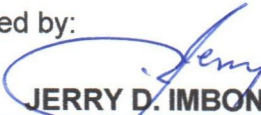# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **JERRY D. IMBONG**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.58 x 50% = 2.290	
b. Students (50%)		4.17 x 50% = 2.085	
TOTAL for Instruction	90%	4.38	3.938
2. Research	5%		
a. Client/Director for Research			
b. Dept. Head/Center Director		5.00 x 5% = 0.250	
TOTAL for Research			0.250
3. Extension			
a. Client/Director for Extension			
b. Dept. Head/Center Director			
TOTAL for Extension			
4. Production			
5. Administration/Other Services	5%	5.00 x 5% = 0.250	0.250
TOTAL	100%		**4.438**

EQUIVALENT NUMERICAL RATING: 4.438
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: **4.438**

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by:
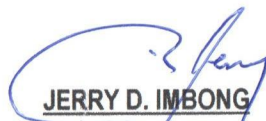
JERRY D. IMBONG
Name of Faculty

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, JERRY D. IMBONG, a faculty member of the <u>DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES,</u> 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

Approved:

JERRY D. IMBONG
Asst. Prof. III
Date: July 16, 2021

JETT C. QUEBEC
Department Head
Date: July 30, 2021

MA. THERESA P. LORETO
College Dean
Date: Aug. 10, 2021

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicato in percentage shoul be supported with numerical values ir numerators and
						Quality	Eficiency	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						
	PI 8: Number of graduate students advised *	**A2**. Number of students advised	Acts as academic adviser to graduate students	N/A						
		A3 . Number of students advised on thesis/special problem/dissertation		N/A						
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A						
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A						
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	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						

	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	N/A						
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	N/A						
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	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						
	A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	N/A						
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	N/A						

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	18 per semester	21.9	5	5	5	5.00	For 1st semester 2020-20
	A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	10	6	5	5	5	5.00	18 units
	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	1	2	5	5	5	5.00	
	A12 . Number of trainings attended related to instruction	Attend mandated trainings	2	12	5	5	5	5.00	see attached certificates
	A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	6	6	5	5	5	5.00	
	A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	30	438	5	5	5	5.00	total assessments for approximately 146 studer (6 sections)

PI	Activity	Description							Remarks
	A15. *Number of lab reports and term papers checked and graded*	Checks lab reports and term papers submitted as required	3	120	4.5	5	4.5	4.83	Final Paper for approximately 146 studer (6 sections)
PI 8: Number of students advised: *	**A16**. Number of students advised:	*Acts as academic adviser to students*	*N/A*						
	A17. *Number of students advised on thesis/ field practice/special problem:*		N/A						
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	N/A						
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	N/A						
	A18. *Number of students entertained for consultation purposes*	Entertains students consulting on subject taught, thesis and grades	20						
PI 9: Number of student organizations advised/ assisted *	*A19*. *Number of Student organizations advised*	*Advises student organizations recognized by USOO*	N/A						
	A20. *Number of Student organizations assisted on student related activities*	*Assists student organizations in implementing student related activities*	N/A						
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	2	0					
	On-line ready courseware	*Prepares Instructional module/laboratory guide/workbook or a combination thereof*	1	2	5	5	5	5.00	
	Supplemental learning resources	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	10	10	5	5	5	5.00	5 for Ethics and 5 for Intr to Philo. And Ethics
	Assessment tools	*Prepares assessment tools such as long exam, quizzes, problems sets, etc.*	10	10	5	5	5	5.00	
	A 23 : 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	1	2	5	5	5	5.00	

		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	7	6	5	5	5	5.00	
	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	1	1	4	5	4	4.33	
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept O.JT students from VSU	N/A						
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	1	1	4.5	5	5	5.00	
					AVERAGE				4.58	
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	1	0					
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research project within the year	1	1	5	5	5	5.00	
	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	2	2	5	5	5	5.00	
		In refereed int'l journals		1	1	5	5	5	5.00	
		In refereed nat'l/regional journals		1	1	5	5	5	5.00	
	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 scienfic for a/conferences	2	1	5	5	5	5.00	
		In int'l fora/conferences		1	0					
		In nat'l/regional fora/conferences		1	1	5	5	5	5.00	
	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	2	0					

PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)									
	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	N/A							
	A 35.Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	1	1	5	5	5	5.00	
				AVERAGE				5.00	

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	1	0					
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	N/A						
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	N/A						
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	N/A						
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	N/A						
Research Mentoring	Research Mentor		NONE						
Peer reviewers/Panelists	Peer reviewers/Panelists		NONE						

	Resource Persons	*Resource Persons*		NONE					
	Convenor/Organizer	*Convenor/Organizer*		NONE					
	Consultancy	*Consultant*		NONE					
	Evaluator	*Evaluator*		NONE					
	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	1	0				
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *		1	0				
		A 43.Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	1	0				

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 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-conformity	ero non-conformity	5	5	5.00	
		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	100% compliant				
		On program accreditations		N/A					
		On institutional accreditations		N/A					

UMFO 6. General Admin. & Support Services (GASS)

	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients		Zero % non-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 performfing 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						
						AVERAGE			**5.00**	
	Total Over-all Rating									
	Average Rating									
	Adjectival Rating									

Average Rating (Total Over-all rating divided by number of entries)	4.86
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.86
ADJECTIVAL RATING	OUTSTANDING

Comments & Recommendations for Development

Purpose: Prof. Imbong serves the department with enthusiasm and dedication. His expertise in the field Research contributes to the advancement of DLABS. A Doctorate degree is a welcome development.

Evaluated & Rated by:

JETT C. QUEBEC
Department Head
Date: July 30, 2021

Recommending Approval

MA. THERESA P. LORETO
Dean, College of Arts and Sciences
Date: Aug. 10, 2021

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 8/13/21

Exhibit 1

PERFORMANCE MONITORING FORM

Name of Employee: **Jerry D. Imbong**

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	Teaches two (2) courses subject (Ethics, Intro. to Philo and Ethics)	Quizzes, seatworks, group activities per course. Attendance sheets of the assigned classes, grade sheet per courses taught	November 2020	July 2021	July 2021`	Impressive	Outstanding	Provide more student-centered activities to enhance collaborative learning
2	Assist students' concerns through students consultation	Clarified student concerns. Improved student performance	November 2020	July 2021	July 2021	Impressive	Outstanding	Utilize online platforms to enhance student communication
3	Revised Learning Materials (LMs) for Ethics and Intro. to Philo and Ethics	Revised LMs	November 2020	June 2021	July 2021	Impressive	Outstanding	Follow prescribed LMs
4	Submission of midterm and prepare final grades	Grades submitted to registrar	November 2020	July 2021	July 2021	Impressive	Outstanding	
6	Participate in all activities conducted by the department, college and the university	Attendance, participation in departmental and institutional activities	November 2020	July 2021	July 2021	Impressive	Outstanding	Participates actively in all activities
7	Perform other functions assigned by the Department head and university administrators	Fulfilled the tasks assigned in various committees.	November 2020	July 2021	July 2021	Impressive	Outstanding	Accomplished various tasks

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

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

Prepared by;

JETT C. QUEBEC
Department Head

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JERRY D. IMBONG
Performance Rating: N/A

Aim: To send research at least one (1) articles to ISI, SCOPUS-indexed journals and other reputable, peer-reviewed journals for possible publication.
To enroll in dissertation writing at DLSU (Third term, October 2021)

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

Date: July 2021   Target Date: December 2021

First Step:
Sent two research articles to Scopus-indexed journals and one research article to an international peer-reviewed journal.
Edited, revised and re-submitted one research article to an international journal.
Discussed with faculty members from DLABS the possibility of conducting collaborative research.
Enroll in dissertation topic proposal, Term 3 at DLSU

Result:

Date: July 2021   Target Date: December 2021

Next Step: Submit topic proposal at DLSU
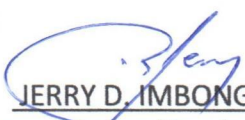
Outcome: NA

_____

Final Step/Recommendation: NA

_____

Prepared by:

JETT C. QUEBEC
Department Head

Conforme:

JERRY D. IMBONG
Name of Ratee/Faculty/Staff