

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS
Jan-June 2021**

Name of Faculty Member: **CHARLIE S. ANDAN**

| Program Involvement (1) | Percentage Weight of Involvement (2) | Numerical Rating (Rating x%) (3) | Equivalent Numerical Rating (2x3) |
|----------------------------|---|---|--|
| 1. Instruction | | | |
| a. Head/Dean (50%) | | 4.67x50%= 2.33 | |
| b. Students (50%) | | 3.6x50% =1.80 | |
| Total for Instruction | 85% | 4.13 | 3.51 |
| 2. Research | | | |
| 3. Extension | 10% | 4.56 | .46 |
| 4. Administration | 5% | 4.47 | .22 |
| 5. Production | NA | | |
| TOTAL | | | 4.19 |

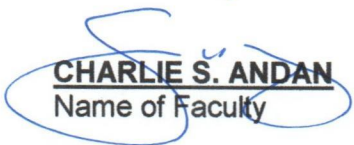
EQUIVALENT NUMERICAL RATING: 4.19

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.19

ADJECTIVAL RATING: **Very Satisfactory**

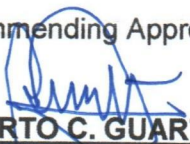
Prepared by:


CHARLIE S. ANDAN
Name of Faculty


Reviewed by:


DANIEL C. LOR
Head, Department of Meteorology

Recommending Approval:


ROBERTO C. GUARTE
Dean, College of Engineering & Technology

Approved:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **CHARLIE S. ANDAN**, faculty of the **Department of Meteorology**, College of Engineering & Technology, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January - June 2021.

CHARLIE S. ANDAN

Faculty

Date: 7-21-21

Approved:

DANIEL C. LOR

Head

Date: 7-21-21

ROBERTO C. GUARTE

College Dean

Date: 7-23-21

INFORMATION ON PERSONNEL FULL-TIME TEACHING EQUIVALENT (FTE):

Personnel

Department Head
 Faculty w/ Univ. Designated Position
 Regular Faculty (VSL)*
 Regular Faculty (TLS)*
 Part time Faculty
 Admin Staff Members

| Total FTE (1) | | RDE Commitments*** | | | | |
|---------------|--------------|--------------------|-------------|-----------|---|--|
| Number (1) | lin. FTE (2) | Research | Publication | Extension | | |
| - | 0 | #VALUE! | 0.0 | 0 | 0 | |
| - | 0 | #VALUE! | 0.0 | 0 | 0 | |
| - | 0 | #VALUE! | 2.0 | 1 | 1 | |
| - | 0 | #VALUE! | 0.0 | 0 | 0 | |
| - | 0 | #VALUE! | 0.0 | 0 | 0 | |
| - | 0 | #VALUE! | 0.0 | 0 | 0 | |
| TOTAL: | | 2.0 | 1 | 1 | | |

Rating Equivalents:
 5 - Outstanding
 4 - Very Satisfactory
 3 - Satisfactory
 2 - Fair
 1 - Poor

Note: * On vacation-sick-leave status. Ratio of Instruction and RDE commitments should be determined based on FTE of 18 units

** On Teacher's Leave status. Minimum FTE required is 18 units

*** Professors and Associate Professors are required to commit RDE outputs (Please Performance Indicators under Research (UMFO 3) and extension (UMFO 4))

| MFO No. | Success/Performance Indicator (PI) | | Units/Persons Responsible | Dep Target | Actual Accomplishment | | Rating | | | | Remark (Details of the targetted output indicators with **) | % weight |
|---------|---|---|---------------------------|------------|-----------------------|-------------------|---------|------------|------------|---------|---|----------|
| | | | | | % Accomp | Details of Accomp | Quality | Efficiency | Timeliness | Average | | |
| MFO 1 | ADVANCED EDUCATION SERVICES (20%) | | | | | | | | | | | |
| | OVPI MFO 1. Graduate Degree Program Management Services | | | | | | | | | | Not yet applicable | |
| | 1 | PI 1. Percentage of graduate school faculty engaged in research work applied in any of the following: | Dept. Head & Faculty | | | | | | | | | 4% |

