

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS
Rating Period: July-December 2021

Name of Faculty Member: ERROL C. FERNANDEZ

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.98 x 50% = 2.490	
b. Students (50%)		3.67 x 50% = 1.835	
TOTAL for Instruction	75%	4.33	3.244
2. Research	5%		
a. Client/Director for Research			
b. Dept. Head/Center Director		5.00 x 0.05 = 0.250	
TOTAL for Research			
3. Extension			
a. Client/Director for Extension			
b. Dept. Head/Center Director	15%	5.00 x 0.15 = 0.750	
TOTAL for Extension			0.750
4. Production			
5. Administration/Other Services	5%	5.00 x 0.05 = 0.250	0.250
TOTAL	100%		4.244

EQUIVALENT NUMERICAL RATING: 4.244
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.244

ADJECTIVAL RATING: VERY SATISFACTORY

Prepared by:
ERROL C. FERNANDEZ
Name of Faculty

Reviewed by:
JETT C. QUEBEC
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, ERROL C. FERNANDEZ, 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 JULY-DECEMBER 2021


ERROL C. FERNANDEZ
 Instructor I
 Date:

Approved: 
JETT C. QUEBEC
 Department Head
 Date: January 5, 2022


MA. THERESA P. LORETO
 College Dean
 Date: 2/9/2022

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Actual Accomplis hment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
							Quality	Efficiency	Timelines s	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			NA						
		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	NA						

		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 assignments depending on course taught	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 Moodle or Google Classroom	NA						
	PI 10 . 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	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 units per semester	24	5	5	5	5.00	6 sections ScSc12n - Readings in Philippine History and 2 sections in Phlo 11 - Ethics
		A10. Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	10	12	5	5	5	5.00	6 sections ScSc12n - Readings in Philippine History and 2 sections in Phlo 11 - Ethics
		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	1	6	5	5	4	4.67	6 students from Phlo 11 Ethics
		A12. Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings	2	1	5	5	5	5.00	Training Workshop on Extension Project Proposal Writing November 9-12, 2021

	A13 . Number of long examinations administered and checked	exam prep	Administers and checks long examination for subjects taught	10	0	5	5	5	5.00	
	A14 . Number of quizzes administered and checked		Prepares and checks quizzes for lec and lab	25	27	5	5	5	5.00	6 sections for ScSc12n and 2 sections for Phlo 11
	A15 . Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required	25	30	5	5	5	5.00	Student Submissions for Module Assessments and Final Output
PI 8: Number of students advised: *	A16 . Number of students advised:		Acts as academic advisor to students	NA						
	A17 . Number of students advised on thesis/ field practice/special problem:			NA						
	As SRC Chairman	Advising/correction	Advises, and corrects research outline and thesis/SP manuscript	NA						
	As SRC Member	Advising/correction	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	10	16	5	5	4	4.67	Queries from students about the subject and some personal issues of the students.
PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised		Advises student organizations recognized by USOO	None						
	A20 . Number of Student organizations assisted on student related activities		Assists student organizations in implementing student related activities	None						
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	2	2	5	5	5	5.00	ScSc12n and Phlo 11
	On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a	3	3	5	5	5	5.00	ScSc12n and Phlo 11
	Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3	7	5	5	5	5.00	ScSc12n and Phlo 11

	PI 4. Number of research	A 30. Number of research outputs <i>In int'l fora/conferences</i>		Prepares, submits and	1	0					
		<i>In nat'l/regional fora/conferences</i>			None						
					None						
	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)			1						
		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 received and returns duly	1	0					
		A 34. Number of UMs submitted to ITSO, VSU	UM preparation	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					
							AVERAGE			5.00	
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	DepEd Baybay City Division
	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	1	1	5	5	5	5.00	Capacity Building for the Teaching of the Introduction to the Philosophy of the Human Person
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and	A 38. Number of extension programs/projects implemented		Implements duly approved extension projects	1	1	5	5	5	5.00	Capacity Building for the Teaching of the Introduction to the Philosophy of the Human Person
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and	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	1	1	5	5	5	5.00	Seminar-Workshop on Writing LIS and LAS for the IPHP - July 21-23, 2021

