

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **DAVID WINSTON W. TABADA**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
16. Instruction (90%)			
g. Head/Dean (50%)		5.0 x 50% = 2.50	
h. Students (50%)		4.67 x 50% = 2.335	
Total for Instruction	90%	4.835	4.352
17. Research (5%)			
g. Client/Dir. for Research (50%)		5.0 x 50% = 2.5	
h. Dept. Head/Center Director (50%)		5.0 x 50% = 2.5	
Total for Research	5%	5.0	0.25
18. Extension (25%)			
g. Client/Dir. for Extension (50%)		5.0 x 50% = 2.5	
h. Dept Head/Center Director (50%)		5.0 x 50% = 2.5	
Total for Extension	25%	5.0	0.125
19. Administration (25%)	2.5%	5.0	0.125
20. Production			
TOTAL	100%		4.835 4.852

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

⁵²
4.835

⁵²
4.835

Outstanding

Prepared by:

DAVID WINSTON W. TABADA
Name of Faculty

Reviewed by:

ELIZABETH S. QUEVEDO
Department Head

Recommending Approval:

MA. THERESA P. LORETO
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, DAVID WINSTON W. TABADA, a faculty member of the DEPARTMENT OF PURE AND APPLIED CHEMISTRY commit to the deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period JULY - DECEMBER 2023.


DAVID WINSTON W. TABADA

Instructor I

Date: 12/29/24

Approved:


ELIZABETH S. QUEVEDO

Head, DoPAC

Date: 1/5/24


MA. THERESA P. LORETO

Dean, CAS

Date: JAN 16 2024

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										
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	taught Chemistry subjects assigned		20.4	5	5	5	5.00	Chem 115.2 Chem 158, Chem 158.1 Chem 120 Chem 2, Chem 2.1
		A10. Number of grade sheets submitted within prescribed period	prepared and submitted grade sheets for subjects assigned	8	8	5	5	5	5.00	Chem 115.2 Chem 158, Chem 158.1 Chem 120 Chem 2, Chem 2.1 Envi 200.2, Chem 200a2
		A 11. Number of INC forms with grade submitted within prescribed period	Signed off on INC forms from 1st Sem AY22-23 and 2nd Sem AY22-23	10	8	5	5	5	5.00	1 from Chem 137.2 7 from ScTS 11c
		A12. Number of trainings attended related to instruction	attended trainings related to instruction							

	A13. Number of long examinations administered and checked	gave long examinations and checked test papers		17	5	5	5	5.00	Chem 115.2 - 2 Chem 158 - 5 Chem 158.1 - 1 Chem 120 - 4 Chem 2 - 3 Chem 2.1 - 2
	A14. Number of quizzes administered and checked	gave quizzes and checked answers of students		22	5	5	5	5.00	Chem 115.2 - 7 Chem 158 - 3 Chem 158.1 - 3 Chem 120 - 3 Chem 2 - 4 Chem 2.1 - 2
	A15. Number of lab reports and term papers checked and graded	gave lab reports, scientific reports, and checked all given reports.		33	5	5	5	5.00	Chem 115.2 - 8 Chem 158 - 2 Chem 158.1 - 5 Chem 120 - 2 Chem 2 - 2 Chem 2.1 - 14
PI 8: Number of students advised: *	A16. Number of students advised:			43	5	5	5	5.00	BS Chemistry 2nd Year Students (AY23-24)
	A17. Number of students advised on thesis/ field practice/special problem:								
	As thesis adviser	served as thesis adviser to BS Chemistry and BSES students and checked thesis outline/manuscript		10	5	5	5	5.00	Arcilla CAB, Batistil E, Matuguina LP, Saucelo G, Wenceslao L, Daguplo I, Maquilan N, Petilla J, Ayso C, Villacampa, Magdaraog
	As SRC Chairman	advised and checked thesis outline/manuscript of BS Chemistry students		1	5	5	5	5.00	Magunot
	As SRC Member	advised and checked thesis outline/manuscript of BS Chemistry and BSES students		4	5	5	5	5.00	Napiere, Arradaza, Utrera, Compendio
	A18. Number of students entertained for consultation purposes	accommodated students seeking on-line consultation related to subjects enrolled, thesis, and grades		201	5	5	5	5.00	BS Chemistry major and nonmajor students