| MFO No. | Success/Performance Indicator (PI) | | | Units/Persons Responsible | Dep Target | Actual Accomplishment | | Rating | | | | Remark (Details of the targetted output indicators with **) | % weight |
|---------|---|----|--|---------------------------|------------|-----------------------|--------------------|---------|------------|------------|---------|---|----------|
| | | | | | | % Accompl | Details of Accompl | Quality | Efficiency | Timeliness | Average | | |
| | | a. | pursuing advanced research degree program (Ph.D) * | | | | | | | | | | |
| | | b. | actively pursuing in the last three (3) years (investigative research, basic and applied scientific research, policy research social science research) | | | | | | | | | | |
| | | c. | producing technologies for commercialization or livelihood improvement | | | | | | | | | | |
| | | d. | whose research resulted in an extension program | | | | | | | | | | |
| | OVPI MFO 2. Graduate Student Management Services | | | | | | | | | | | Not yet applicable | |
| | PI 1: Percentage of graduate students enrolled in research degree programs * | | | Dept. Head & Faculty | | | | | | | | | 2% |
| | PI 2: Percentage of accredited graduate programs * | | | Dept. Head & Faculty | | | | | | | | | 2% |
| | PI 3: Number of graduate degree specializations offered and monitored * | | | Dept. Head & Faculty | | | | | | | | | 2% |
| | PI 4: Total FTE coordinated, implemented & monitored* | | | Dept. Head & Faculty | | | | | | | | | 2% |
| | PI 5: Percentage increase in number of graduate students enrolled * | | | Dept. Head & Faculty | | | | | | | | | 2% |
| | PI 6: Percentage increase in number of students who graduated within prescribed period * | | | Dept. Head & Faculty | | | | | | | | | 2% |
| | PI 7: Number of graduate students awarded with honors/distinction * | | | Dept. Head & Faculty | | | | | | | | | 2% |
| | PI 8: Number of graduate students advised * | | | Dept. Head & Faculty | | | | | | | | | 2% |
| | PI 9: Number of instructional materials developed * | | | Dept. Head & Faculty | | | | | | | | | |
| | On-line ready courseware | | | | | | | | | | | | |
| | Flexible instructional materials | | | | | | | | | | | | |
| | Assessment tools | | | | | | | | | | | | |
| | PI 10: Number of virtual classrooms created and operationalized | | | | | | | | | | | | |
| MFO 2 | HIGHER EDUCATION SERVICES (50%) | | | | | | | | | | | | |
| | PI 1. Percentage of first time licensure exam takers that pass the licensure exams * | | | Dept. Head & Faculty | | | | | | | | Not Applicable | 7.5% |
| | PI 2. Percentage of graduates (2 years prior) that are employed * | | | Dept. Head & Faculty | | | | | | | | Not Applicable | 2.5% |
| | PI 3. Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs * | | | Dept. Head & Faculty | 100% | 100% | 100% | 5 | 5 | 5 | 5.00 | BS in Meteorology degree program | 2.5% |
| | PI 4. Percentage of undergraduate programs with accreditations * | | | Dept. Head & Faculty | | | | | | | | Not Applicable | 2.5% |

