SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS
January - June 2024

Name of Faculty Member: **CHARLIE S. ANDAN (Faculty & Department Head)**

Program Involvement (1)	Percentage Weight of Involvement (%)(2)	Numerical Rating(3)	Equivalent Numerical Rating (2 x3)
1. Instruction			
a. Head/Dean (50%)	0.5 50%	4.79	2.395
b. Students (50%)	0.5 50%	3.00	1.5
			3.895
Total for Instruction	0.7 70%		2.7265
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	0.05 5%	5.00	0.25
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	0.05 5%	5.00	0.25
4. Administration (UMFO 5 + MFO 6)	0.2 20%	4.93	0.986
5. Production			
TOTAL	100%		4.2125

EQUIVALENT NUMERICAL RATING: 4.2125
Add: Additional Points, if any: 0
TOTAL NUMERICAL RATING: 4.2125
ADJECTIVAL RATING: **Very Satisfactory**

Prepared by:

CHARLIE S. ANDAN
Name of Faculty

Reviewed by:

JANNET C. BENCURE
Dean, CET

Recommending Approval:

JANNET C. BENCURE
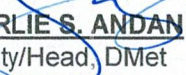Dean, CET

Approved:

ROTACIO S. GRAVOSO
VP for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, CHARLIE S. ANDAN, Head and faculty of the DEPARTMENT OF METEOROLOGY, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January 1, 2024-June 30, 2024.

Approved:

CHARLIE S. ANDAN
Faculty/Head, DMet
Date: 17 July 2024

JANNET C. BENCURE
Dean, CET
Date: 7-22-24

MFO and PAPs	Success Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Q^1	E^2	T^3	A^4	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
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 1. Percentage of first time licensure exam takers that pass the licensure exams		Monitors the names of examinees and results of licensure examination								
PI 2: Average percentage passing in licensure exam		Monitors the names of examinees and results of licensure examination								
PI 3. Percentage of graduates (2 years prior) that are employed		Conducts survey on employability of BSMet graduates	82%							To implement 2 years later
PI 4. Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs *		Monitors student enrolled in the programs under DMet	100%	100%	5	5	5	5.00		BSMet Pragm is one of the CHED's Priority Program
PI 5. Percentage of undergraduate programs with accreditations		Facilitates the accreditation activities of DMet programs								
PI 6: Total FTE, coordinated, implemented and monitored *	**A9.1**. Actual Faculty's FTE (coordinated & monitored)	Assigns and/or monitors faculty members to handle courses	50	42.7	5	5	5	5.00		Combined actual FTE of all Faculty for the 2nd Sem AY 2023-2024
	A9.2 Actual Faculty's FTE (implemented)	Handles and teaches courses assigned	12	8.25	5	5	5	5.00		Mete 132 Lec & Lab

			A10. Number of grade she⬤ submitted within prescribed period	Prepares gradesheet and submits on or before deadline							
			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							
			A12. Number of trainings attended related to instruction	Attend mandated trainings							
			A13. Number of long or modular examinations administered and checked	Administers and checks long examination for subjects taught							
			A14. Number of term examinaitions administered and checked	Prepares and checks quizzes for lec and lab							
			A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							
	PI 7: Number of students advised: *		A16. Number of students advised:	Acts as academic adviser to students	70	80	5	5	4	4.67	1st year to 4th year students
			A17. Number of students advised on thesis/ field practice/special problem:								
			As Adviser	Advises, and corrects research outline and thesis/SP manuscript	10	10	5	4	4	4.33	OJT Intership & Research Study
			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 courses taught, enrollment, thesis and grades	50	140	5	5	5	5.00	Based on the faculty's "Student Consultation Logbook"
	PI 8: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO	2	3	5	5	5	5.00	PCGA-VSU SC; VSU MetSoc; Project SAVE ME
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	2	3	5	5	5	5.00	PCGA-VSU SC; VSU MetSoc; Project SAVE ME
	PI 9: 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	10	13	4	5	5	4.67	2nd Sem A.Y. 2023-2024
		Flexible instructional materials								
		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.	50	67	5	4	5	4.67	2nd Sem A.Y. 2023-2024 courses

