

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	50%	4.33	2.17
	b. Student (50%) from Teaching Performance Eval'n. By-	50%	5.00	2.50
Total for Instruction		100%	4.26	4.67
2.	Administration and Support Services			
TOTAL		100%	TOTAL EQUIVALENT NUMERICAL RATING	4.67

EQUIVALENT NUMERICAL RATING:

4.67

Add: Additional Points, if any:

-

TOTAL NUMERICAL RATING:

4.67

ADJECTIVAL RATING:

Outstanding

Prepared by:


NELSON H. TEJARA

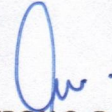
Name of Faculty

Reviewed by:


SHALOM GRACE C. SUGANO

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 VSU Integrated High School 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 July-December 2022.


NELSON H. TEJARA

Instructor

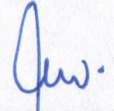
Date:

Approved:


SHALOM GRACE C. SUGANO

Department Head

Date:


BAYRON S. BARREDO

College Dean

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	Efficiency	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 Moodle 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	24	36.6	5	4	5	4.67	
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	5	7	5	4	4	4.33	
		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	5	6	4	4	4	4.00	
		A12. Number of trainings attended related to instruction	Attend mandated trainings	0	8	5	4	4	4.33	DOST SPARTA Online Courses
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	5	10	5	4	4	4.33	

		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	20	5	4	4	4.33	
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10	15	5	4	4	4.33	
	PI 8: Number of students advised: *	A16 . Number of students advised:	Acts as academic adviser to students							
		A17 . Number of students advised on thesis/ field practice/special problem:								
		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	33	5	4	4	4.33	
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advises student organizations recognized by USOO	1	2	5	4	4	4.33	SBO Adviser, Grade 7-Dhalia adviser
		A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student	1	2	5	4	4	4.33	SBO Adviser, Grade 7-Dhalia adviser
	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	3	5	4	4	4.33	Computer I, Computer II, Empotech
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	3	4	5	4	4.33	Computer I, Computer II, Empotech
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	17	5	4	4	4.33	Slide presentations for Computer I, Computer II, Empotech

		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	8	5	4	4	4.33	quizzes for Computer I, Computer II, Empotech
		A 23 : Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course were duly reviewed by TRP for editing by MMDC editor							
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	3	5	4	4	4.33	VSUEE for Computer I, Computer II, Empotech
	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							
	PI2. 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 scientific for a/conferences							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>								
	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:	Provides the technical and expert services requested by beneficiaries							
	<i>Research Mentoring</i>	<i>Research Mentor</i>								

	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 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	0	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	0	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 performing 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:
	Total Over-all Rating								65.00	<i>Learn to explore and go beyond of your comfort zone. Pursue advanced studies and seek University admission.</i>
	Average Rating								4.33	
	Adjectival Rating								4.33	
										VERY SATISFACTORY

Evaluated & Rated by:

Shalom Grace C. Sugano
SHALOM GRACE C. SUGANO
 Department Head
 Date:

Recommending Approval

Bayron S. Barredo
BAYRON S. BARREDO
 Dean, College of Education
 Date:

Approved by:

Beatriz S. Belonias
BEATRIZ S. BELONIAS
 Vice President for Academic Affairs
 Date:

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Mr. Nelson H. Tejera

Performance Rating: Outstanding

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

Proposed Interventions to Improve Performance:

Date: April 2022

Target Date: December 2022

First Step:

To produce at least 1 learning guide per subject taught ready for the flexible learning.

Result:

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

Date: January 2023

Target Date: December 2023

Next Step:

1. Seek university admissions for advanced studies.
2. Make extension proposals for submission to OVPRE.

Outcome: Achieved goals and objectives in instruction and extension.

Final Step/Recommendation:

1. Continue to carry out responsibilities as an instructor and other designated tasks.
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