

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member:

GUIRALDO C. FERNANDEZ, JR.

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Faculty	100%	5.00	5.00
b. Students	0%		0.00
TOTAL for Instruction	40%		2.00
2. Research	30%	5.00	1.50
3. Extension	15%	5.00	0.75
4. Production	5%	5.00	0.25
5. Administration/Other Services	10%	5.00	0.50
TOTAL			5.000

EQUIVALENT NUMERICAL RATING: 5.000

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 5.000

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

GUIRALDO C. FERNANDEZ, JR.

Name of Faculty

Reviewed by:

CANDELARIO L. CALIBO

College Dean

Recommending Approval:

CANDELARIO L. CALIBO

Dean, CAS

Approved by:

BEATRIZ S. BELONIAS

Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, GUIRALDO C. FERNANDEZ, JR. , 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 2020.

GUIRALDO C. FERNANDEZ, JR.

Asst. Prof. IV

Date: _____

Approved:

CANDELARIO L. CALIBO

College Dean

Date: _____

CANDELARIO L. CALIBO

College Dean

Date: _____

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										
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	NA						
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	NA						
		A3 . Number of students advised on thesis/special problem/dissertation		NA						
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	NA						
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	NA						

		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	NA						
	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	NA						
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	NA						
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	NA						
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	NA						
		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	NA						
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	NA						
	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	NA						
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	8	25.5	5	5	5	5.00	ScSc 13
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	4	5	5	5	5.00	

		A11 . 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						
		A12 . Number of trainings attended related to instruction	Attend mandated trainings	1						
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4						
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	8						
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	NA						
	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic adviser to students</i>	1	2	5	5	5	5.00	Two student advisees for from January to June, 2020.
		A17 . Number of students advised on thesis/ field practice/special problem:		NA						
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript	NA						
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	NA						
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	6	8	5	5	5	5.00	students advised when they need approach the teacher/head for consultation.
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	<i>Advises student organizations recognized by USOO</i>	1	1	5	5	5	5.00	Adviser for the USSC
		A20 . Number of Student organizations assisted on student related activities	<i>Assists student organizations in implementing student related activities</i>	1	1	5	5	5	5.00	In constant consultation with the USSC President and other officers in matters concerning students during the pandemic.

	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	1	1	5	5	5	5.00	Completed the module for the course Scsc 13n for the midterm period.
		On-line ready courseware	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	1	1	5	5	5	5.00	Submitted the online ready courseware on Scsc 13n to the DLABS IMs review committee
		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	1	6	5	5	5	5.00	Incorporated the supplemental resources to the online ready courseware.
		Assessment tools	<i>Prepares assessment tools such as long exam, quizzes, problems sets, etc.</i>	1	6	5	5	5	5.00	Incorporated the supplemental resources to the online ready courseware.
		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	1	5	5	5	5.00	Reviewed by the review committee.
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	1	5	5	5	5.00	Created a virtual classroom ready for the school opening.
	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	5	5	5	5.00	Coordinated with and assisted the Languages section section head for the up coming November AACUP PSV for the ABELS program.
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	NA						

		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	5	5	5	5.00	Incorporated in the virtual classroom and the printed learning materials.
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	2	5	5	5	5.00	The book on "Contemporary World" which the proponent is the main author and the book on "Ethics" which the proponent is a co-author have been used in several universities and colleges across the country.
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research or project within the year	1	3	5	5	5	5.00	Three publications in peer reviewed journals involving the proponent have been published so far for the year 2020.
	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							
		In refereed int'l journals		1	1	5	5	5	5.00	Published in the year 2020.
		In refereed nat'l/regional journals		1	2	5	5	5	5.00	Published in the year 2020.
	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 scientific for a/conferences	1	NONE					Provided ECGa are lifted in areas where conferences are usually held.
		In int'l fora/conferences		1	NONE					Provided ECGa are lifted in areas where conferences are usually held.
		In nat'l/regional fora/conferences		1						Provided ECGa are lifted in areas where conferences are usually held.
	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	Proposal to come up with a book as an output of an on-going extension project with Baybay City Dep-Ed Division has been approved.

	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)		NA						
		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	1	2	5	5	5	5.00	Reviewed two articles for the Social Ethics Society Journal of Applied Philosophy.
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	NA						
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	1	5	5	5	5	5.00	Attended webinars in preparation for the new normal and encourage faculty members to get themselves involved in webinars and virtual meetings for the enhancement of teaching in the new normal.
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	1	5	5	5	5.00	Has an active relationship with the Baybay City Devison on the IPHP extension project.
	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	NA					Tranings cut short because of the lockdowns.
	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	1	5	5	5	5.00	Book on IPHP as an output of the extension project is already under review by the DLABS review committee.

