SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS
Jan –June 2020

Name of Faculty Member: CHARLINDO S. TORRION

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. **Head**/Dean (50%)		4.58x50%= 2.29	
b. Students (100%)		5.00*x50% = 2.50	
Total for Instruction	100%	4.79	4.79
2. Research	NA		
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research			
3. Extension	NA		
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension			
4. Administration	NA		
5. Production	NA		
TOTAL			4.79

*equivalent to 100% for the TPES rating as per instructed by OVPAA since this is affected by the COVID 19 Pandemic

EQUIVALENT NUMERICAL RATING: 4.79
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.79

ADJECTIVAL RATING: **Outstanding**

Prepared by:

CHARLINDO S. TORRION
Faculty

Recommending Approval:

ROBERTO C. GUARTE
Dean, Col of Engineering & Technology

Reviewed by:

ROBERTO C. GUARTE
Dean, Col of Engineering & Technology

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **CHARLINDO S. TORRION**, a faculty member and head of the **Department of Meteorology**, College of Engineering & Technology , commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period <u>January - June 2020.</u>

Approved:

CHARLINDO S. TORRION
Faculty & Department Head
Date: Sept. 30, 2020

ROBERTO C. GUARTE
Dean, CET
Date: _____

MFO & PAPs	Success/Performance Indicator (PI)	Tasks Assigned	Actual Accomplishments		Rating				Remarks
			Target	Actual Accomplishment	Q^1	E^2	T^3	A^4	
MFO 1	**ADVANCED EDUCATION SERVICES (20%)**								
	OVPI MFO 1. Graduate Degree Program Management Services			NA					Not yet applicable
1	**PI 1.** Percentage of graduate school faculty engaged in research work applied in any of the following:	Dept. Head & Faculty		NA					Not yet applicable
	a. pursuing advanced research degree program (Ph.D) *			NA					Not yet applicable
	b. actively pursuing in the last three (3) years (investigative research, basic and applied scientific research, policy research social science research)			NA					Not yet applicable
	c. producing technologies for commercialization or livelihood improvement			NA					Not yet applicable
	d. whose research resulted in an extension program			NA					Not yet applicable
	OVPI MFO 2. Graduate Student Management Services								Not yet applicable
	PI 1: Percentage of graduate students enrolled in research degree programs *	Dept. Head & Faculty		NA					Not yet applicable
	PI 2: Percentage of accredited graduate programs *	Dept. Head & Faculty		NA					Not yet applicable
	PI 3: Number of graduate degree specializations offered and monitored *	Dept. Head & Faculty		NA					Not yet applicable
	PI 4: Total FTE coordinated, implemented & monitored*	Dept. Head & Faculty		NA					Not yet applicable
	PI 5: Percentage increase in number of graduate students enrolled *	Dept. Head & Faculty		NA					Not yet applicable
	PI 6: Percentage increase in number of students who graduated within prescribed period *	Dept. Head & Faculty		NA					Not yet applicable
	PI 7: Number of graduate students awarded with honors/distinction *	Dept. Head & Faculty		NA					Not yet applicable

MFO & PAPs	Success/Performance Indicator (PI)	Tasks Assigned	Actual Accomplishments		Rating				Remarks
			Target	Actual Accomplishment	Q^1	E^2	T^3	A^4	
	PI 8: Number of graduate students advised *	Dept. Head & Faculty		NA					Not yet applicable
	PI 9: Number of instructional materials developed *	Dept. Head & Faculty		NA					Not yet applicable
	On-line ready courseware		1.00	1	4	4	4	4.00	Mete 11 & ESci 114
	Flexible instructional materials		1.00	2	4	4	4	4.00	
	Assessment tools		1.00	2	4	4	4	4.00	
	PI 10: Number of virtual classrooms created and operationalized		1.00	Not continued bec the university decided for the flexible learning mode					
MFO 2	HIGHER EDUCATION SERVICES (50%)								
	PI 1. Percentage of first time licensure exam takers that pass the licensure exams *	Dept. Head & Faculty		NA					Not Applicable
	PI 2. Percentage of graduates (2 years prior) that are employed *	Dept. Head & Faculty		NA					Not Applicable
	PI 3. Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs *	Dept. Head & Faculty		NA					Not Applicable
	PI 4. Percentage of undergraduate programs with accreditations *	Dept. Head & Faculty		NA					Not Applicable
	PI 5: Total FTE, coordinated, implemented and monitored *	Dept. Head & Faculty	8.00	21.90	5	5	5	5.00	ESci 112, ESci 116n, ESci 113
	PI 8: Number of students advised: *	Dept. Head & Faculty							
	On thesis/ field practice/special problem		5.00	5	5.0	4.0	5.0	4.67	Cervantes; Maitem; Gonzales; Enosario & Pasana.
	No. of approved manuscript submitted within prescribed period		5.00	5	5.0	5.0	5.0	5.00	
	On consultation		20.00	20	5.0	5.0	5.0	5.00	BS Met Sudents & Others
	PI 9: Number of student organizations advised/ assisted *	Dept. Head & Faculty							
	Student organizations advised		2.00	2	5.0	5.0	5.0	5.00	MetSoc ; Tarsier
	Student organizations assisted on student related activities		2.00	2	5.0	5.0	5.0	5.00	MetSoc ; Tarsier
	PI 10: Number of instructional materials developed *	Dept. Head & Faculty							Title and name of faculty
	On-line ready courseware	Dept. Head & Faculty	1.00	2	4.0	4.0	4.0	4.00	

