SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Rating Period: JANUARY-JUNE 2023

Name of Faculty Member: **MICHAEL CARLO C. VILLAS**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		5.00 x 50% = 2.500	
b. Students (50%)		4.12 x 50% = 2.060	
TOTAL for Instruction	75%	4.56	3.420
2. Research	10%		
a. Client/Director for Research			
b. Dept. Head/Center Director		5.00 X 10% = 0.500	
TOTAL for Research			0.500
3. Extension	10%		
a. Client/Director for Extension			
b. Dept. Head/Center Director		5.00 X 10% = 0.500	0.500
TOTAL for Extension			
4. Production			
5. Administration/Other Services	5%	5.00 x 5% = 0.250	0.250
TOTAL	100%		**4.670**

EQUIVALENT NUMERICAL RATING: 4.670
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: **4.670**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

MICHAEL CARLO C. VILLAS
Name of Faculty

Reviewed by:

MARIA VANESSA E. GABUNADA
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, MICHAEL CARLO C. VILLAS, a faculty member of the _DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES_ 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 2023.

Approved:

MICHAEL CARLO C. VILLAS
Asst. Prof. IV
Date: 07/13/2023

MA. VANESSA E. GABUNADA
Department Head
Date: 07/13/2023

MA. THERESA T. LORETO
College Dean
Date: 07/13/2023 JUL 2 5 2023

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	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	18	21 units	5	5	5	5.00	
	PI 8: Number of graduate students advised *	**A2.** Number of students advised	Acts as academic adviser to graduate students	1	0					
		A3. Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	0					

		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	1 0						
		A4 . Number of students entertained for consultation purposes	*Entertains students seeking consultation with faculty*	1 5	5	5	5	5.00	LTNG 211, LTNG 225
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*	1 3	5	5	5	5.00	LTNG 211, LTNG 225
		On-line ready courseware	*Prepares Instructional module/laboratory guide/workbook or a combination thereof*	1 1	5	5	5	5.00	LTNG 211, LTNG 225
		Supplemental learning resources	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on*	1 6	5	5	5	5.00	LTNG 211, LTNG 225
		Assessment tools	Prepares assessment tools such as long exam, quizzes,	1 4	5	5	5	5.00	LTNG 211, LTNG 225
		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*	none none					
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	face classes have begun)					LTNG 211, LTNG 225
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 N/A					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	5	5	5	5.00	ELST 110, LTNG 211, LTNG 225, ELSt 200.2
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	1 7	5	5	5	5.00	ELST 110, LTNG 211, LTNG 225, ELSt 200.2

		A 11. Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and	1	16	5	5	5	5.00	ELST 110, FLng 11
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	0					
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	5	3	5	5	5	5.00	ELST 110, LTNG 211, LTNG 225, ELSt 200.2
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	5	5	5	5	5	5.00	ELST 110, LTNG 211, LTNG 225, ELSt 200.2
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	NONE	NONE					
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	N/A	N/A					
		A17. 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					
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5	65	5	5	5	5.00	ELST 110, LTNG 211, LTNG 225, ELSt 200.2
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO	NONE	NONE					
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	NONE	NONE					
	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	5	ace classes have begun)					

				2	0 (Face to face classes have begun)					
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	0 (Face to face classes have begun)					
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	20	5	5	5	5.00	ELST 110, LTNG 211, LTNG 225, ELSt 200.2
		Assessment tools	Prepares assessment tools	2	4	5	5	5	5.00	ELST 110, LTNG 211, LTNG 225, ELSt 200.2
		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	2	0 (Face to face classes have begun)					ELST 110, LTNG 211, LTNG 225, ELSt 200.2
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	0 (Face to face classes have begun)					ELST 110, LTNG 211, LTNG 225, ELSt 200.2
	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	N/A					No accreditation activities in the department in the first six months of this year
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	N/A	N/A					
		A 26. Other outputs implementing the	Designs experiential learning	1	0 (Face to face have already begun)					
					TOTAL				5.00	
UMFO 3 . RESEARCH SERVICES										