| MFO No. | Success/Performance Indicator (PI) | Units/Persons Responsible | Dep Target | Actual Accomplishment | | Rating | | | | Remark (Details of the targetted output indicators with **) | % weight |
|--------------|---|---------------------------|------------|-----------------------|-------------------|---------|------------|------------|---------|--|----------|
| | | | | % Accomp | Details of Accomp | Quality | Efficiency | Timeliness | Average | | |
| | PI 5: Total FTE, coordinated, implemented and monitored * | Dept. Head & Faculty | 12 | 171% | 20.55 | 5 | 5 | 4 | 4.67 | Teaches the ff subjects: Esci 112 (lec); Mete 132n (lec & lab); Esci 114 (lab - 3 sec) | 20% |
| | PI 8: Number of students advised: * | Dept. Head & Faculty | | | | | | | | | |
| | <i>On thesis/ field practice/special problem</i> | | | | | | | | | | 1% |
| | <i>No. of approved manuscript submitted within prescribed period</i> | | | | | | | | | | 1% |
| | <i>On consultation</i> | | | | | | | | | | 0.5% |
| | PI 9: Number of student organizations advised/ assisted * | Dept. Head & Faculty | | | | | | | | | |
| | <i>Student organizations advised</i> | | 2 | 0% | | | | | | | 1.25% |
| | <i>Student organizations assisted on student related activities</i> | | | | | | | | | | 1.25% |
| | PI 10: Number of instructional materials developed * | Dept. Head & Faculty | | | | | | | | Title and name of faculty | 10% |
| | On-line ready courseware | Dept. Head & Faculty | 8 | 25% | 2 | 5.0 | 5.0 | 4.0 | 4.67 | Andan :Esci 112 (lec); Mete 132n (lec & lab); Esci 114 (lab - 3 sec). | |
| | Flexible instructional materials | Dept. Head & Faculty | 8 | 25% | 2 | 5.0 | 4.0 | 4.0 | 4.33 | | |
| | Assessment tools | Dept. Head & Faculty | 8 | 25% | 2 | 5.0 | 5.0 | 4.0 | 4.67 | | |
| | PI 10: Number of virtual classrooms created and operationalized | Dept. Head & Faculty | 8 | 25% | 2 | 4.0 | 5.0 | 5.0 | 4.67 | | |
| | PI 11: Additional Outputs | Dept. Head & Faculty | | | | | | | | | |
| MFO 3 | RESEARCH SERVICES (10%) | | | | | | | | | | |
| | PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries * | Dept. Head & Faculty | | | | | | | | needs project titles | 2% |
| | PI 2. Number of research outputs completed within the year * | Dept. Head & Faculty | 1 | 0% | | | | | | needs project titles | 2% |
| | PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) * | Dept. Head & Faculty | | | | | | | | needs title of publication, name of journal and where published | |
| | <i>In refereed int'l journals</i> | | | | | | | | | | 1.50% |
| | <i>In refereed nat'l/regional journals</i> | | | | | | | | | | 0.50% |
| | PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences * | Dept. Head & Faculty | | | | | | | | title of paper, what for a/conference, where and when presented | |
| | <i>In int'l fora/conferences</i> | | | | | | | | | | 1.50% |
| | <i>In nat'l/regional fora/conferences</i> | | | | | | | | | | 0.50% |

| MFO No. | Success/Performance Indicator (PI) | Units/Persons Responsible | Dep Target | Actual Accomplishment | | Rating | | | | Remark (Details of the targetted output indicators with **) | % weight |
|--------------|--|---------------------------|------------|-----------------------|-------------------|---------|------------|------------|---------|---|----------|
| | | | | % Accomp | Details of Accomp | Quality | Efficiency | Timeliness | Average | | |
| | PI 5. Percent of research proposals approved * | Dept. Head & Faculty | | | | | | | | | 0.5% |
| | PI 6. Additional outputs* | Dept. Head & Faculty | | | | | | | | | |
| | No. of research-related awards (research conducted by faculty or student w/ faculty) | | | | | | | | | | 1.50% |
| MFO 4 | EXTENSION SERVICES (10%) | | | | | | | | | | |
| | PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities * | Dept. Head & Faculty | 3 | 100% | 3 | 5.0 | 4.0 | 5.0 | 4.67 | Phil Meteorological Society; PAGASA; DYDC-Fm | 2.0% |
| | PI 2. Number of trainees weighted by the length of training * | Dept. Head & Faculty | 25 | 100% | 25 | 5.0 | 5.0 | 4.0 | 4.67 | 25pax with 2 days of training (8 hours per day) | 2% |
| | PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs * | Dept. Head & Faculty | 1 | 0% | | | | | | | 2% |
| | PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance* | Dept. Head & Faculty | 80% | 100% | 100% | 5.0 | 4.0 | 4.0 | 4.33 | World Meteorological Day (Webinar) | 1% |
| | PI 5. Number of technical/expert services * | Dept. Head & Faculty | | | | | | | | | 1% |
| | Research Mentoring | | | | | | | | | | |
| | Peer reviewers/Panelists | | | | | | | | | | |
| | Resource Persons | | | | | | | | | | |
| | Convenor/Organizer | | | | | | | | | | |
| | Consultancy | | | | | | | | | | |
| | Evaluator | | | | | | | | | | |
| | PI 8. Percent of extension proposals approved * | Dept. Head & Faculty | 100% | | | | | | | | 0.5% |
| | PI 11. Additional outputs * | Dept. Head & Faculty | | | | | | | | | |
| | No. of extension-related awards (extrn. conducted by faculty or student & faculty) * | | | | | | | | | | 1.5% |
| MFO 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 * | Dept. Head & Faculty | | | | | | | | | 0.625% |
| | OVPI MFO 2. Faculty Recruitment/Hiring Services | | | | | | | | | | |
| | PI 2: Number of faculty recruited/hired based on needed competencies and aligned with ISO standards * | Dept. Head & Faculty | | | | | | | | | 0.125% |
| | OVPI MFO 3. Faculty Evaluation Services | | | | | | | | | | |
| | PI 3: Number of seminars/trainings/ conventions/workshops coordinated for entire university * | Dept. Head & Faculty | | | | | | | | | 0.25% |
| | PI 4: Number of seminars/trainings/ conventions/workshops coordinated outside of the university * | Dept. Head & Faculty | | | | | | | | | 0.25% |