	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	NA						
	Research Mentoring	Research Mentor			None						
	Peer reviewers/Panelists	Peer reviewers/Panelists			None						
	Resource Persons	Resource Persons			1	1	5	5	5	5.00	Seminar-Workshop on Writing LIS and LAS for the IPHP - July 21-23, 2021
	Convenor/Organizer	Convenor/Organizer			1	1	5	5	5	5.00	Seminar-Workshop on Writing LIS and LAS for the IPHP - July 21-23, 2021
	Consultancy	Consultant			1	1	5	5	5	5.00	Seminar-Workshop on Writing LIS and LAS for the IPHP - July 21-23, 2021
	Evaluator	Evaluator			1	0				5.00	
	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	1	1	5	5	5	5.00	Capacity Building for the Teaching of the Introduction to the Philosophy of the Human Person
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *			1	1	5	5	5	5.00	Capacity Building for the Teaching of the Introduction to the Philosophy of the Human Person
		A 43. Other outputs implementing the new normal due to covid 19		Designs extension related activities and other outputs to implement new normal	1	1	5	5	5	5.00	Virtual Writeshop on Writing LIS and LAS for the IPHP
						AVERAGE				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, maintenance and improvement of the QMS of the core processes of the	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:	Minutes Preparation	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	NONE					
		On program accreditations	Pilot Plant Manager		1	NONE					

		On institutional accreditations	SSF Rootcrop facility incharge		1	NONE						
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								
	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 48. Other outputs implementing the new normal due to covid 19		Designs administration/management related activities and other outputs to implement new normal	None							
	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. Fernandez serves the department with enthusiasm and integrity. His deidication to assigned tasks are beyond measure. He needs though to finish his masters degree.

Evaluated & Rated by:


JETT C. QUEBEC

Department Head

Date: January 5, 2022

Recommending Approval


MA. THERESA P. LORETO

Dean, College of Arts and Sciences

Date: 2/9/2022

Approved by:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 2/15/22

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **Errol C. Fernandez**

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	Teach 2 courses: Readings in Philippine History (ScSc12n) and Ethics (Phlo11)	Provide attendance sheets of assigned classes, midterm and final grade-sheets per course, and achieve an outstanding result in students' performance evaluation	July 2021	December 2021	December 2021	Impressive	Outstanding	
2	Assist students' concerns through students' consultation	Will improve students' performance	July 2021	December 2021	December 2021	Impressive	Outstanding	
3	Class preparation	Will prepare visual aids, quizzes, and activities	July 2021	December 2021	December 2021	Impressive	Outstanding	
4	Submission of midterm grades and final grades	Grades will be submitted to the university registrar	July 2021	December 2021	December 2021	Impressive	Outstanding	
5	Participate in all activities conducted by the department, college, and the university	Attendance sheet; will present certificates if possible	July 2021	December 2021	December 2021	Impressive	Outstanding	
6	Perform other functions assigned by the department head	Facilitates and spearheads the tasks assigned by the department head.	July 2021	December 2021	December 2021	Impressive	Outstanding	

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

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

Prepared by:


JETT C. QUEBEC
 Department Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Errol C. Fernandez

Performance Rating: Outstanding

Aim: To pursue graduate studies for the degree Master of Arts in History, engage in research or extension projects, and improve teaching strategies.

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

Date: January 2022

Target Date: June 2022

First Step:

- a) Encouraged to continue working on his master's thesis to finish within the school year.
- b) Required him to be involved in research or extension projects which the Department has started to work on.

Result:

He is currently working on his master's thesis and is expected to finish his degree in June 2022. Moreover, he is one of the co—component leaders of the extension project on the teaching of the Philosophy of the human person to senior high school students.

Date: January 2022

Target Date: June 2022


Next Step:

He was advised to finish his Master's Thesis by the end of December 2021. Employ more teaching strategies based on the evaluation of the students.

Outcome: NA

Final Step/Recommendation: NA

Prepared by:


JETT C. QUEBEC
Department Head

Conforme:


ERROL C. FERNANDEZ
Faculty