MFO & PAPs	Success/Performance Indicator (PI)	Tasks Assigned	Actual Accomplishments		Rating				Remarks
			Target	Actual Accomplishment	Q^1	E^2	T^3	A^4	
	Flexible instructional materials	Dept. Head & Faculty	1.00	2	4.0	4.0	4.0	4.00	Instructional Materials on Mete 11 & Esci 114
	Assessment tools	Dept. Head & Faculty	1.00	2	4.0	4.0	4.0	4.00	
	PI 10: Number of virtual classrooms created and operationalized	Dept. Head & Faculty	1.00	1	4.0	4.0	4.0	4.00	
	PI 11: Additional Outputs	Dept. Head & Faculty							
MFO 3	RESEARCH SERVICES (10%)								
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Dept. Head & Faculty							needs project titles
	PI 2. Number of research outputs completed within the year *	Dept. Head & Faculty							needs project titles
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	Dept. Head & Faculty	1.00	Time for drafting was affected with the time spent in developing instructional materials for flexible learning due to COVID 19 Pandemic					LAND COVER CHANGE DETECTION IN ORMOC CITY, PHILIPPINES USING SATELLITE REMOTE SENSING AND GIS TECHNOLOGIES WIT Transactions on Ecology and the Environment
	In refereed int'l journals								
	In refereed nat'l/regional journals								
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences *	Dept. Head & Faculty							
	In int'l fora/conferences								
	In nat'l/regional fora/conferences								

MFO & PAPs	Success/Performance Indicator (PI)	Tasks Assigned	Target	Actual Accomplishment	Q^1	E^2	T^3	A^4	Remarks
	PI 5. Percent of research proposals approved *	Dept. Head & Faculty	1.00	Time for drafting was affected with the time spent in developing instructional materials for flexible learning due to COVID 19 Pandemic					
	PI 6. Additional outputs*	Dept. Head & Faculty							
	No. of research-related awards (research conducted by faculty or student w/ faculty)								
MFO 4	**EXTENSION SERVICES (10%)**								
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension	Dept. Head & Faculty	1.00	1	5	5.0	5.0	5.00	Weather Philippines
	PI 2. Number of trainees weighted by the length of training *	Dept. Head & Faculty	30.00	No training conducted due to Pandemic					30 pax with 2 days of training (8 hours per day)
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs *	Dept. Head & Faculty	1.00	No extension made due to travel ban					
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance*	Dept. Head & Faculty	30.00	No training conducted due to Pandemic					
	PI 5. Number of technical/expert services *	Dept. Head & Faculty							
	Research Mentoring								
	Peer reviewers/Panelists								
	Resource Persons								
	Convenor/Organizer		1.00	1	5.0	5.0	5.0	5.00	Not pursued due to travel ban caused by COVID 19 Pandemic
	Consultancy								
	Evaluator								

MFO & PAPs	Success/Performance Indicator (PI)	Tasks Assigned	Actual Accomplishments		Rating				Remarks
			Target	Actual Accomplishment	Q[1]	E[2]	T[3]	A[4]	
	PI 8. Percent of extension proposals approved *	Dept. Head & Faculty	1.00	Time for drafting was affected with the time spent in developing instructional materials for flexible learning due to COVID 19 Pandemic					
	PI 11. Additional outputs *	Dept. Head & Faculty							
	No. of extension-related awards (extn. conducted by faculty or student & faculty) *								
MFO 5	Support to Operations								
	OVPI MFO 1. Faculty Development Services								
	PI 1: Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted *	Dept. Head & Faculty							NA
	OVPI MFO 2. Faculty Recruitment/Hiring Services								
	PI 2: Number of faculty recruited/hired based on needed competencies and aligned with ISO standards *	Dept. Head & Faculty							NA

