) Mr. Toring joined the committee of the two DLABS Lecture Series this semester. The (1) first one was on August 28, 2019 titled "Pamublikong Forum ukol sa Sitwasyon, Nilalaman, at Direksyon ng Asignaturang Filipino sa SHS at Kolehiyo". The speaker was Dr. David Michael M. San Juan, a convenor of Tanggol Wika. The (2) second was on September 30, 2019 titled "Ethnography: As Experienced by a Female Ethnographer". The speaker was Ms. Bethlehem Ponce, a faculty member of the Department of Liberal Arts and Behavioral Sciences of Visayas State University.
- c) The proposal of the research project titled "A Study on Folk Narratives from Mount Pangasugan in Baybay City, Leyte: Collecting Myths, Legends, and Folktales about the Last Forest Frontier in Eastern Visayas" was revised and submitted to OVPRE for approval.
- d) Mr. Toring presented a research paper during the 41<sup>st</sup> UGAT Conference. He also functioned as the head of the local secretariat. After the conference, he renewed his membership and became elected as one of the board members of the Ugnayang Pang-AghamTao (Anthropological Association of the Philippines) from 2019-2021.
- e) Mr. Toring was very instrumental in creating Audio-visual presentations during the DLABS Anniversary and the AUDRN Conference.

Date: January 2020

Target Date: November 2020

Step/s:

- a) Remind Mr. Toring to continue working on the DLABS Lecture Series with her other teammates;
- b) Remind Mr. Toring to continue working on the research project titled "A Study on Folk Narratives from Mount Pangasugan in Baybay City, Leyte: Collecting Myths, Legends, and Folktales about the Last Forest Frontier in Eastern Visayas".

- c) Encourage Mr. Toring to look for scholarly opportunities for PhD for his professional development.
- d) Assign Mr. Toring to write a draft for an AB Anthropology program as a possible program to be offered under the department.

Prepared by:

  
GUIRALDO C. FERNANDEZ, JR.

Department Head

Conforme:

  
ROMEO J. TORING JR.

Name of Ratee/Faculty/Staff