		Number of course syllabi revised and/or prepared	Prepares, revises, and submits course syllabus							
		Number of instructional materials developed in ISO standard format	Prepares, revises, and submits instructional materials in ISO format							
		Number of instructional materials submitted for DIMRC Approval	Prepares, revises, and submits instructional materials for DIMRC approval							
		Number of instructional materials submitted for CIMRC Approval	Prepares, revises, and submits instructional materials for CIMRC approval							
		Number of instructional materials submitted for UIMRC Approval	Prepares, revises, and submits instructional materials for UIMRC approval							
	PI 10. 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							
		Number of instructional materials reviewed and/or approved	Reviews and approves submitted instructional materials	20	20	5	4	5	4.67	2nd Sem & 1st Sem courses offered by Dmet (implemented already)
		Number of gradesheets reviewed and/or approved	Reviews and approves gradesheets submitted by DMet faculty	50	28	5	4	5	4.67	2nd Sem A.Y. 2023-2024 (Midterm & Final Grades)

		Indicator	Description							Remarks
		Number of INC forms reviewed and/or approved	Reviews and approves INC forms submitted by DMet faculty							
		Number of TOS reviewed and/or approved	Reviews and approves TOS submitted by DMet faculty	50	28	5	4	5	4.67	2nd Sem A.Y. 2023-2024 (Midterm & Final Examination TOS
		Number of course syllabi reviewed and/or approved	Reviews and approves Course Syllabi submitted by DMet faculty							
		Agency/firm/Industry linkages	Forge linkages with relevant inductries for student internship	2	2	5	5	5	5.00	DOST-PAGASA & Manila Observatory
		A27. Number of classes observed	Ensures that proper classroom management and instructional techniques are employed	7	5	5	5	5	5.00	5 Faculty members were observed during the 2nd Sem A.Y. 2023-2024
		A28. Number of individual faculty workload and actual teaaching load prepared, reviwed, and/or approved	Prepares, reviews, and/or approves individual faculty workload and actual teaching load	9	11	5	5	5	5.00	IFW were submitted ontime during the 2nd Sem (6 faculty with teaching load)& Midyear A.Y. 2023-2024 (3 faculty with teach load)
UMFO 3 . RESEARCH SERVICES										
PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	**A28.** 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 29.** 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 30. 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 31. 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									
	in institutional fora/conferences									
PI 5. Number of research proposals prepared, submitted. and/or approved	A 32.1 Number of research proposals prepared and submitted	Prepares research proposals, submits and follows up its approval for immediate implementation	1	1	5	5	5	5.00	Project LIHUC was submitted to OVPRIE and endorsed to OP
	A 32.2 Percentage of research proposals approved	Prepares/revises/presents research proposals for approval to funding institutions								
PI 6. Additional outputs*	A 33. No. of research-related awards (research conducted by faculty or student w/ faculty)	Applies and/or endorses research-related competitions								
	A 34. 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 35. Number of research proposal reviewed and endorsed for approval to OVPREI	Reviews and endorses submitted research proposals							
	A36. Number of research In-house review organized and/or conducted	Organizes and/or conducts in-house research reviews							
	A37. Number of research projects monitored	Monitors the implementation of research projects							
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 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	1	1	5	5	5	5.00	Manila Observatory
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	50	72	5	5	5	5.00	ISAT-U BSMet OBE Syllabus Training Feb 6-10, 2024
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	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 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	50%	100%	5	5	5	5.00	ISAT-U BSMet OBE Syllabus Training Feb 6-10, 2024
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							

Research Mentoring	Research Mentor								
Peer reviewers/Panelists	Peer reviewers/Panelists								
Resource Persons	Resource Persons		3	3	5	5	5	5.00	CSA, CST, and RLG during the ISAT-U training
Convenor/ Organizer	Convenor/Organizer		2	2	5	5	5	5.00	CSA for ISAT-U Training and CST for PMS Convention
Consultancy	Consultant		1	1	5	5	5	5.00	CSA during the Regional Research Development and Extension Commodity Team (RRDECT) - Climate Change/Cross-cutting - Vegetable Commodity
Evaluator	Evaluator			1	5	5	5	5.00	CSA during the VSU AIHR 2024
PI 6. Number of research proposals prepared, submitted. and/or approved	**A 43.1** Number of extension proposals prepared and submitted	Prepares extension proposals, submits and follows up its approval for immediate implementation	1						Project WAIS
	A 43.2 Percentage of extension proposals approved	Prepares/revises/presents extension proposals for approval to funding institutions							
PI 7. Additional outputs *	**A 42**. No. of extension-related awards (extn. conducted by faculty or student & faculty) *	Applies and/or endorses extension-related competitions							
	A 43. Number of extension proposal reviewed and endorsed for approval to OVPREI	Reviews and endorses submitted research proposals							
	A44. Number of extension In-house review organized and/or conducted	Organizes and/or conducts in-house research reviews							

