SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **SALVADOR M. CATRE JR.**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.4✓ 2.21 4.86x50%= 2.43 ·	
b. Students (50%)		4.60x50% = 2.30	
Total for Instruction	100%	4.73 4.518	4.73 4.51 8
2. Research			
a. Client/Dir. for Research (50%)	0		0
b. Dept. Head/Center Director (50%)			
Total for Research			
3. Extension	0		0
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension			0
4. Administration	0%		0
5. Production	0		0
TOTAL	100		4.73 4.51 8

EQUIVALENT NUMERICAL RATING:
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.73 4.51 8

ADJECTIVAL RATING: 8 . VERY SATISFACTORY ~~Outstanding~~

Prepared by:

Reviewed by:

Salvador Catre Jr   *Abela*

SALVADOR M. CATRE JR.   **ROSARIO P. ABELA**
Name of Faculty   Department Head

Recommending Approval:

BAYRON S. BARREDO
Dean/Director

Approved:

ROTACIO S. GRAVOSO
Vice President of Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **SALVADOR M. CATRE, JR**., a faculty member of the <u>VSU INTEGRATED HIGH SCHOOL</u> 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 2024**.

	Approved:	
SALVADOR M. CATRE, JR.	**ROSARIO P. ABELA**	**BAYRON S. BARREDO**
Instructor 7/24/24	Department Head	College Dean
	Date: 8/27/24	Date: 8-28-24

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	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							
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students							
		A3. Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							

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*							
	On-line ready courseware	*Prepares Instructional module/laboratory guide/workbook or a combination thereof*							
	Supplemental learning resources	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*							
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
	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*							
	A 7 : Number of virtual classroom created and operational	*Creates virtual classroom using either Moddle or Google Classroom*							
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*							
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	44.32	5	5	5	5.00	18.86 (English II), 11.58 (FLng 11), 13.88 (FLng 13)
	A10 . *Number of grade sheets submitted within prescribed period*	Prepares gradesheet and submits on or before deadline	3	6	5	5	4	4.66	2 (English II), 2 (FLng 11) 2(FLng 13)
	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	20	5	5	4	4.66	19 (English II), 1 (FLng 13)

	A12. *Number of trainings attended related to instruction*	Attend mandated trainings	*0*	*0*				*0*		
	A13. *Number of long examinations administered and checked*	Administers and checks long examination for subjects taught	*3*	6	5	5	5	5.00	2 (English II), 2 (FLng 11) 2(FLng 13)
	A14. *Number of quizzes administered and checked*	Prepares and checks quizzes for lec and lab	*6*	25	5	5	5	5.00	10 (English II), 7 (FLng 11) 8 (FLng 13)
	A15. *Number of lab reports and term papers checked and graded*	Checks lab reports and term papers submitted as required	*0*	*0*					
PI 8: Number of students advised: *	A16. Number of students advised:	*Acts as academic adviserto students*	*0*	*0*					
	A17. *Number of students advised on thesis/ field practice/special problem:*								
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript							
	A18. *Number of students entertained for consultation purposes*	Entertains students consulting on subject taught, thesis and grades	24	40	5	5	5	5.00	20 (English II), 10 (FLng 11) 10 (FLng 13)
PI 9: Number of student organizations advised/ assisted *	A19. *Number of Student organizations advised*	*Advises student organizations recognized by USOO*	*0*	*0*					
	A20. *Number of Student organizations assisted on student related activities*	*Assists student organizations in implementing student*	*0*	*0*					
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	*0*	*0*					

		On-line ready courseware	*Prepares Instructional module/laboratory guide/workbook or a combination thereof*	1	2	5	5	5	5.00	1 (FLng 11) 1 (FLng 13)
		Supplemental learning resources	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	6	28	4	4	5	4.33	8 (Engl II) 10 (FLng 11) 10 (FLng 13)
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	31	5	5	5	5.00	12 (English II), 9 (FLng 11) 10 (FLng 13)
		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	0	0					
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	1	5	5	5	5.00	1 (English II)
	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	0	0					
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	0	0					
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	0	0					
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	0	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 oroject within the year	0	0						
	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	0	0						
		In refereed int'l journals		0	0						
		In refereed nat'l/regional journals		0	0						
	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	0	0						
		In int'l fora/conferences		0	0						
		In nat'l/regional fora/conferences		0	0						
	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	0	0						
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by		0	0						
		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	0	0						
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	0	0						
		A 35.Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	0	0						
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	0	**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	0	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	0	0						
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	0	0						
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	0	0						
Research Mentoring	*Research Mentor*		0	0						
Peer reviewers/Panelists	*Peer reviewers/Panelists*		0	0						
Resource Persons	*Resource Persons*		0	0						
Convenor/Organizer	*Convenor/Organizer*		0	0						