| MFO No. | Success/Performance Indicator (PI) | Units/Persons Responsible | Dep Target | Actual Accomplishment | | Rating | | | | Remark (Details of the targetted output indicators with **) | % weight |
|--------------|--|----------------------------------|------------------|-----------------------|-------------------|---------|------------|------------|---------|---|----------|
| | | | | % Accomp | Details of Accomp | Quality | Efficiency | Timeliness | Average | | |
| | PI 5: Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated * | Dept. Head & Faculty | 80% | 100% | 75% | 4.0 | 4.0 | 5.0 | 4.33 | TPES on line | 0.75% |
| | PI6 : Number of in-house seminars/trainings/ workshops/reviews conducted * | Dept. Head & Faculty | | | | | | | | | 0.25% |
| | PI 7 : Additional outputs * | Dept. Head & Faculty | | | | | | | | | |
| | Number of faculty/staff awards/honors received related to operations support | | | | | | | | | | 0.25% |
| | 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* | Dept. Head & Faculty | 100% | 100% | 100% | 5.0 | 5.0 | 5.0 | 5.00 | Zero non-conformity (No NC) | 2.50% |
| MFO 6 | General Admin. & Support Services (GASS) | | | | | | | | | | |
| | PI 1. Submission of College/Department PPMP for the following year within deadline as prescribed by BAC* | Dept. Head | 1 | 0% | | | | | | | 1% |
| | PI 2. Zero percent complaint from clients served | Dept. Head & all faculty & staff | 1 valid complain | 100% | 1 | 4.0 | 4.0 | 4.0 | 4.00 | | 2% |
| | PI 3. Number of coaching sessions among faculty & staff** | Dept. Head | 1 | 0% | | | | | | | |
| | PI 4. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets** | Dept. Head | 3 | 0% | | | | | | Meeting for the OPCR & IPCR | |
| | PI 5. Number of monthly/special faculty & staff meetings conducted** | Dept. Head | 12 | 0% | | | | | | | |

| MFO No. | Success/Performance Indicator (PI) | Units/Persons Responsible | Dep Target | Actual Accomplishment | | Rating | | | | Remark (Details of the targetted output indicators with **) | % weight |
|-----------------------|---|----------------------------------|------------|-----------------------|-------------------|-------------|------------|------------|---------|--|----------|
| | | | | % Accomp | Details of Accomp | Quality | Efficiency | Timeliness | Average | | |
| | PI 3: Additional Outputs | Dept. Head & all faculty & staff | | | | | | | | | |
| | Attendance to meetings | Dept. Head & all faculty & staff | 12 | 100% | 12 | 5.0 | 5.0 | 5.0 | 5.00 | Monthly department meeting, every first Tuesday of the Month; Special meetings: Enrollment; Curriculum; Instructional; Meteorology Building; | |
| | Prepared minutes of the meeting of the department as the secretary in the department | Faculty | 6 | 67% | 4 | 4.0 | 4.0 | 4.0 | 4.00 | | |
| | Number of Best practices/new initiatives in academic units' management replicated/benchmarked by other depts/agencies * | | | | | | | | | explain here briefly why consider said department practice can be considered as a best practice | 2% |
| | | | | | | 66.0 | 64.0 | 62.0 | 64.0 | | |
| Total Over-all Rating | | | | | | 64.000 | | | | | |
| Average Rating | | | | 81.28% | | 4.571 | | | | | |
| Adjectival Rating | | | | | | Outstanding | | | | | |

Comments & Recommendation for Development Purpose:

Improve student engagement and be more approachable and flexible with regards to students' submission of requirements.