		A45. Number of extension projects monitored	Monitors the implementation of research projects							
UMFO 5. SUPPORT TO OPERATIONS										
	OVPI MFO 1. Faculty Development Services									
	PI 1: Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted		Monitors the progress of faculty members pursuing graduates studies							
	PI 1.1 Number of faculty pursuing advanced research degree programs (MS) facilitated, monitored and assisted		Monitors the progress of faculty members pursuing graduates studies	3	3	4	4	4	4.00	CST, DCL, and RBL are still on the process of completing their MS degree after being reinstated
	PI 1.2 Number of faculty who finished advanced degree programs on time		Monitors the progress of faculty members pursuing graduates studies							
	PI 2: Number of faculty granted with external scholarships		Facilitates the scholarships aplications of faculty members							
	PI 3: Number of faculty granted with internal fellowship grants		Facilitates the scholarships aplications of faculty members							
	PI 4: Number of faculty granted with sabbatical leave		Facilitates the sabbatical leave applications of faculty members							
	PI 5: Number of faculty sent for trainings, seminars, conferences		Recommends and endorses faculty members for attendance/ participation in trainings, seminars, conferences	4	4	5	5	5	5.00	CST for International conference & PMS; CSA to UPSS & NAST PHL

PI 5: Number of faculty-scholars who completed their advance degress		Monitors faculty-sholars progress	3						Mr. Daniel C. Lor; Mr. Charlindo S. Torrion; Engr. Rotsen B. Labisores
PI 6. Additional outputs	**A 46.** Number of Additional outputs accomplished:								
	Number of Workshops related to Faculty Development initiated and conducted	Plans, prepares workshop materials, and trains faculty members							
	Number of faculty mentored, coached, and trained measured in man-hours	Conduct mentoring and coaching activities to DMet faculty members and staff							
	Number of training/seminars/workshops proposals prepared, submitted, and approved for faculty development related to instructions	Prepares, submit, and follow up proposal for faculty development related to instructions							
	Number of Mental Wellness Activities organized and facilitated for Faculty and Staff	Organize, facilitate, and join mental wellness activities							
MFO 2. Faculty Recruitment/Hiring Services									
PI 7: Number of faculty recruited/hired aligned with ISO standards		Facilitates and monitors the hiring and recruitment plans of academic units	1	1	5	5	5	5.00	Mr. Ever John A. Tenio during the 2nd Sem AY 2023-2024
PI 8. Number of new faculty hired with at least master's degree		Facilitates and monitors the hiring and recruitment plans of academic units							
MFO 3. Faculty Evaluation Services									
PI 9: Number of seminars/trainings/ conventions/workshops coordinated for entire university		Facilitates and conducts seminars/trainings/ conventions/worksho ps for entire university	2						CST (Typhoon & Flood Awareness Week) & DCL (Yolanda Commemoration)

PI 10: Number of seminars/trainings/ conventions/workshops coordinated outside of the university		Facilitates and conducts seminars/trainings/ conventions/worksho ps outside the university	1		5	5	5	5.00	To conduct training at ISAT-U
PI 11: Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated		Monitors teaching performance of the faculty members	80%	80%	5	5	5	5.00	Based on the recent TPES
PI 12: Number of in-house seminars/trainings/ workshops/reviews conducted/attended		Conduct training/ seminars/ workshops conducted related to instruction	1						Project WAIS
OVPI MFO 4. Program and Institutional Accreditation Services									
PI 13. Number of degree programs which passed accreditation/evaluation at least Level 1		Prepares required documents and complies all requirements as prescribed in the accreditation tools							
PI 14: QMS on faculty recruitment, development & performance evaluation aligned with ISO standards		Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member	1	1	5	5	5	5.00	Mr. Ever John A. Tenio during the 2nd Sem AY 2023-2024
PI 15: Degree program compliant with CHED		Ensures that programs are compliant wit CHED							
PI 16: Number of activities organized/attended/ assisted/participated/fa cilitated		Facilitates, organize, assists, and attend the conduct of activities	1						Project WAIS

PI 17: Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes oAf the College/department 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	80%	%	5	5	5	5.00	Compliant with QMS
	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							
	On program accreditations								
	On institutional accreditations								
PI 18.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 48. 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-comformity					
	A 49. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools							
	On program accreditations								
	On institutional accreditations								
	Additional Outputs								