Consultancy	*Consultant*		0	0						
Evaluator	*Evaluator*		0	0						
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	0	0						
PI 11. Additional outputs *	**A 42**. No. of extension-related awards (extn. conducted by faculty or student & faculty) *		0	0						
	A 43.Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	0	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								
	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								
	On program accreditations									
	On institutional accreditations									

UMFO 6. General Admin. & Support Services

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							
	A 48.Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal						18:47	8
Total Over-all Rating								48.65	

Average Rating (Total Over-all rating divided by 4	12.16
Additional Points:	
Approved Additional points	
Final Rating	~~4.75~~ 4.42 8.
Adjectival Rating	Outstanding

Evaluated & Rated by:

Abela

ROSARIO P. ABELA
Department Head
Date: 8-27-24

Recommending Approval

BAYRON S. BARREDO
Dean, College of Education
Date: 8-28-24

Comments & Recommendations for Development Purposes:

He must focus and prioritize his Ph.D studies (dissertation).

Approved by:

ROTACIO S. GRAVOSO
Vice President for Academic Affairs
Date: 9/11/24

TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATINGS

1ST Semester AY 2023 - 2024

Name of Faculty : CATRE, SALVADOR M. JR.
Department: VSU -Integrated High School
College: TEACHER EDUCATION

Course No. & Descriptive Title		Lec./ Lab.	RATING		% Evaluation Rating
			Numerical	Adjectival	
English II	Eng. Gram. Comp.& Afro Asian Lit.	Lec	5.00	Outstanding	100.0 %
English II	Eng. Gram. Comp.& Afro Asian Lit.	Lec	5.00	Outstanding	100.0 %
FLng 14	Foreign Language 4	Lec	4.00	Very Satisfactory	80.0 %
FLng 12	Foreign Language 2	Lec	5.00	Outstanding	100.0 %
FLng 12	Foreign Language 2	Lec	4.00	Very Satisfactory	80.0 %
Average Rating			**4.60**	**Outstanding**	**92.00 %**

Source: Results of Teaching Performance Evaluation by Students filed at ODIE
Legend:
1.00 – 1.49 Poor (P)
1.50 – 2.49 Fair (F)
2.50 – 3.49 Satisfactory(S)
3.50 – 4.49 Very Satisfactory(VS)
4.50 – 5.00 Outstanding(O)

Prepared by:

VANESSA W. NAZAL
TPES In-Charge
Date: May 08, 2024

Attested by:

MA. RACHEL KIM L. AURE
Director, Instruction and Evaluation
Date: May 08, 2024

Received by:

SALVADOR M. CATRE JR.
Name and Signature of Faculty
Date: May 20, 2024
Distribution of copies: IEO, College, Department, Faculty (all in original signature)

INSTRUCTION AND EVALUATION
3/F Administration Building, Visayas State University
Baybay City, Leyte
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FM-ODI-04
V02 12-08-2023
No.1st23-24sIHS-04

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: <u>VSU INTEGRATED HIGH SCHOOL</u>

Head of Office: <u>DR. ROSARIO P. ABELA</u>

Number of Personnel: 17

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Review and Finalization of the IHS Individual Targets (January – December 2024) and Accomplishments (January – June 2024)		Faculty Meeting January 8, 2024 Consolidation of IPCR Accomplishments May 14, 2023			Each faculty finalize their IPCR Targets (January – December 2024) and Accomplishments (January – June 2024)
Coaching Review the need support to facilitate the attainment of the IHS Targets		Faculty Meeting February 26, 2024 March 17, 2024 Consolidation of IPCR Accomplishments August 2, 2024			Submitted list if support needed to attain targets.

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

Conducted by:

ROSARIO P. ABELA
Department Head

Noted by:

BAYRON S. BARREDO
Dean, College of Education

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: <u>Salvador C. Catre Jr.</u>
Performance Rating: Outstanding

Aim: <u>To finish the pursued Ph.D degree.</u>

Proposed Interventions to Improve Performance:

Date: <u>February 2024</u>   Target Date: <u>December 2024</u>

First Step:
      Grant request for minimum teaching load in the previous semesters.

Result:
      The faculty carried responsibilities as an instructor.

Date: <u>July 2024</u>   Target Date: <u>December   2024</u>

Next Step:
      To pass and defend the dissertation proposal and final paper.

Outcome: 1. <u>Carried out responsibilities as an instructor and be able to work his dissertation.</u>

Final Step/Recommendation:
      1. <u>Manage your time well in order to accommodate all the responsibilities.</u>
      2. <u>Finish your Ph.D. degree on as soon as possible.</u>

Prepared by:

ROSARIO P.ABELA
Unit Head

Conforme:

SALVADOR CATRE, JR.
Name of Ratee Faculty/Staff