MFO & PAPs	Success/Performance Indicator (PI)	Tasks Assigned	Actual Accomplishments		Rating				Remarks
			Target	Actual Accomplishment	Q[1]	E[2]	T[3]	A[4]	
	Number of Best practices/new initiatives in academic units' management replicated/benchmarked by other depts/agencies *								explain here briefly why consider said department practice can be considered as a best practice
Total Over-all Rating								100.67	

MFO & PAPs	Success/Performance Indicator (PI)	Tasks Assigned	Actual Accomplishments		Rating				Remarks
			Target	Actual Accomplishment	Q^1	E^2	T^3	A^4	
	OVPI MFO 3. Faculty Evaluation Services								
	PI 3: Number of seminars/trainings/ conventions/workshops coordinated for entire university *	Dept. Head & Faculty	1.00	1	5.0	5.0	5.0	5.00	Not pursued due to travel ban caused by COVID 19 Pandemic
	PI 4: Number of seminars/trainings/ conventions/workshops coordinated outside of the university *	Dept. Head & Faculty							
	PI 5: Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated *	Dept. Head & Faculty	80%	Not evaluated					No evaluation due to supension of classes caused by COVID 19 pandemic
	PI6 : Number of in-house seminars/trainings/ workshops/reviews conducted *	Dept. Head & Faculty	1.00	1.00	5.0	4.0	5.0	4.67	
	PI 7 : Additional outputs *	Dept. Head & Faculty							
	Number of faculty/staff awards/honors received related to operations support								
	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*	Dept. Head & Faculty							Zero non-conformity (No NC)
MFO 6	**General Admin. & Support Services (GASS)**								
	PI 1. Submission of College/Department PPMP for the following year within deadline as prescribed by BAC*	Dept. Head & staff	1.00	1.00	5.0	5.0	5.0	5.00	
	PI 2. Zero percent complaint from clients served	Dept. Head & all faculty & staff	1.00	1.00	5.0	5.0	5.0	5.00	
	PI 3. Number of coaching sessions among faculty & staff**	Dept. Head	1.00	2.00	5.0	4.0	4.0	4.33	
	PI 4. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**	Dept. Head	3.00	3.00	5.0	4.0	4.0	4.33	
	PI 5. Number of monthly/special faculty & staff meetings conducted**	Dept. Head	2.00	2.00	5.0	5.0	4.0	4.67	
	PI 3: Additional Outputs	Dept. Head & all faculty & staff							

MFO & PAPs	Success/Performance Indicator (PI)	Tasks Assigned	Actual Accomplishments		Rating				Remarks
			Target	Actual Accomplishment	Q[1]	E[2]	T[3]	A[4]	

			Comments & Recommendation for Development Purpose:
Average Rating (Total Over-all rating divided by 4)	4.58		
Additional Points:			Needs to develop managerial skills.
Approved Additional points (with copy of approval)			
FINAL RATING	4.58		
ADJECTIVAL RATING	O		

Evaluated & Rated by:

ROBERTO C. GUARTE
Dean, CET
Date:_____

Recommending Approval:

ROBERTO C. GUARTE
Dean, CET
Date:_____

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date:_____

1- Quality   2- Efficiency   3- Timeliness   4- Average

*   To indicate in the remarks column the details of the targetted outputs for easy review and calibration.

**   No percentage weight for ranking purposes since these are activities only expected to be performed at the department level

PERFORMANCE MONITORING & COACHING JOURNAL

X	1st
X	2nd
	3rd
	4th

QUARTER

Name of Office: College of Engineering and Technology

Head of Office: Dr. Roberto C. Guarte
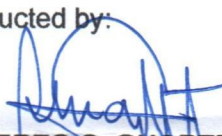
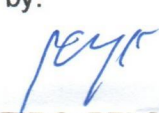**Name of Faculty/Staff: Mr. Charlindo S. Torrion**   Signature:_____Date:_____