UMFO 6. General Admin. & Support Services (GASS)										
PI 1: Zero percent complaint from clients served		Provides customer friendly frontline services to clients	Zero % complai nt	Zero % complaint	5	5	5	5.00	No complaint
Additional Outputs		Initiates/introduces improvements in performfing functions resulting to best practice							
PI 2: Submission of Department PPMP for the following year within deadline as prescribed by BAC*		Designs administration/manag ement related activities and other outputs to implement new normal	2	2	5	5	5	5.00	STF & GF
PI 3. Number of coaching sessions among faculty & staff**		Conducts mentoring and coaching sessions to faculty members and staff	2	2	5	5	5	5.00	During Monthly Meeting or when call out
PI 4. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**		Tracks and monitors the target of the DMet	2	1	5	5	5	5.00	OPCR/IPCR Jan-Jun Accomplishments
PI 5. Number of regular executive committee meetings conducted ***		Conducts and/or attend meetings	6	7	5	5	5	5.00	Jan-Jun Monthly Regular Meeting & Special Meeting
PI 7. Number of departments/institutes/ offices supervised		Supervises DMet	1	1	5	5	5	5.00	DMet supervised by CSAndan
PI 8. Number of routinary documents acted		Verifies, reviews, signs, endorses and/or approves documents	200	100	5	5	5	5.00	Communication letters, Registration Forms, Completion of Grades, OJT-related documents, Thesis related documents, student clearance, etc.

PI 9. Number of committee meetings conducted			Conducts and/or attend meetings	2		5	5	5	5.00	Jan-Jun Monthly Regular Meeting & Special Meeting
PI 10. Number of requests acted			Verifies, reviews, signs, endorses and/or approves requests							
PI 11. Number of memoranda prepared			Prepares and issue memoranda	5	4	5	5	5	5.00	DMet Memo 1-4 s.2024
PI 12. Percentage of faculty and staff submitted a DTR every month			Monitor faculty and staff DTR submission every month	80%	100%	5	5	5	5.00	Submitted DTR every month on time
PI 13. Percentage of complaints, if any, addressed on time			Address valid complaints							
PI 14. Percentage of monthly accomplishment report submitted			Prepares and submits monthy accomplishment report	100%	100%	5	5	5	5.00	Monthly accomplishment report submitted on time
Total Over-all Rating										201.33

Average Rating (Total Over-all rating divided by n)	4.79
Additional Points:	0
Approved Additional points (with copy of approval)	0
FINAL RATING	4.79
ADJECTIVAL RATING	Outstanding

Recommended to attend relevant leadership and management trainings, seminars for further development.

Evaluated & Rated by:

JANNET C. BENCURE
Dean, CET
Date: 7-22-24

Recommending Approval:

JANNET C. BENCURE
Dean, CET
Date: 7-22-24

Approved by:

ROTACIO S. GRAVOSO
VP for Academic Affairs
Date: 7-31-24

1 - Quality   2 - Efficiency   3 - Timeliness   4 - Average

PERFORMANCE MONITORING & COACHING JOURNAL
January - June 2024

X	1st	Q U A R T E R	
X	2nd		
	3rd		
	4th		

Name of Office: <u>Department of Meteorology</u>
Head of Office: <u>Charlie S. Andan</u>
Number of Personnel: <u>4 Faculty & 3 Admin Staff</u>

Activity Monitoring	MECHANISM					Remarks
	Meeting		Memo	Others (Pls. specify)		
	One-on-One	Group				
Monitoring						
• Monitoring of faculty of their deliverables such as submission of Syllabus, TOS, VCs, grade of their students, class roster, other deliverables, and academic advising. • Monitoring of faculty with regards in their delivery of different learning methods in	• Faculty assigned to specific subject is asked on the progress of their deliverables	• Faculty & staff discuss during monthly & special meeting	• DMet Memorandum • CET Memorandum • OP & VPAA Memo or Memorandum Circular	• Notices of Meeting • Email Communication		• Syllabus and TOS are submitted to ODIE and copy of which are filed at the office • Faculty are observed in their classes • dDRC is completely following the university ISO standards. All dDRC in the college practice the monthly

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
their assigned subjects for the students to learn • Monitoring of admin staff of their respective work assignment such as the dDRC of the department, cleanliness & orderliness of the areas assigned to the department					meeting to discuss matters in relation to their function • Admin office, laboratory, class rooms & other areas assigned to the department are well maintained
Coaching					
• Coaching of the faculty with regards to the forms to use in preparing syllabus, TOS and in making of communication	• Cascading of forms and instruction through Gmail chat • Assigned a regular faculty member (or senior faculty member) to coach newly hired faculty.	• During monthly and special meeting of the department	• CET Memorandum • OP & VPAA Memo or Memorandum Circular • UDRC Memo	• Email Communication	

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

Conducted by:

CHARLIE S. ANDAN
Head, Department of Meteorology

Noted by:

JANNET C. BENCURE
Dean, College of Engineering & Technology

2

TRACKING TOOL FOR
January – June 2024

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1st Wk	2nd Wk	3rd Wk	4th Wk	
MFO I. Higher Education Services								
PI 5: Total FTE, coordinated, implemented, and monitored	1. Preparation of projected faculty workload and actual teaching load for correction by the concerned faculty and submission to OVPAA	Department Head Lorna B. Abamo	Within January and one week after the regular classes for that semester		X			Performed
	2. Preparation of the Individual Faculty Workload for correction of the concerned faculty and submission to OVPAA	Lorna B. Abamo	January 2024			X		Performed
	3. Submission of the Actual Teaching Load and Individual Faculty Workload to OVPAA	Felix C. Abanera	January for Actual Teaching Load and IFW		X			Performed
	4. Computes FTE based on the approved Individual Faculty Workload of the faculty	Lorna B. Abamo	Within January (as soon as OVPAA returns the Individual Faculty Workload to the department)				X	Performed
PI 8: Number of students advised	1. Monitor faculty for their academic & organizational advising	Academic Advisers and organizational advisers: RB Labisores; CS Lor	Within the semester of this rating period			X		Performed

1

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1st Wk	2nd Wk	3rd Wk	4th Wk	
		; RLG Gonzaga& CS Torrion						
MFO 3. Research Services								
PI 5. Percent of research proposals approved	1. Proposals submitted to OVPREI 2. Implementation of the approved research programs	Mr. CS Andan (Project LIHUC proposal) Mr. CS Torrion (Development of a coupled geotechnical-hydrometeorological framework in the analysis and risk management of soil slope and embankment failures in Leyte, Philippines)	Implemented	X	X	X	X	Submitted proposal to OVPRIE Annual Report for submission to OVPREI
MFO 4. Extension Services	1.							
MFO 5 **PI 5: Percentage of faculty rated by students with at least a very satisfactory rating in 50% of the subjects evaluated**	1. Faculty members evaluated (online) in the subjects taught by the students, including the head of the Department	c/o OIMD	As scheduled by OIMD					TPES implementation
MFO 6 General Admin. & Support Services (GASS)								
PI 1. Submission of Department PPMP for the following year	1. Prepares & submits PPMP & PR to BAC (online)	Lorna B. Abamo	January – June 2024	X				Performed

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1st Wk	2nd Wk	3rd Wk	4th Wk	
within the deadline as prescribed by BAC								
PI 2. Zero percent of complaints from clients served	2. Facilitate & Assist students & other stakeholders who came to the department	Faculty & Staff of DMet	January - June 2024	x	x	x	x	Performed
PI 3. Number of coaching sessions among faculty & staff	1. Coaching with the faculty and staff	All Faculty & Staff (if necessary & when need arises)	January - June 2024	x	x	x	x	Performed
PI 5. Number of monthly/special faculty & staff meetings conducted	1. Conduct department meetings (Regular, special & emergency)	All Faculty & Staff	January – June 2024, **every 2nd Wednesday** of the month and as scheduled when needed	x				Performed

Prepared by:

CHARLIE S. ANDAN
Head, Department of Meteorology

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VISAYAS STATE UNIVERSITY

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TEACHING PERFORMANCE EVALUATION
Summary by Department

Department: <u>Dept. of Meteorology</u>

Semester and Academic Year: <u>First Semester 2023-2024</u>

College: <u>College of Engineering and Technology</u>

Faculty name	Number of classes	Numerical Rating	Percentile Rating	Descriptive Rating
CHARLIE SALDUA ANDAN	4	3.00	60.00 %	Satisfactory
CHARLINDO SIEGA TORRION	3	5.00	100.00 %	Outstanding
DANIEL CRISTOBAL LOR	5	3.80	76.00 %	Very Satisfactory
ROTSEN BARORO LABISORES	5	4.20	84.00 %	Very Satisfactory
RUD LUIS G. GONZAGA	3	4.33	86.67 %	Very Satisfactory
	Department Mean	4.07	81.33%	Very Satisfactory

Prepared by:

VANESSA W. NAZAL
TPES in-Charge
Date: <u>April 08, 2024</u>

Attested by:

MA. RACHEL KIM L. AURE
Director, Instruction and Evaluation
Date: <u>April 08, 2024</u>

Received by:

CHARLIE SALDUA ANDAN
Name and Signature of Department head
Date: <u>5-29-24</u>

JANNET COLUBIO BENCURE
Name and Signature of College Dean
Date: <u>5-29-24</u>

Distribution of copies: *ODIE, College, Department*

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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