

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: January-June 2022

Name of Faculty Member:

**JOHN MARTIN A. DIAO**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.96 x 50% = 2.480	
b. Students (50%)		3.88 x 50% = 1.940	
TOTAL for Instruction	80%	4.42	<b>3.536</b>
2. Research			
a. Client/Director for Research			
b. Dept. Head/Center Director			
TOTAL for Research			
3. Extension			
a. Client/Director for Extension			
b. Dept. Head/Center Director	15%	5.00 x 0.15 = 0.750	
TOTAL for Extension			0.750
4. Production			
5. Administration/Other Services	5%	4.89 x 0.05 = 0.245	0.245
TOTAL	100%		<b>4.531</b>

EQUIVALENT NUMERICAL RATING: 4.531

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: **4.531**

ADJECTIVAL RATING:

**VERY SATIS FACTORY**

Prepared by:

**JOHN MARTIN A. DIAO**

Name of Faculty

Reviewed by:

**JETT C. QUEBEC**

Department Head

Recommending Approval:

**MA. THERESA P. LORETO**

Dean, CAS

Approved by:

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JOHN MARTIN A. DIAO, a faculty member of the DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES 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 2022

JOHN MARTIN A. DIAO

Instructor I

Date: July 6, 2022

Approved:

JETT C. QUEBEC

Department Head

Date: July 7, 2022

MA. THERESA P. LORETO

College Dean

Date: 8/4/2022

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	N/A	N/A					
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	N/A	N/A					
		A3 . Number of students advised on thesis/special problem/dissertation		N/A	N/A					
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	N/A					
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	N/A					
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	N/A	N/A					
	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	N/A	N/A					
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	N/A	N/A					



		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	N/A	N/A					
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	N/A	N/A					
		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	N/A	N/A					
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	N/A	N/A					
	<u>PI 10 . Additional outputs:</u>	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	<u>Designs experiential learning activities and other outputs to implement new normal</u>	N/A	N/A					
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
	<u>PI 5:</u> Total FTE, coordinated, implemented and monitored *	<u>A9.</u> Actual Faculty's FTE	Handles and teaches courses assigned	18	33.75	5	5	5	5.00	
		<u>A10.</u> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	12	16	5	5	4.5	4.83	5 ScSc 11n: Understanding the Self; 11 Phlo 11: Ethics Gradesheets
		<u>A 11.</u> 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	NONE	NONE					
		<u>A12.</u> Number of trainings attended related to instruction	Attend mandated trainings	2	0					
		<u>A13.</u> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	24	320	5	5	5	5.00	115 ScSc 11n and 216 Phlo 11 Final Papers were submitted
		<u>A14.</u> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	100	516	5	5	5	5.00	A total of around 1,495 and 648 Phlo 11 assessments were submitted
		<u>A15.</u> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	NONE	NONE					
	<u>PI 8:</u> Number of students advised: *	<u>A16.</u> Number of students advised:	Acts as academic advisor to students	N/A	N/A					
		<u>A17.</u> Number of students advised on thesis/ field practice/special problem:		N/A	N/A					
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	N/A	N/A					

	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	N/A	N/A					
	<u>A18</u> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	50	172	5	5	5	5.00	
	<u>PI 9</u> : Number of student organizations advised/ assisted *	<u>A19</u> . Number of Student organizations advised	Advise student organizations recognized by USOO	NONE	NONE				
		<u>A20</u> . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	NONE	NONE				
	<u>PI 10</u> : Number of instructional materials developed *	<u>A 21</u> : 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	2	NONE				
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	14	5	5	5	5.00
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	4	5	5	5	5.00
		<u>A 23</u> : 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	2	NONE				
		<u>A 24</u> : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	12	1	5	5	5	5.00
	<u>PI 11</u> . Additional outputs	<u>A 25</u> . 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	1	2	5	5	4	4.83
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	N/A	N/A				
		<u>A 26</u> . Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	2	NONE				
					SUBTOTAL				4.96
UMFO 3 . RESEARCH SERVICES									



	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> 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	1	NONE					
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research or project within the year	1	NONE					
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> 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	1	NONE					
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>								
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific fora/conferences	2	NONE					
		<i>In int'l fora/conferences</i>		1						
		<i>In nat'l/regional fora/conferences</i>		1						
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	1	NONE					
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)		1	NONE					
		<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	1	NONE					
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	N/A	N/A					
		<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	1	NONE					
<b>UMFO 4. EXTENSION SERVICES</b>										
	<b>PI 1.</b> Number of active	<b>A 36.</b> Number of active partnerships with	Identifies and links with probable	1	DepEd Baybay City Division					
	<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	1	NONE					

