

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: JULY-DECEMBER 2024

Name of Faculty Member:

ALDRIN R. PALERMO

| Program Involvement (1) | Percentage Weight of Involvement | Numerical Rating (Rating x %) | Equivalent Numerical Rating (2x3) |
|----------------------------------|--|----------------------------------|--|
| (1) | (2) | (3) | (2x3) |
| 1. Instruction | | | |
| a. Head (50%) | | 4.50 x 50% = 2.250 | |
| b. Students (50%) | | 5.00 x 50% = 2.500 | |
| TOTAL for Instruction | 90% | 4.75 | 4.275 |
| 2. Research | | | |
| a. Client/Director for Research | | | |
| b. Dept. Head/Center Director | | | |
| TOTAL for Research | | | |
| 3. Extension | | | |
| a. Client/Director for Extension | | | |
| b. Dept. Head/Center Director | | | |
| TOTAL for Extension | | | |
| 4. Production | | | |
| 5. Administration/Other Services | 10% | 4.82 x 10% = 0.482 | 0.482 |
| TOTAL | 100% | | 4.757 |

EQUIVALENT NUMERICAL RATING: 4.757

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.757

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

ALDRIN R. PALERMO

Name of Faculty

Reviewed by:

AL FRANJON M. VILLAROYA

Department Head

Recommending Approval:

GLENN G. PAJARES

Dean, CAS


Approved by:


ROTACIO S. GRAVOSO

Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ALDRIN R. PALERMO**, a faculty of of the **DEPARTMENT OF PHILOSOPHY AND SOCIAL SCIENCES**, commit to deliver and agree to be rated on the following target in accordance with the indicated measures for the period **July-December 2024**


ALDRIN R. PALERMO
 Instructor I
 Date: 1/16/25

Approved: 
AL FRANJON M. VILLAROYA
 Head, DPSS
 Date: JAN 22 2025

| MFO No. | Description of MFO's/PAPs | Success/ Performance Indicators (PI) | Tasks Assigned | Target (Jan. - Dec) | 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 | | | | | | | | | | |
| UMFO 2. HIGHER EDUCATION SERVICES | | | | | | | | | | |
| OVPI MFO 3. Higher Education Management Services | | | | | | | | | | |
| | PI 10: Total FTE, coordinated, implemented and monitored * | A 2. Actual Faculty's FTE | Handles and teaches courses assigned | 18 | 41.10 | 5 | 5 | 5 | 5.00 | SCSC 12n (Offering no. M355, M047, M346, and M388); ScSc 13n (Offering no. M406 and M094; SoSt 113 (T093) |
| | PI 11: Number of new revised curricular proposals submitted | A 3. Number of new revised curricular proposals submitted | Contributes to the submission of a new revised curricular proposals | N/A | N/A | | | | | |
| | PI 13: Percentage of courses offered with approved course syllabi | A 4. Percentage of courses offered with approved course syllabi | Teaches subjects with approved course syllabi | 100% | 100% | 5 | 5 | 5 | 5.00 | Accomplished |
| | PI 14: Percentage of courses offered with IMs | A 5. Percentage of courses offered with approved IMs | Teaches subjects with approved IMs | 100% | 100% | 4 | 4 | 4 | 4.00 | Accomplished |
| | PI 15: Number of Instructional Materials approved | A 6. Number of Instructional Materials approved | Prepares and submits IMs for review and approval | NA | NA | | | | | |

