SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **NELSON H. TEJARA**

Program Involvement (1)		Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1.	Instruction			
	a. Head (50%) from IPCR	0.50	4.37	2.19
	b. Student (50%) from Teaching Performance Eval'n. By-	0.50	5.00	2.50
	Total for Instruction	100%	4.69	4.69
2.	Administration and Support Services			
	TOTAL	100%	**TOTAL EQUIVALENT NUMERICAL RATING**	4.69

EQUIVALENT NUMERICAL RATING: 4.69
Add: Additional Points, if any: -
TOTAL NUMERICAL RATING:

4.69

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by: Reviewed by:

NELSON H. TEJARA   **SHALOM GRACE C. SUGANO**
Name of Faculty   Department Head

                                          Recommending Approval:

                                          BAYRON S. BARREDO
                                          Dean/Director

                                          Approved:

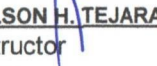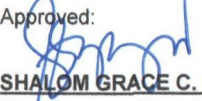   **BEATRIZ S. BELONIAS**
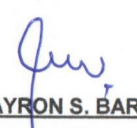   Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, NELSON H. TEJARA, a faculty member of the <u>VSU Integrated High School</u> commit to the deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period <u>JULY TO DECEMBER 2021</u>.

	Approved:	
NELSON H. TEJARA	**SHALOM GRACE C. SUGANO**	**BAYRON S. BARREDO**
Instructor	Department Head	College Dean
Date:	Date:	Date:

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	Eficiency	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							
	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	Entertains students seeking consultation with faculty							
	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							
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught							
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		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							
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom							
	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 normal							

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	20	50.1	4	5	5	4.67	handles math ia, computer 1, computer 2, and stat 1
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	5	8	5	5	4	4.67	submitted gradesheet
		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	5	4	4	4	4.00	make follow-up on students with INCs
		A12 . Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	reorientation of VSUEE
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	1	8	5	4	5	4.67	first and 2nd q.exams for Math IA, Computer I, Stat I and Computer II
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	72	5	5	4	4.67	Learning tasks and learning checks for Math IA, Computer I, Stat I and Computer II

PI	Activity	Description						Average	Remarks
	A15. Number of lab reports and term papers checked and graded	Checks ... reports and term papers submitted as required	*1*	0		3	3	3.00	no laboratory activity given
PI 8: Number of students advised: *	A16. Number of students advised:	*Acts as academic adviser to students*	*2*	2	4	4	4	4.00	Adviser- Grade 8 Mango & Grade 8 Coordinator
	A17. Number of students advised on thesis/ field practice/special problem:		*1*	3	4	4	4	4.00	Adviser of Grade 10 student research, supervises 2 OJT students from DCST
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript							
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5	123	5	5	4	4.67	Conducted phone calls to students with lacking outputs/ answering students' inquiries via messenger.
PI 9: Number of student organizations advised/ assisted *	*A19. Number of Student organizations advised*	*Advises student organizations recognized by USOO*	1	1	5	4	5	4.67	SBO Adviser
	A20. Number of Student organizations assisted on student related activities	*Assists student organizations in implementing student*	1	4	4	5	5	4.67	Student Onboarding Programme, Parents Orientation, MHPSS day, Parent-teachers consultation
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	8	4	4	4	4.00	learning guides for Math IA, Computer I, Stat I and Computer II
	On-line ready courseware	*Prepares Instructional module/laboratory guide/workbook or a combination thereof*	1	8	4	4	4	4.00	learning guides for Math IA, Computer I, Stat I and Computer II
	Supplemental learning resources	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	1	36	4	5	5	4.67	Uploaded recorded online class for Math IA, computer I, Computer II and Stat I
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	72	5	5	4	4.67	Learning tasks and learning checks for Math IA, Computer I, Stat I and Computer II

				1	8		5	4	4.67	Learning guides - Math IA, Computer I, Stat I and Computer II
		A 23 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Subm... ...e course ware duly reviewed by TRP for editing by MMDC editor	1	8		5	4	4.67	Learning guides - Math IA, Computer I, Stat I and Computer II
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	4	4	4	4	4.00	VSUEE - Math IA, Computer I, Stat I and Computer II
	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							
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
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							
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research oroject within the year							
	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							
		In refereed int'l journals								
		In refereed nat'l/regional journals								
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	A 30. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic for a/conferences							
		In int'l fora/conferences								
		In nat'l/regional fora/conferences								

PI 5. Percent of research proposals approved *	**A 31.** Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
PI 6. Additional outputs*	**A 32**. No. of research-related awards (research conducted by faculty or								
	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 reviewed paper							
	A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
	A 35.Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							

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							
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							
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							
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							

PI 5. *Number of technical/expert services*	**A 40** . *Number of technical/expert services as/in:*	Provi... he technical and expert services requested by beneficiaries						
Research Mentoring	*Research Mentor*							
Peer reviewers/Panelists	*Peer reviewers/Panelists*							
Resource Persons	*Resource Persons*							
Convenor/Organizer	*Convenor/Organizer*							
Consultancy	*Consultant*							
Evaluator	*Evaluator*							
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						

PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *							
	A 43.Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal						

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 44. Compliance to all requirements of theQMS 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				
	A 45. 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				
	On program accreditations							
	On institutional accreditations							

UMFO 6. General Admin. & Support Services

PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients		Zero % complaint				
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 performfing functions resulting to best practice						
	A 48.Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal						Comments & Recommendation for Development Purpose: *Start considering & planning your Ph.D.*
Total Over-all Rating							78.70	
Average Rating							4.37	
Adjectival Rating						Very Satisfactory		

Evaluated & Rated by: Recommending Approval   Approved by:

	Adjectival Rating					Very Satisfactory	

Evaluated & Rated by:

SHALOM GRACE C. SUGANO
Department Head
Date:

Recommending Approval

BAYRON S. BARREDO
Dean, College of Education
Date:

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 2/14/22

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Mr. Nelson H. Tejara
Performance Rating: Outstanding

Aim: To produce instructional materials on subjects handled for distance learning.
     To pursue advanced studies related in the field of specialization.

Proposed Interventions to Improve Performance:

Date: January 2022   Target Date: July 2022

First Step:
     To produce at least 1 learning guide per subject taught ready for the new normal
instruction.

Result:
     Carried out responsibilities as an instructor and utilized the IM's produced to
facilitate students' learning.

Date: July 2022   Target Date: December 2022
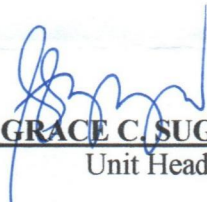
Next Step:
     1. Seek university admissions for advanced studies.
     2. Make extension proposals for submission to OVPRE.
     3. Publish your research output.

Outcome: Achieved goals and objectives in instruction, research and extension.

Final Step/Recommendation:

     1. Continue to carry out responsibilities as an instructor.
     2. To engage more in doing research and extension.

Prepared by:

SHALOM GRACE C. SUGANO, Ph.D.
Unit Head

Conforme:

NELSON H. TAJARA, MIT
Name of Ratee Faculty/Staff