

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS
July-December 2023**

Name of Faculty Member: Daniel C. Lor

Program Involvement	Percentage Weight of Involvement	Numerical Rating	Equivalent Numerical Rating
(1)	(2)	(Rating x%)	(2x3)
		(3)	
1. Instruction			
a. Head/Dean (50%)		4.81 x .50	2.405
b. Students (50%)		3.50 x .50	1.75
			4.155
Total for Instruction	<i>96% 100%</i>		4.155 <i>3.9888</i>
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research			
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	<i>2 1/2</i>	<i>5</i>	<i>.10</i>
4. Administration	<i>2 1/2</i>	<i>5</i>	<i>.10</i>
5. Production			
Overall Total			4.155 <i>4.1888</i>

EQUIVALENT NUMERICAL RATING: **4.155** *4.1888*

Add: Additional Points, if any: **0.00**

TOTAL NUMERICAL RATING: **4.155** *4.1888*

ADJECTIVAL RATING:

Very Satisfactory

Prepared by:

DANIEL C. LOR
Name of Faculty

Reviewed by:

CHARLIE S. ANDAN
Department Head

Recommending Approval:

JANNET C. BENCURE
Dean, CET

Approved:

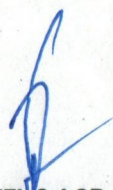
BEATRIZ S. BELONIAS
Vice President, Academic Affairs



"Exhibit B"

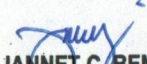
INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MR. DANIEL C. LOR, a faculty member 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 July-December, 2023.


DANIEL C. LOR
Instructor I
Date: 1-15-24

Approved:


CHARLIE S. ANDAN
Department Head
Date: 1-15-24


JANNET C. BENCURE
College Dean
Date: 1/17/24

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										NA
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	<i>Entertains students seeking consultation with faculty</i>							
	PI 9: Number of instructional materials developed *	A5 . Number of on-line ready coursewares developed and submitted for review	<i>Converts the existing instructional materials into flexible learning systems</i>							
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>							
		<i>Supplemental learning resources</i>	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>							
		<i>Assessment tools</i>	<i>Prepares assessment tools such as long exam, quizzes, problems sets, etc.</i>							
		A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	<i>Submits the course ware duly reviewed by TRP for editing by MMDC editor</i>							
		A 7 : Number of virtual classroom created and operational	<i>Creates virtual classroom using either Moodle or Google Classroom</i>							
	PI 10 . Additional outputs:	A 8. Other outputs implementing the new normal due to Covid 19	<i>Designs experiential learning activities and other outputs to implement new normal</i>							
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	A1. Percentage of first time takers that passed the licensure exams	<i>Handles and teaches courses assigned</i>							
	PI 3. Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs	A3. Provide support to RQAT compliance for the Program	<i>Follow the CMO for the program</i>							
	PI 4. Percentage of undergraduate programs with accreditations	A4. Percentage of undergraduate programs with accreditations								
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	10	17.55	5	5	5	5.00	Mete 146, Mete 199, PhSc 118, PhSc 119, and Esci 113
		A10 . Number of grade sheets submitted within prescribed period	<i>Prepares grade sheet and submits on or before deadline</i>	6	6	5	5	5	5.00	Mete 146, Mete 199, PhSc 118, PhSc 119, and Esci 113
		A 11 . Number of INC forms with grade submitted within prescribed period	<i>Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period</i>							

		A12. Number of trainings attended related to instruction	Attend mandated trainings		4	5	5	5	5.00	(1) College of Engineering and Technology Curriculum Review 2023 - August 7-8, 2023; (2) Campus Advisers Leadership Summit - August 25, 2023; (3) ISO 9001:2015 Awareness & Re-awareness Webinar - August 29, 2023; (4) Taiwan Space Union SOS Session 4: 2023 Geographic Information Systems Online Course - November 15 to December 27, 2023
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught		13	5	5	5	5.00	Mete 146 - 2, Mete 199 - 1, PhSc 118 - 4, PhSc 119 - 4, and Esci 113 - 2
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab		44	5	5	5	5.00	Mete 146 - 5, Mete 199 - 4, PhSc 118 - 12, PhSc 119 - 10, and Esci 113 - 13
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							
	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic adviser to students</i>		7	5	5	5	5.00	BSMet-4 students (irregular)
		A17. Number of students advised on thesis/ field practice/special problem:								
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript		3	4	5	4	4.33	BSMet (OJT) = 2; BSABE = 1
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript		4	4	5	4	4.33	BSMet (OJT) = 2; BSABE = 2
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades		88	5	5	5	5.00	Academic advisees = 7; Other subjects taught (BSMet 4) = 5; BSEd Sci = 38; and Calculus II = 38