| | | | | | | | | | | |
|--------------------------------------|--|---|--|------|---------|---|---|---|------|--|
| | PI 18: Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students (TPES) | A 8. Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students (TPES) | | 100% | 100% | 4 | 4 | 4 | 4.00 | Accomplished |
| | | A 12. Number of lab reports and term papers checked and graded | Checks lab reports and term papers submitted as required | N/A | N/A | | | | | |
| | | | | | AVERAGE | | | | 4.50 | |
| UMFO 3 . RESEARCH SERVICES | | | | | | | | | | |
| UMFO 4 . EXTENSION SERVICES | | | | | | | | | | |
| UMFO 5. SUPPORT TO OPERATIONS | | | | | | | | | | |
| | OVPI MFO 1. Faculty Development Services | | | | | | | | | |
| | PI 7: Number of trainings, seminars, and conferences attended | A 50. Number of training, seminars, and conferences attended (international, national, regional/institutional) | Attends training, seminars, and conferences attended (international, national, regional/institutional) | | | | | | | |
| | | <i>National</i> | | none | 1 | 5 | 5 | 5 | 5.00 | PAP International Conference |
| | OVPI MFO 4. Curricular Program Management Services | | | | | | | | | |
| | PI 13: Number of course syllabi and TOS reviewed and approved | A 54. Number of course syllabi and TOS reviewed and approved | Submits course syllabi and TOS for approval | 2 | 3 | 5 | 5 | 5 | 5.00 | Accomplished (ScSc 12n and ScSc 13n) |
| | PI 21: Additional outputs | A 62. Number of students entertained for consultation purposes | Entertains students consulting on subject taught, thesis and grades | 5 | 15 | 5 | 5 | 5 | 5.00 | SCSC 12n (Offering no. M355, M047, M346, and M388); ScSc 13n (Offering no. M406 and M094; SoSt 113 (T093) |
| | | A 63. Number of on-line course ware developed and submitted : | Prepares on-line course ware | | | | | | | |
| | | Supplemental learning resources | <i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i> | 14 | 26 | 5 | 5 | 5 | 5.00 | ScSc12n (Readings in Philippine History), ScSc 13n (The Contemporary World) and SoSt 113 (Law-Related Studies) |

| | | | | | | | | | | |
|--|---|---|---|---|---------|---|---|---|------|--|
| | | Assessment tools | Prepares assessment tools such as long exam, quizzes, problems sets, etc. | 8 | 24 | 5 | 5 | 5 | 5.00 | ScSc12n (Readings in Philippine History), ScSc 13n (The Contemporary World) and SoSt 113 (Law-Related Studies) |
| | | A 64. Number of virtual classroom created/operational | | 3 | 3 | 4 | 4 | 4 | 4.00 | ScSc12n (Readings in Philippine History), ScSc 13n (The Contemporary World) and SoSt 113 (Law-Related Studies) |
| UMFO 6. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES | | | | | | | | | | |
| | PI 3: Number of committee meetings conducted | A 67. Number of committee meetings conducted | Acts as committee chairman | 2 | 2 | 4 | 4 | 4 | 4.00 | Accomplished |
| | PI 4: Number of routinary documents acted | A 68. Number of routinary documents acted | Signs documents | 4 | 8 | 5 | 5 | 5 | 5.00 | Accomplished |
| | PI 5: Number of requests acted | A 69. Number of requests acted | Approves requests | 4 | 10 | 5 | 5 | 5 | 5.00 | Accomplished |
| | PI 9: Percentage of submitted DTR within 20 days after the last day of the month | A 73. Percentage of submitted DTR within 20 days after the last day of the month | Submits DTR within 20 days after the last day of the month | 5 | 6 | 5 | 5 | 5 | 5.00 | Accomplished |
| | PI 17: Additional Outputs | A 80. Number of meetings attended | Attends meetings (departmental/institutional) | 2 | 12 | 5 | 5 | 5 | 5.00 | Accomplished |
| | | | | | AVERAGE | | | | 4.82 | |

| | |
|---|--|
| 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: Continue to be of help to the department by performing your tasks and functions in instructions, research, innovation, and extension.