	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	100%					Trained teachers for research at VSU Tolosa
	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	1	1	5	5	5	5.00	Trained teachers at VSU Tolosa on Research Presentations.
	Research Mentoring	Research Mentor		NA						
	Peer reviewers/Panelists	Peer reviewers/Panelists		1	2	5	5	5	5.00	Reviewr for the SES Journal on Applied Philosophy.
	Resource Persons	Resource Persons		1	1	5	5	5	5.00	Resource person on Research Writing at VSU Tolosa Campus
	Convenor/Organizer	Convenor/Organizer		NA						
	Consultancy	Consultant		NA						
	Evaluator	Evaluator		1	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	NA						
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *		NA						
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	1	1	5	5	5	5.00	Largely contributed to the design and content of the IPHP book as an extension output and its implementation.
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 the QMS 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	0	zero non-conformity					

		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								
		On institutional accreditations								
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-compliant	Zero % non-complaint	5	5	5	5.00	
	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 performing functions resulting to best practice	NA						
		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	1	4	5	5	5	5.00	Conducted department virtual meetings
	Total Over-all Rating								140.00	
	Average Rating								5.00	
	Adjectival Rating								O	

Average Rating (Total Over-all rating divided by number of entries)	5.00
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	5.00
ADJECTIVAL RATING	OUTSTANDING

Comments & Recommendations for Development Purpose:

Keep up the outstanding performance!

Evaluated & Rated by:


CANDELARIO L. CALIBO

Immediate Supervisor/College Dean

Date:

Recommending Approval


CANDELARIO L. CALIBO

Dean, College of Arts and Sciences

Date: _____

Approved by:


BEATRIZ S. BELONIAS

Vice President for Instruction

Date: 11/27/20

Exhibit I

PERFORMANCE MONITORING FORM


Name of Employee: **DR. GUIRALDO C. FERNANDEZ, JR.**

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	Supervise 26 regular faculty members, 4 substitutes, 9 part-time faculty together with 2 regular administrative staff and 1 job order	Check and sign the faculty members' daily time records, attend administrative meetings, check faculty members grade sheets and sign them before submission, facilitates in the assignment of teaching loads and facilitates the implementation of the department's research and extension activities	Jan 2020	June 2020	Within the period	Impressive	Outstanding	
2	Teach four (4) sections in The Contemporary World	Attendance sheets, midterm and final grade sheets, students' performance evaluation result	Jan 2020	Jan-May 2020	Jan-May 2020	Impressive	Outstanding	
3	Prepare materials and activities for the handled courses	Powerpoint presentations, assessment activities	Jan 2020	February 2020	Within the period	Impressive	Outstanding	
4	Submit midterm grades and final grades	Submitted grades to the university registrar	Jan 2020	May 2020	May 2020	Impressive	Outstanding	
5	Publish written essays	Published manuscript/research	Jan 2020	April 2020	April 2020	Impressive	Outstanding	
6	Participation and attendance in local / international conferences	Certificates of recognition and / or certificate of participation; travel reports	Jan 2020	June 2020	Within the period	Impressive	Outstanding	
7	Participate in all activities conducted by the department, college, and the university	Attendance sheet; certificates	Jan 2020	June 2020	June 2020	Impressive	Outstanding	
8	Perform other functions assigned by the college dean		Jan 2020	June 2020	Within the period	Impressive	Outstanding	

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

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

Prepared by:


CANDELARIO L. CALIBO
 College Dean

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: GUIRALDO C. FERNANDEZ, JR.

Performance Rating: Outstanding

Aim: To continue serving DLABS as its department head and lead the department, through its constituents, to be constantly involved in the university's mandate of instruction, research and extension.

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

Date: January 6, 2020

Target Date: One year from today

First Step:

- a) Encouraged his constituents to be effective teachers and be willing to improve themselves in the realm of teaching strategies and educational qualifications in any manner possible.
- b) Required his constituents also to be involved in research and extension projects which the Department has starts to work on.
- c) Advised his constituents to also simplify their discussions in their daily classes in order for the students with different levels of intellectual abilities to comprehend

Result:

Most of the DLABS faculty members acquired high evaluation ratings from their students and from their department head. In the field of research, a number of DLABS faculty, including himself, have already published articles in peer-reviewed international, national and local j journals as well as authored textbooks in General Education Courses. In the realm of extension, a number of DLABS faculty members have also been involved in extension projects sanctioned and approved by the office of the Vice President for Research and Extension.

Date:

Target Date:


Next Step:

Dr. Fernandez is advised to continue motivating his constituents to be consistently involved themselves in their functions in relation to instruction, research and extension.

Outcome: NA

Final Step/Recommendation: NA

Prepared by:


CANDELARIO L. CALIBO
College Dean

Conforme:


GUIRALDO C. FERNANDEZ, JR.
Employee