	PI 9: Number of student organizations advised/assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO	1	2	4	5	5	4.67	VSU Meteorological Society and CET-SSC
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	2	4	5	5	4.67	VSU Meteorological Society and CET-SSC
	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							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	5	4	4	5	4.33	Mete 146 - Mesoscale Meteorology, Mete 199 - Undergraduate Seminar, PhSc 118 - Astronomy, PhSc 119 - Meteorology, and ESci 113 - Calculus for Engineers II
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught (Flexible Learning Materials)	2	25	4	5	5	4.67	Mete 146 - 5, Mete 199 - 6, PhSc 118 - 5, PhSc 119 - 6, and ESci 113 - 3
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	57	5	5	5	5.00	Mete 146 - 7, Mete 199 - 5, PhSc 118 - 16, PhSc 119 - 14, and ESci 113 - 15
		A 23 : 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 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	2	5	4	4	5	4.33	Mete 146 - Mesoscale Meteorology, Mete 199 - Undergraduate Seminar, PhSc 118 - Astronomy, PhSc 119 - Meteorology, and ESci 113 - Calculus for Engineers II
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:								
		A 26. Other outputs implementing the new normal due to Covid 19	Designs experiential learning activities and other outputs to implement new normal							
		A.28. Number of batches of examinees proctored for VSU CAT	Validation of examinee's identity and proctoring the exam							
Total points									4.76	
UMFO 3 . RESEARCH 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							
	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							
	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							
	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							
	<i>Research Mentoring</i>	<i>Research Mentor</i>								
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>		1	5	5	5	5.00	VSUIHS research Proposal Defense - served as the Chairman of the Board of Judges on November 10, 2023	
	<i>Resource Persons</i>	<i>Resource Persons</i>								
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>								
	<i>Consultancy</i>	<i>Consultant</i>								
	<i>Evaluator</i>	<i>Evaluator</i>								
	PI 8. Percent of extension proposals approved *	A 43. Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							
	PI 11. Additional outputs *	A 44. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								
		A 45. Other outputs implementing the new normal due to Covid 19	Designs extension related activities and other outputs to implement new normal							
		Total points						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 College/department under ISO 9001:2015*	A 46. 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 47. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	100% compliant	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 48. Customer friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	Zero % complaint	5	5	5	5.00
	PI 3: Additional Outputs	A 49. 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						
		A 50. Other outputs implementing the new normal due to Covid 19	Designs administration/management related activities and other outputs to implement new normal						
			Total points						5.00
	Total Over-all Rating								4.81

Average Rating (Total Over-all rating divided by 23)	4.81
Additional Points:	
Approved additional points (with copy of approval)	
FINAL RATING	4.81
ADJECTIVAL RATING	Very Satisfactory


Comments & Recommendations for Development Purpose:

To finish Masters Degree


Evaluated & Rated by:


CHARLIE S. ANDAN
Department Head
Date: 1-18-24

Recommending Approval


JANNET C. BENCURE
College Dean, CET
Date: 1/17/24

Approved by:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 01/17/24

PERFORMANCE MONITORING FORM
July-December 2023

Name of Employee: Daniel C. Lor

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 subjects on: <div> <div>ESci 113</div> <div>CALCULUS FOR ENGINEERS 2</div> <div>LEC</div> </div> <div> <div>PhSc 119</div> <div>METEOROLOGY</div> <div>LEC</div> </div> <div> <div>PhSc 118</div> <div>ASTRONOMY</div> <div>LEC</div> </div> <div> <div>Mete 146</div> <div>MESOSCALE METEROLOGY</div> <div>LEC</div> </div> <div> <div>Mete 199</div> <div>UNDERGRADUATE SEMINAR</div> <div>LEC</div> </div>	Meets class regularly; checked on student progress; Submit grades to the Registrar's Office	At the start of the semester	July-December 2023	Within the semester; Final grade was submitted to University Registrar	Impressive	Very Satisfactory	Need more careful preparation on the new subjects taught
2	Attends department organized meeting.	Attendance during meeting	Monthly	As scheduled	Every second Tuesday of the month and as scheduled	Very Impressive	Outstanding	Actively participating in the discussion during the meeting.
3	Student advising	Advised students especially academic advisees & also other students needing advice	Within the semester	Within the semester	Within the semester	Very Impressive	Outstanding	Pro-active in addressing students' concerns
4	Develops Instructional Materials of the subjects to teach in the semester	Instructional materials available to students	Before the start of regular classes	July - December 2023	Within the semester	Impressive	Very Satisfactory	Resourceful in developing IM's

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 within the semester					
5	Participate in activities of the department, college and university	Attendance to the activities	Within the semester	As scheduled	As scheduled	Very Impressive	Outstanding	None
6	Review and evaluate the developed instructional material (OBE, TOS, TS) of all the subject offered this semester	Approved documents Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015	Within the semester	As scheduled	On time	Impressive	Very satisfactory	There is room for improvement in the timeliness of reviewing and evaluating the IM's.
7	Create GAD related activities	Conduct activity related to GAD	Within the semester	Within the semester	Within the semester	Poor	Unsatisfactory	No GAD related activity conducted
8	Develop a program for Ways and Means	Prepare plans and programs for implementation by the department	Within the semester	Within the semester	Within the semester	Poor	Unsatisfactory	No Ways and Means related activity conducted

* 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
July-December 2023

Name of Employee: Daniel C. Lor

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: July 2023

Target Date: December 2023

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 because of to teaching load.
- Prepared and submitted approved Outcomes-Based Teaching and Learning (OBTL) Syllabi of his assigned courses for the first semester SY 2023-2024.
- 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
- Organize a department-wide training on how to write Extension and Research proposals in order to boost the Department's RDE.

Outcomes:

- Mr. Lor, as MS Meteorology degree holder, will help strengthen the Department Faculty Qualifications and the RDE Implementation
- Program compliance to COPC 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. Lor will be encouraged to execute the Department's RDE Agenda once he completes his MS Meteorology degree. The DME Faculty Development Plan will also be revisited in order to coordinate his schedule with his pursuit of a PhD in Atmospheric Science.

Prepared by:


CHARLIE S. ANDAN
Head, Department of Meteorology

Conforme:


DANIEL C LOR
Faculty