Evaluated & Rated by:


AL FRANJON M. VILLAROYA

Department Head

Date:

JAN 22 2025

Recommending Approval


GLENN G. PAJARES

Dean, College of Arts and Sciences

Date:

JAN 24 2025

Approved by


ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date: JAN 30 2025

PERFORMANCE MONITORING & COACHING JOURNAL

| | | |
|---|-----------------|---------------------------------|
| ✓ | 1st | Q U A R T E R |
| ✓ | 2 nd | |
| | 3 rd | |
| | 4th | |

Name of Office: Dept. of Philosophy & Social Sciences

Head of Office: Al Franjon M. Villaroya


Number of Personnel: 27 (15 regular faculty & staff; 11 part-time faculty; 1 job order admin staff)

| Activity Monitoring | MECHANISM | | | | Remarks |
|---|--|--|------|-----------------------|---|
| | Meeting | | Memo | Others (Pls. specify) | |
| | One-on-One | Group | | | |
| Monitoring The monitoring of faculty was done through classroom observations conducted during the 1 st semester, SY 2024-2025. | | The Department Head together with a DPC member conducted the classroom observations and conducted meetings relative thereto. | | | Faculty and staff attendance are monitored through biometrics and logbook. They reminded to use appropriate teaching strategies and classroom management to improve performance in instruction. |
| Coaching Mr. Beljun P. Enaya | Mr. Enaya was called to explain his reaction to the TPES results in the 2nd semester Sy 2023-2024. Mr. Enaya said that he could not exactly point out the reason for an “S” remark on | | | | The faculty concerned was informed of the TPES results of the 2 nd semester, SY 2023-2024 and was given advice and reminders. |


| | | | | | |
|--|---|--|--|--|--|
| | <p>his one 1 class. Accordingly, he said it is probably that the class who gave him the S remark found it hard to catch up with the discussion, since he gave equal expectations to all his classes.</p> <p><i>The Head advised Mr. Enaya to understand that VSU students are heterogenous.</i></p> | | | | |
|--|---|--|--|--|--|

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

Conducted by:


AL FRANJON M. VILLAROYA
 Immediate Supervisor

Noted by:


GLENN G. PAJARES
 Next Higher Supervisor

“Exhibit H”

TRACKING TOOL FOR MONITORING TARGETS

(July-December 2024)

[illegible]

| | | | | | | | |
|--|--|---|----------------------|---|---|--|---|
| | | Abelardo, Gella Mae | | | | | |
| PI 4. Student Advising and Consultation Services Coordinated | Assists students through academic advising to college students | Mr. Al Franjon Villaroya Dr. Glenn Pajares Mr. John Martin Diao Dr. Guiraldo Fernandez, Jr. Dt. Jerry Imbong | July - December 2024 | ✓ | ✓ | | The faculty provided interventions for the improvement of the students' performance |
| PI 5. Number of instructional materials developed/revised and utilized | Develops/revises instructional materials (Syllabus and Table of Specifications) | All faculty members | August-December | ✓ | ✓ | | Followed the format prescribed by the university |
| PI 6. Number of grade sheets submitted on prescribed period | Assesses students and submits grades to measure students' performance | All Faculty Members | December | | ✓ | | Due for submission at the end of semester |
| MFO3. Research Services | | | | | | | |
| PL2. Number of Articles Published in Peer Reviewed Journal | Submits articles for publication | Dr. Jerry D. Imbong | | | ✓ | | Published in international and national/local peered journals |
| MFO5, Extension Services | | | | | | | |
| PI 5. Number of Extension Projects Conducted | Serves as project leader and component leaders | Mr. Errol Fernandez Mr. Al Franjon Villaroya Mr. John Martin Diao Dr. Bethlehem Ponce Ms. Angelie Genotiva Mr. Dean Ruffel Flandez Dr. Glenn Pajares Mr. Beljun Enaya Dr. Guiraldo C. Fernandez | July-December 2024 | ✓ | ✓ | | 1. Capacity Building of Intro to Philosophy of the Human Person 2. Saving Minamanwa: An Initiative to Preserve Minamanwa and the Mamanwa Indigenous Knowledge System and Practices 3. STEPS – A Student and Teacher Enhancement Project for the Seminars in Leyte |
| MFO 5. Support to Operations | Participates in all activities conducted by the department, college and the university | Faculty and Staff | July-December | ✓ | ✓ | | Participated actively in all activities |
| PI 4. Number of in-house seminars/trainings/workshops/reviews conducted/attended | Attends/participates to trainings | All Faculty & Staff | July-December | ✓ | ✓ | | Faculty and staff actively participated in |