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
I. MONITORING					
Monitoring of the submission of Outcomes-Based Syllabus by Department	Reminded heads to strictly monitor submission of OBE Syllabus by the faculty members	Included in ManCom and Collegewide Meetings	CET Memos 02, 04, 05, 11, 17 s. 2020	Notices of Meeting	Faculty members have submitted OBE Syllabus of their respective subjects
Monitoring of Faculty members performance with OBE principles	Reminded heads to monitor faculty members regularly	Included in ManCom and Collegewide Meetings	CET Memos 02, 04, 05, 11, 17 s. 2020	Notices of Meeting	All faculty members have adopted OBTL Syllabus
Monitoring of Attendance of Faculty and Staff members	Reminded heads to monitor attendance of faculty members regularly	Included in ManCom and Collegewide Meetings	CET Memos 02, 04, 05, 11, 17 s. 2020	Notices of Meeting	Monitored using logbook
Monitoring of Classroom observations by the Department Heads	Reminded heads to monitor the conduct of classroom instruction by faculty members regularly	Included in ManCom and Collegewide Meetings	CET Memos 05, 08 s. 2020	Notices of Meeting	Conducted unscheduled monitoring of classroom instruction
Monitoring of the conduct of exit survey of graduating students	Reminded heads to conduct exit survey of graduating students following the established COE OBE format	Included in ManCom and Collegewide Meetings	CET Memos 08, 16,17 s. 2020	Notices of Meeting	Most of the departments have started conducting OBE-based Exit Survey of graduating students
Monitoring of the submission of OPCR-IPCR	Reminded heads to monitor submission of OPCR and IPCR following COE template	Included in ManCom and Collegewide Meetings	CET Memos 02, 05, 16, 17 s. 2020	Notices of Meeting	Faculty and staff were constantly reminded to submit on time their OPCR-IPCR

II. COACHING

Coaching on the submission of Outcomes-Based Syllabus by Department	Reminded heads to strictly monitor submission of OBE Syllabus by the faculty members	Included in ManCom and Collegewide Meetings	CET Memos 02, 04, 05, 11, 17 s. 2020	Notices of Meeting	Faculty members have submitted OBE Syllabus of their respective subjects
Coaching of Faculty members performance with OBE principles	Reminded heads to monitor faculty members regularly	Included in ManCom and Collegewide Meetings	CET Memos 02, 04, 05, 11, 17 s. 2020	Notices of Meeting	All faculty members have adopted OBTL Syllabus
Coaching on the Attendance of Faculty and Staff members	Reminded heads to monitor attendance of faculty members regularly	Included in ManCom and Collegewide Meetings	CET Memos 02, 04, 05, 11, 17 s. 2020	Notices of Meeting	Monitored using logbook
Coaching on Classroom observations by the Department Heads	Reminded heads to monitor the conduct of classroom instruction by faculty members regularly	Included in ManCom and Collegewide Meetings	CET Memos 05, 08 s. 2020	Notices of Meeting	Conducted unscheduled monitoring of classroom instruction
Coaching on the conduct of exit survey of graduating students	Reminded heads to conduct exit survey of graduating students following the established COE OBE format	Included in ManCom and Collegewide Meetings	CET Memos 08, 16,17 s. 2020	Notices of Meeting	Most of the departments have started conducting OBE-based Exit Survey of graduating students
Monitoring of the submission of OPCR-IPCR	Reminded heads to monitor submission of OPCR and IPCR following COE template	Included in ManCom and Collegewide Meetings	CET Memos 02, 05, 16, 17 s. 2020	Notices of Meeting	Faculty and staff were constantly reminded to submit on time their OPCR-IPCR

Conducted by:

ROBERTO C. GUARTE
Immediate Supervisor

Noted by:

BEATRIZ S. BELONIAS
Next Higher Supervisor

Exhibit L

VISAYAS
STATE UNIVERSITY

College of Engineering and Technology
Visca, Baybay City, Leyte 6521-A, Philippines
Email Address: roberto.guarte@vsu.edu.ph
Website: www.vsu.edu.ph

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Charlindo S. Torrion**
Performance Rating:

Aim: Mr. Torrion as an effective and efficient implementor of the new OBEdized four (4)-year degree program in Bachelor of Science in Meteorology as provided for in the CMO no. 20 s. 2013

Proposed Interventions to Improve Performance:
Note: **Mr. Charlindo S. Torrion** will be developed into an effective implementor of the new OBEdized four (4)-year BSMet Program as he leads the Department of Meteorology

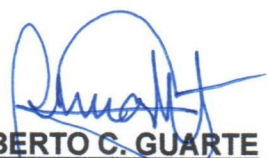**Date:** January 2020   **Target Date**: June 2020

First Step

- Reorientation on the Outcomes-Based Education principles, orientation of the provisions of the new Policies, Standards, and Guidelines (PSG) in the offering of the new BSMet as provided for in CMO 20, s. 2013, and the implementation of the new VSU BSMet Curriculum.

Results:

- Mastery on the provisions of CMO 20, s. 2013
- Mastery on the preparation of an OBTL Syllabus Course Content and Plan

Prepared by:

ROBERTO C. GUARTE
Dean, CET

Conforme:

CHARLINDO S. TORRION
Head, DMet