Evaluated & Rated by:

DANIEL C. LOR

Head, DMet

Date: 7-21-21

Recommending Approval:

ROBERTO C. GUARTE

Dean, CET

Date: 7-23-21

Approved:

BEATRIZ S. BELONIAS

Vice Pres. for Academic Affairs

Date: 7/24/21

* To indicate in the remarks column the details of the targetted outputs for easy review and calibration.

** No percentage weight for ranking purposes since these are activities only expected to be performed at the department level

PERFORMANCE MONITORING FORM **Jan-June 2021**

Name of Employee: **Charlie S. Andan**

| 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 | <p>Teaches subjects on:</p> <p>ESci 112 CALCULUS FOR ENGINEERS I LEC</p> <p>Mete 132n SYNOPTIC METEOROLOGY LEC 2</p> <p>Mete 132n SYNOPTIC METEOROLOGY LAB 2</p> <p>ESci 114 PHYSICS FOR ENGINEERS LAB (calculus-based)</p> <p>ESci 114 PHYSICS FOR ENGINEERS LAB (calculus-based)</p> <p>ESci 114 PHYSICS FOR ENGINEERS LAB (calculus-based)</p> | Meets class regularly (on line); Checked students' outputs. | January 2021 | January – June 2021 | June 2021 | Impressive | Very Satisfactory | More preparations is needed in teaching the subject especially that this is new to the instructor. Be more flexible to students in giving of deadlines such as: assessments & learning tasks. |
| 2 | Student advising especially to academic advisees. | Academic advisees were advised and also other students needing his help. | January 2021 | Jan- June 2021 | Jan- June 2021 | Impressive | Very Satisfactory | Pro-active in addressing students' concerns. |
| 3 | Attends department organized meeting. | Attendance during meeting | January – June 2021 | January – June 2021 | Every first Tuesday of the month for regular department meeting & as scheduled for emergency meeting | Very Impressive | Very Satisfactory | Meeting is already face-to-face observing health protocols as advised by USHER, VSU. |

| 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 |
|----------|---|---|----------------------|------------------------------------|---|--------------------|---------------------------------|--|
| 4 | Develops Instructional Materials of the subjects to teach in the semester for flexible learning | Instructional materials available to students | January – March 2021 | January – March 2021 | March 2021 | Needs Improvement | Very Satisfactory | Needs to improve the quality of discussions. |
| 5 | Participate in activities like webinar; google meetings & other virtual meeting called by the department, college and university. | Attendance to the virtual activities | January – June 2021 | As scheduled | As scheduled | Very Impressive | Outstanding | None |
| 6 | Submits Minutes of the Meetings (regular, special and emergency) within considerable time. | Minutes of the Meeting | January – June 2021 | A week after the scheduled meeting | More than a month after the scheduled meeting | Needs Improvement | Unsatisfactory | Should submit the minutes of the meeting on time as it was agreed. |

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

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

Prepared by:

DANIEL C. LOR
Head, Department of Meteorology

EMPLOYEE DEVELOPMENT PLAN
January – June 2021

Name of Employee: Charlie S. Andan
Performance Rating:

Aim: Improved Teaching Skills

Proposed Interventions to Improve Performance:

Date: May 2021 Target Date: May 2021

First Step:

Virtual Class Observation.

Result:

Not able to implement the proposed intervention since the department is waiting for the instruction from OVPAA.

Outcome: No proof of improvement for the teaching skills of the faculty since the faculty was not observed for his improvement.

Final Step/Recommendation:

None

Prepared by:


DANIEL C. LOR
Head, Department of Meteorology

Conforme:


CHARLIE S. ANDAN
Faculty