| | | | | | | | |
|--|--|--|--------------------|---|---|--|--|
| | Performs other functions assigned by the head, dean and the university | Faculty and Staff | July-December 2024 | ✓ | ✓ | | Performed other functions duly assigned to the faculty and staff |
| MFO 6. General Administration and Support Services (GASS) | | | | | | | |
| PI 1. Number of rooms, and surroundings maintained/cleaned | Supervises in the maintenance of building facilities; cleans dept classrooms and surroundings | Mr. Aldrin Palermo Mr. Cirilo Alipar, Jr. | July-December 2024 | ✓ | ✓ | | |
| PI 3. Number of hours spent on monitoring | Spends one (1) hour per week or 40 hours per year in monitoring on in logging in/out, and on classes handled by DPSS faculty". | Dr. Al Franjon Villaroya DPC Members | July-December 2024 | ✓ | ✓ | | |
| PI 4. Number of hours spent on coaching | Spends 1 hour per month or 5 hours per year in coaching (by individual/group) | Dr. Al Franjon M. Villaroya | July-December 2024 | ✓ | ✓ | | |
| | Conducts regular meeting with DLABS staff/faculty at least six (6) times a year | Dr. Al Franjon M. Villaroya | July-December 2024 | ✓ | ✓ | | |
| PI 5. Number of hours spent on performance tracking | Assigns the faculty members faculty workload and/or work assignments | Dr. Al Franjon M. Villaroya | August 2024 | ✓ | | | |
| PI 7. Number of documents attended and served | Signs and approves request letter, grade sheets, syllabi, and other pertinent documents | Dr. Al Franjon M. Villaroya | July-December 2024 | ✓ | ✓ | | |
| PI 8. Zero percent complaint from client served | Zero complaints from clients served | All Faculty and Staff | July-December 2024 | ✓ | ✓ | | no valid complaints |
| PI 9. Number of applicants screened and recommended | Screens and recommends applicants for 2 nd sem 24-25 | Head & Department Personnel Committee | December 2024 | | ✓ | | |
| P9 Additional Outputs | | | | | | | |
| Number of documents prepared and submitted on time | Preparation and submission of office requests and recommendations, faculty workload reports, Daily Time Record (DTR), leave | Administrative Staff | July-December 2024 | ✓ | ✓ | | Actual accomplishments meets targets |

| | | | | | | | |
|--|--|--|--|--|--|--|--|
| | application, cash advance and reimbursement, procurement, contracts, appointments, payroll, class roster, grade sheet, and other documents. | | | | | | |
|--|--|--|--|--|--|--|--|

Prepared by:


AL FRANJON M. VILLAROYA
Department Head

PERFORMANCE MONITORING FORM

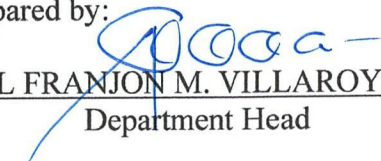
Name of Employee: Aldrin R. Palermo

| 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 social science and Legal Aspects in Tourism and Hospitality subjects/courses assigned (ScSc 12n, ScSc 13n & SoSt 113) | Virtual Classroom of the assigned classes, grade sheet per courses taught, and good result of student performance evaluation | August 2024 | December 2024 | December 2024 | Impressive | Outstanding | |
| 2 | Assist students' concerns through student's consultation | Improved student performance | August 2024 | December 2024 | December 2024 | Impressive | Outstanding | |
| 3 | Prepares revised course syllabi updates in SoSt 113 | Approved course syllabi | August 2024 | December 2024 | December 2024 | Impressive | Outstanding | |
| 4 | Prepares instructional module/learning guide in ScSc12n, ScSc 13n & SoSt 113 | Approved learning guide | August 2024 | December 2024 | December 2024 | Impressive | Outstanding | |
| 5 | Update virtual classroom using Google Classroom | Updated virtual classroom in ScSc 12n, ScSc 13n, and SoSt 113 | August 2024 | December 2024 | December 2024 | Impressive | Outstanding | |
| 6 | Perform other functions assign by the department | DLABS Socio-Cultural Committee member DLABS Physical Facilities chairman | August 2024 | December 2024 | December 2024 | Impressive | Outstanding | |
| 7 | Perform other functions assign by the University and other departments | Conduct classes with students in ScSc 12n, ScSc 13n and SoSt 113 for the month of August to December 2024, First semester of AY 2024-2025 | August 2024 | December 2024 | December 2024 | Impressive | Outstanding | |
| 8 | Perform other functions assign by the University | Coach of VSU Badminton Men Varsity Team since 2016 to present | August 2024 | December 2024 | December 2024 | Impressive | Outstanding | |