	<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	1	1	5	5	5	5.00	Capacity Building for the Teaching of the Introduction of the Philosophy of the Human Person
	<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	1	NONE					
	<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	N/A	N/A					
	Research Mentoring	Research Mentor		NONE	NONE					
	Peer reviewers/Panelists	Peer reviewers/Panelists		NONE	NONE					
	Resource Persons	Resource Persons		1	NONE					
	Convenor/Organizer	Convenor/Organizer		1	NONE					
	Consultancy	Consultant		1	NONE					
	Evaluator	Evaluator		NONE	NONE					
	<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	1	1	5	5	5	5.00	Capacity Building for the Teaching of the Introduction of the Philosophy of the Human Person
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extn. conducted by faculty or student & faculty) *		1	NONE					
		<b>A 43.</b> Other outputs implementing the new normal due to covid 19	activities and other outputs to implement new normal	1	NONE					
<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	<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	zero non-conformity	5	5	5	5.00	
		<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		0		5	5	4	4.67	AACUP AREA VII FOR ABELS AND MSLT



		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								
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>										
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	no complaint	no complaint	5	5	5	5.00	
	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	None						
		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	None						
					<b>AVERAGE</b>				4.89	
	<b>Total Over-all Rating</b>									
	<b>Average Rating</b>									
	<b>Adjectival Rating</b>									
		Average Rating (Total Over-all rating divided by number of entries)								<b>Comments &amp; Recommendations for Development Purpose:</b> Mr. Diao's work ethic is worth emulating. He is focused and committed to assigned work. Finishing his masters degree is a welcome development.
		Additional Points:								
		Approved Additional points (with copy of approval)								
		FINAL RATING								
		ADJECTIVAL RATING								

Evaluated & Rated by:

  
**JETT C. QUEBEC**

Department Head

Date: July 7, 2022

Recommending Approval

  
**MA. THERESA P. LORETO**

Dean, College of Arts and Sciences

Date: 8/4/2022

Approved by:

  
**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date: \_\_\_\_\_

## Exhibit I

**PERFORMANCE MONITORING FORM**Name of Employee: **JOHN MARTIN A. DIAO**

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 (2) courses (Ethics and Understanding the Self)	Attendance sheets, midterm and final grade sheets, students' performance evaluation result	January 2022	June 2022	June 2022	Impressive	Outstanding	
2	Assist students' concerns through scheduled consultation	Outstanding students' performance evaluation result	January 2022	June 2022	June 2022	Impressive	Outstanding	
3	Prepare materials and activities for the handled courses	PowerPoint presentations, assessment activities	January 2022	June 2022	June 2022	Impressive	Outstanding	
4	Submit midterm grades and final grades	Submitted grades to the university registrar	January 2022	June 2022	June 2022	Impressive	Outstanding	
5	Publish written essays	Published manuscript and publication incentive form to the department secretary						
6	Participation and attendance in local / international conferences	Certificates of recognition and / or certificate of participation; travel reports	January 2022	June 2022	June 2022	Impressive	Outstanding	
7	Participate in all activities conducted by the department, college, and the university	Attendance sheet; certificates	January 2022	June 2022	June 2022	Impressive	Outstanding	
8	Perform other functions assigned by the department head	Certificate of the trainings and workshops	January 2022	June 2022	June 2022	Impressive	Outstanding	

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

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

Prepared by:


**DR. JETT C. QUEBEC.**

Department Head



**EMPLOYEE DEVELOPMENT PLAN**

**Name of Employee:** JOHN MARTIN A. DIAO

Performance Rating: OUTSTANDING

AIM: To finish his Thesis to obtain the degree MA in Philosophy. Specifically, be able to have his Thesis proposal before December 2022.  
To aim to publish an article.

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: January 2022

Target Date: December 2022

Step/s:

- a) Advised Mr. John Martin Diao to finish his Thesis.
- b) Advised Mr. John Martin Diao to talk with his adviser regarding the prospects of his Thesis.
- c) Advised Mr. John Martin Diao to have a research/research extension for publication.

RESULT: Mr. Diao is currently enrolled at the University of San Carlos and in contact with his Thesis adviser.

Mr. Diao is one of the Project Leaders of an on-going Research Extension (Capacity Building for the Teaching of the Introduction to the Philosophy of the Human Person).

Prepared by:

  
**JETT C. QUEBEC, PhD.**  
Department Head

Conformee:

  
**JOHN MARTIN A. DIAO**  
Name of Ratee/Faculty/Staff