	PI	A	Description							Remarks
	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					One SCOPUS journal article or chapter in a book
	PI 2. Number of research outputs completed within the year *	**A 28.** Number of research outputs completed within the year *	Conducts and completes research oroject within the year	1	0					One SCOPUS journal article or chapter in a book
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal	**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	1	0					One SCOPUS journal article or chapter in a book
		In refereed int'l journals								One SCOPUS journal article or chapter in a book
		In refereed nat'l/regional journals								
	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	1	0					
		In int'l fora/conferences								
		In nat'l/regional fora/conferences								
	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	1	1	5	5	5	5.00	Variants of Waray and Cebuano in Leyte Island Research Project (approved with institutional funding)
	PI 6. Additional outputs*	**A 32.** No. of research-related awards (research conducted by faculty or student w/ faculty)		NONE	NONE					
		A 33. Number of journal	Acts as peer reviewer of	NONE	NONE					
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	NONE	NONE					
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	1	0					
					TOTAL				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	**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	1	5	5	5	5.00	MOA with Arete of Ateneo de Manila University forged (Extension Project: Sugat: Stories and
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	1	0					
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	1	2	5	5	5	5.00	Sugat (Arete) and Saving Minamanwa (VSU-funded)
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	1	30	5	5	5	5.00	
PI 5. *Number of*	**A 40** . *Number of technical/expert*	Provides the technical and	N/A	N/A					
Research Mentoring	*Research Mentor*		NONE	NONE					
Peer reviewers/Panelists	*Peer reviewers/Panelists*		NONE	3	5	5	5	5.00	Science and Humanities Journal; Examiner, MS DevCom thesis; Examiner, MSLT Thesis)
Resource Persons	*Resource Persons*			NONE					
Convenor/Organizer	*Convenor/Organizer*		NONE	NONE					
Consultancy	*Consultant*		NONE	NONE					
Evaluator	*Evaluator*		NONE	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	5	5	5	5.00	Sugat: Stories and Science for Sustainability (Arete-funded)

PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *			NONE	NONE					
	A 43.Other outputs implementing the	activities and other outputs to								
					TOTAL				5.00	

UMFO 5. SUPPORT TO OPERATIONS

OVPI MFO 4. Program and Institutional Accreditation Services										
PI 8.Compliance to all	A 44. Compliance to all requirements of	Ensures that all the QMS core		zero non-						
	A 45. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the		100% compliant						
	On program accreditations			N/A	N/A					
	On institutional accreditations			N/A	N/A					
PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients								
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	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	NONE					
	A.48 Number of meetings attended	Attends meetings		1	5	5	5	5	5.00	Department meetings, Alumni Communicator meeting
					TOTAL				5.00	
Total Over-all Rating										
Average Rating										
Adjectival Rating										

Average Rating (Total	
Additional Points:	
Approved	
FINAL RATING	
ADJECTIVAL RATING	

Comments & Recommendations for Development Purpose: Prof. Villas is an asset to the department. He is recommended to finish his Ph.D.

Evaluated & Rated by:

MA. VANESSA E. GABUNADA

Department Head

Date: 07/13/2023

Recommending Approval

MA. THERESA P. LORETO

Dean, College of Arts and Sciences

Date: **JUL 2 5 2023**

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date:

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **Michael Carlo C.Villas**

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 four (4) courses (LTNG 225, ELSt 110, ELSt 200.2, LTNG 211)	Attendance sheets of assigned classes, midterm and final gradesheets per course, and outstanding result in students' performance evaluation	January 2023	June 2023	July 2023	Impressive	Outstanding	
2	Assist students' concerns through student consultations	Improved students' performance	January 2023	June 2023	July 2023	Impressive	Outstanding	
3	Class preparation	Prepare visual aids, quizzes, and activities	January 2023	June 2023	July 2023	Impressive	Outstanding	
4	Submission of midterm grades and final grades	Submit grades to the university registrar	January 2023	June 2023	July 2023	Impressive	Outstanding	
5	Participate in all activities conducted by the department, college and the university	Attendance sheets and certificates, if necessary	January 2023	June 2023	July 2023	Impressive	Outstanding	
6	Perform other functions assigned by the department head	Certificate of the trainings and workshops	January 2023	June 2023	July 2023	Impressive	Outstanding	

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

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

Prepared by:

MA. VANESSA E. GABUNADA
Department Head

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Michael Carlo C. Villas

Performance Rating:

Aim: To have his final defense for the degree, Ph.D. in Comparative Literature, participate in research and extension projects, and develop context-specific, culturally sensitive teaching materials.

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

Date: July 2023   Target Date: Six months from today

First Step:

   a) Encourage him to continue working on his dissertation so as to finish within the year
   b) Require him to participate in research and extension projects

Result:

   He is currently working on his doctoral dissertation and is expected to finish his degree by December 2023.

Date: December 2023   Target Date: Six months from today

Next Step:

   He will be advised to finish his doctoral dissertation by December 2023. He will develop effective teaching strategies based on student and peer evaluation.

Outcome: Ph.D. in Comparative Literature

Final Step/Recommendation: Present papers in national and international conferences; Publish in peer-reviewed, Scopus-indexed, and CHED-accredited journals.

Prepared by:

MA. VANESSA E. GABUNADA
Department Head

Conforme:

MICHAEL CARLO C. VILLAS
Faculty