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

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

Prepared by:


AL FRANJON M. VILLAROYA
Department Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Aldrin R. Palermo**

Performance Rating:

Aim: To finish graduate study in a reputable institution and improve teaching effectiveness.

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

Date: January 1, 2024

Target Date: December 31, 2024

First Step:

- a) Encouraged him to continue and finish his master's study in a reputable institution preferably in the Philippines by 2023.
- b) Advised him to clearly inform students of his class policies which may be repeated in the next class session during the first week of semester e.g., arranged schedule, tardiness, absences etc.

Result:

- a) He has enrolled in a master's program at the University of San Jose-Recoletos in Cebu City.
- b) He is now in his last year in his master's program.
- c) He has obtained an outstanding rating in his previous TPES (Second Semester A.Y. 2022-2023).

Date: January 01, 2024

Target Date: End of second semester

Next Step:


- a) He was advised to finish his master's program by 2024
- b) He was advised to improve his teaching performance based on most recent student evaluation results by reviewing weak points.

Outcome:


- a) Done with his Comprehensive Exam in his Master's program.
- b) Done with his proposal hearing last January 8, 2024.
- c) He is currently finishing his final manuscript for final defense.
- d) Graduated master's in political science at the University of San Jose-Recoletos in Cebu City.

Final Step/Recommendation: NA

Prepared by:


AL FRANJON M. VILLAROYA
Department Head

Conforme:


ALDRIN R. PALERMO
Employee/Faculty



TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

Second Semester AY 2023-2024

Name of faculty: PALERMO, ALDRIN R.

Department: Dept. of Philosophy and Social Sciences

College: College of Arts and Sciences

| Course No. & Descriptive Title | | Lab/ Lec | RATING | | % Evaluation Rating |
|-----------------------------------|--|-------------|-----------|-------------|------------------------|
| | | | Numerical | Adjectival | |
| THty 108 | LEGAL ASPECTS IN TOURISM AND HOSPITALITY | LEC | 5.00 | Outstanding | 100.0% |
| THty 108 | LEGAL ASPECTS IN TOURISM AND HOSPITALITY | LEC | 5.00 | Outstanding | 100.0% |
| THty 108 | LEGAL ASPECTS IN TOURISM AND HOSPITALITY | LEC | 5.00 | Outstanding | 100.0% |
| ScSc 16 | LIFE AND WORKS OF RIZAL | LEC | 5.00 | Outstanding | 100.0% |
| ScSc 16 | LIFE AND WORKS OF RIZAL | LEC | 5.00 | Outstanding | 100.0% |
| ScSc 12n | READINGS IN PHILIPPINE HISTORY | LEC | 5.00 | Outstanding | 100.0% |
| ScSc 16 | LIFE AND WORKS OF RIZAL | LEC | 5.00 | Outstanding | 100.0% |
| Average Rating | | | 5.00 | Outstanding | 100.00% |

Source: Results of Teaching Performance Evaluation by Students filed at IEO

Legend:

1.00 – 1.49 Poor (P)

1.50 – 2.49 Fair (F)

2.50 – 3.49 Satisfactory (S)

3.50 – 4.49 Very Satisfactory (VS)

4.50 – 5.00 Outstanding (O)

Prepared by:

VANESSA W. NAZAL

TPES in-Charge

Date: 11-06-2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: 11-11-2024

Received by:

PALERMO, ALDRIN R.

Name and Signature of Faculty

Date: 1-7-2025

Distribution of copies: IEO, College, Department, Faculty (all in original signature)