	PI 9: Number of student organizations advised/assisted *	A19 . Number of Student organizations advised	Coached the VSU Men's football team every Tuesday to Thursday (6pm to 9pm) and meet with ChemSoc Officers		2	5	5	5	5.00	VSU Men's Football Team and VSU ChemSoc
		A20 . Number of Student organizations assisted on student related activities	Tutor for Organic chemistry and Electrochem during the Pre-Finals Tutorial Season.		1	5	5	5	5.00	VSU DOST-SS
	PI 10: Number of instructional materials developed *	A 21 : Number of on-line course ware developed and submitted :								
		On-line ready courseware	developed and submitted on-line ready course ware such as Learning Module							
		Supplemental learning resources	developed and submitted supplemental learning resources such as lecture powerpoints		24	5	5	5	5.00	Chem 115.2 - 5 Chem 158 - 4 Chem 158.1 - 1 Chem 120 - 6 Chem 2 - 6 Chem 2.1 - 2
		Assessment tools	developed and submitted assessment tools such as long examination, quizzes, problem sets		5	5	5	5	5.00	Chem 158 Chem 2 Chem 120
		A 23 : Number of on-line course ware reviewed by TRP & edited by MMDC editor								
		A 24 : Number of virtual classroom created and operational	updated operational virtual classrooms (Moodle or Google Classroom)		6	5	5	5	5.00	Chem 115.2 Chem 158, Chem 158.1 Chem 120 Chem 2, Chem 2.1 Envi 200.2, Chem 200a2
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:								
		Program accreditation/evaluation	Attended College level Curriculum Reviews		2	5	5	5	5.00	Emcee for the CAS Curriculum Review Attended CoEd Curriculum review
		Agency/firm/Industry linkages								

		A 26. Other outputs implementing the new normal due to covid 19	Implemented the use of the Free-trial version of JoVE for online videos supporting Laboratory and lecture principles		3	5	5	5	5.00	Posted on the Virtual classrooms for Chem 115.2 and Chem 2.
		A.27. Awards received								
UMFO 3 . RESEARCH SERVICES										
	PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and approved	submitted research proposal for possible funding		2	5	5	5	5.00	DBM Funding, presented to ECo-SAP project
UMFO 4. EXTENSION SERVICES										
	PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:								
	Research Mentoring	Research Mentor	Thesis adviser for HS students of VSU-HIS		2	5	5	5	5.00	Handling 2 groups. Checked and approved their proposals.
	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons								
	Convenor/Organizer	Convenor/Organizer								
	Consultancy	Consultant	provided consultancy on LI-COR instruments used for research at ITEEM		5	5	5	5	5.00	LI-COR Units: LI-6800F LI-600PF LI-190R and LI-250A LI-3000C LAI-2200C
	Evaluator	Evaluator								
UMFO 5. SUPPORT TO OPERATIONS										
	OVPI MFO 4. Program and Institutional Accreditation Services									
	PI 8. Compliance to all requirements thru the established/adequate implementation,	A 44. Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*								

		A 45. Compliance to all requirements of the program and institutional accreditations:								
		On program accreditations								
		On institutional accreditations	Conducted an online meeting with a PCO to establish the requirements for PCO.		1	5	5	5	5.00	Meeting with a Certified PCO
UMFO 6. General Admin. & Support Services (GASS)										
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services								
	PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *								
		A 48. Other outputs implementing the new normal due to covid 19								
	Total Over-all Rating								110.00	

Average Rating (Total Over-all rating divided by	5.0
Additional Points:	
Punctuality	
Approved Additional points (with copy of	
FINAL RATING	5.0
ADJECTIVAL RATING	Outstanding

Comments & Recommendations for Development Purpose:

To pursue MS in Chemistry as soon as possible

Evaluated & Rated by:

ELIZABETH S. QUEVEDO

Department Head

Date: 1/5/24

Recommending Approval

MA. THERESA P. LORETO

Dean, College of Arts & Sciences

Date: Jan. 16, 2024

Approved by:

BEATRIZ S. BELONIAS

Vice President for Instruction

Date: 1/12/24

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Employee: DAVID WINSTON W. TABADA


Head of Office: ELIZABETH S. QUEVEDO

Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Advised to pursue graduate study (MS Chemistry) as soon as possible				September, 2023
Coaching	Encouraged the faculty to: a) submit research paper for possible publication in a peer-reviewed journal; b) aim for Outstanding TPES results through constant follow up of students progress c) submit research and extension proposal for possible funding (local/external/international) d) attend relevant training & scientific for a				

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

Conducted by:


ELIZABETH S. QUEVEDO
Immediate Supervisor

Noted:


MA. THERESA P. LORETO
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: DAVID WINSTON W. TABADA

Performance Rating: Outstanding

Aim: Aspire to maintain an outstanding student rating in all subjects taught

Proposed Interventions to Improve Performance:

Date: January, 2024

Target Date: June, 2024

First Step:

Prepare and update learning materials for all chemistry subjects to be taught in the 2nd Semester AY 2023-2024; hold face-to-face classes regularly and on time; follow up student performance constantly and pursue MS in Chemistry the soonest time possible

Results:

Meets the QS for tertiary instruction

Date: _____


Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

Prepared by:


ELIZABETH S. QUEVEDO
Unit Head

Conforme:


DAVID WINSTON W. TABADA
Name of Ratee Faculty/Staff