

## 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	100.00	4.00	4.00
	b. Student (50%) from Teaching Performance Eval'n. By-	0.00	0.00	0.00
	Total for Instruction	100%	2.00	4.00
2.	Administration and Support Services	0%	0.00	0.00
<b>TOTAL</b>		<b>100%</b>	<b>TOTAL EQUIVALENT NUMERICAL RATING</b>	<b>4.00</b>

EQUIVALENT NUMERICAL RATING:

4.00

Add: Additional Points, if any:

-

TOTAL NUMERICAL RATING:

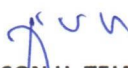
4.00

ADJECTIVAL RATING:

Very Satisfactory


Prepared by:

Reviewed by:

  
**NELSON H. TEJARA**  
Name of Faculty

  
**SHALOM GRACE C. SUGANO**  
Department Head

Recommending Approval:


  
**ALELIA A. VILLOCINO**  
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 targets in accordance with the indicated measures for the period JANUARY-JUNE 2020.

  
NELSON H. TEJARA  
Instructor  
Date:

Approved:   
SHALOM GRACE C. SUGANO  
Department Head  
Date:

  
ALELI A. VILLOCINO  
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							

		<b>A4.</b> Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							
	<b>PI 9:</b> Number of instructional materials developed *	<b>A5.</b> 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							
	<b>PI 10.</b> Additional outputs:	<b>A 8.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE	Handles and teaches courses assigned	48	54.6	5	5	5	5.00	Comp I, Comp II, Math IA, Stat I



		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	5	8	4	4	5	4.33	Comp I, Comp II, Math IA, Stat I
		<b>A11.</b> 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	0	0	3	3	3	3.00	
		<b>A12.</b> Number of trainings attended related to instruction	Attend mandated trainings	0	2	4	4	4	4.00	Google Classroom Training; Moodle Training
		<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	5	8	5	4	5	4.67	Comp I, Comp II, Math IA, Stat I
		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	30	4	4	4	4.00	Comp I, Comp II, Math IA, Stat I
		<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	50	276	4	4	5	4.33	Comp I, Comp II, Math IA, Stat I
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	Acts as academic advisor to students	2		5	4	4	4.33	Grade 7 Adviser, Grade 7 Coordinator
		<b>A17.</b> Number of students advised on thesis/ field practice/special problem:		0	0	3	3	3	3.00	
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	0	0	3	3	3	3.00	
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	0	0	3	3	3	3.00	
		<b>A18.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5	11	5	5	5	5.00	Consultation Hours

<b>PI 9:</b> Number of student organizations advised/assisted *	<b>A19 .</b> Number of Student organizations advised	Advises student organizations recognized by USOO	1	3	4	4	5	4.33	SBO Adviser, Grade 7 Coordinator, Grade 7 Marigold Adviser
	<b>A20 .</b> Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related	3	4	4	4	4	4.00	JS Prom, Presentation of sponsors, Homeroom Honors Program, career Guidance
<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 :</b> Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	3	4	4	4	5	4.33	Google site for the subject taught
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	4	4	4	5	4.33	Google site for the subject taught
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	4	4	3	5	4.00	Presentation Materials to the Google site
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	16	4	3	5	4.00	Comp I, Comp II, Math IA, Stat I
	<b>A 23 :</b> 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	0	0	3	3	3	3.00	
	<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	1	4	4	5	4.33	Google Classroom Stat I
<b>PI 11.</b> Additional outputs	<b>A 25.</b> 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							



[illegible]

		<b>A 33.</b> 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							
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
<b>UMFO 4. EXTENSION SERVICES</b>										
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> 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							
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implementes duly approved extension projects							
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> 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							



	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> Number of technical/expert services as/in:	Provides the 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								
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								
		<b>A 43.</b> Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>										
	<b>PI 8.</b> 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*	<b>A 44.</b> 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					



		<b>A 45.</b> 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							
<b>UMFO 6. General Admin. &amp; Support Services</b>									
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint					
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> 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						
		<b>A 48.</b> Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal						
	<b>Total Over-all Rating</b>							79.98	Comments & Recommendation for Development Purpose:  <i>He is a teachable person . Try to explore and go beyond of your comfort zone . Be more engaged in the department, college &amp; university's activities .</i>
	<b>Average Rating</b>							4.00	
	<b>Adjectival Rating</b>							Very Satisfactory	

Evaluated & Rated by:

**SHALON GRACE C. SUGANO**

Department Head

Date:

Recommending Approval

**ALELI A. VILLOCINO**

Dean, College of Education

Date:

Approved by:

**BEATRIZ S. BELONIAS**

Vice President for Instruction

Date: 12/10/20

## PERFORMANCE MONITORING FORM

Name of Employee: NELSON H. TEJARA

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 Comp I to Grade 7 students	Deliver quality learning on basic concepts in Computer to students in the secondary level	July 2020	May 2021	May 2021	Very impressive	Outstanding	
2	Teach Computer II to Grade 9 students	Deliver quality learning on basic concepts in Statistical Computing to students in the secondary level	July 2020	May 2021	May 2021	Very impressive	Outstanding	
3	Teach Stat I to Grade 8 students	Deliver quality learning on basic concepts in Statistics to students in the secondary level	July 2020	May 2021	May 2021	Very impressive	Outstanding	
4	Revise course outline in Computer I, computer II, Stat I	Couse outline contains updated topics	July 2020	June 2021	June 2021	Very impressive	Outstanding	
5	Revise course syllabus in Computer I, computer II, Stat I	OBE syllabus that addresses the needs of learners	July 2020	June 2021	June 2021	Very impressive	Outstanding	
6	Revise laboratory activities for Computer II	Use updated laboratory activities	July 2020	June 2021	June 2021	Very impressive	Outstanding	
7	Develop ppt in Computer I, and Stat I	A more comprehensive ppt presentation	July 2020	June 2021	June 2021	Very Impressive	Outstanding	
8	Submit reports and other requirements	Sign DTR, submit grade sheets	January 2020 – June 2020			Very Impressive	Outstanding	
9	Assist in school-related activities	Assist in checking attendance/monitoring of students in activities like Conference with Parents, Honor's Program, Moving Up Ceremony for JHS, Graduation of SHS, Parents – Seniors Night	January 2020 – June 2020			Very Impressive	Outstanding	

10	Assist the SBO	Assist the activities conducted by SBO (Valentines Day)	January 2020 – June 2020	Very Impressive	Outstanding	
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\* Either very impressive, impressive, needs improvement, poor, very poor

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

Prepared by:

  
SHALOM GRACE C. SUGANO, PhD  
Unit Head