SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Rating Period: JANUARY-JUNE 2022

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%)		4.94 x 50% = 2.470	
b. Students (50%)		3.33 x 50% = 1.665	
TOTAL for Instruction	90%	4.14	3.722
2. Research			
a. Client/Director for Research			
b. Dept. Head/Center Director			
TOTAL for Research			
3. Extension	5%		
a. Client/Director for Extension			
b. Dept. Head/Center Director		5.00 X 5% = 0.250	0.250
TOTAL for Extension			
4. Production			
5. Administration/Other Services	5%	5.00 x 5% = 0.250	0.250
TOTAL	100%		**4.222**

EQUIVALENT NUMERICAL RATING: 4.222
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: **4.222**

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by:

MICHAEL CARLO C. VILLAS
Name of Faculty

Reviewed by:

JETT C. QUEBEC
Department Head

Recommending Approval:
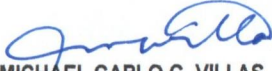
MA. THERESA P. LORETO
Dean, CAS

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 OFLIBERAL ARTS AND BEHAVIROAL 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 2022

MICHAEL CARLO C. VILLAS
Asst. Prof. III
Date: July 5, 2022

Approved:

JETT C. QUEBEC
Department Head
Date: July 7, 2022

MA. THERESA P. LORETO
College Dean
Date: 8/4/2022

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	2	2.00	5	5	5	5.00	LTNG 211
	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	4	5	5	4	4.67	LTNG 211
	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	1	NONE					

		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	3	5	5	5	5.00	LTNG 211
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	3	5	5	5	5.00	LTNG 211
		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	1	5	5	5	5.00	LTNG 211
	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	23.05	5	5	5	5.00	FLng 11, ELST 110, LTNG 211, ELSt 200.2
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	1	7	5	5	4	4.67	FLng 11, ELST 110, LTNG 211, ELSt 200.2
		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	2	5	5	5	5.00	FLng 11, ELST 110, LTNG 211, ELSt 200.2
		A12 . Number of trainings attended related to instruction	Attend mandated trainings	1	0					FLng 11, ELST 110, LTNG 211, ELSt 200.2
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	5	12	5	5	5	5.00	FLng 11, ELST 110, LTNG 211, ELSt 200.2
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	5	15	5	5	5	5.00	FLng 11, ELST 110, LTNG 211, 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 adviserto 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	25	5	5	4.5	4.83	
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							
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	NONE					
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	5	5	5	5	5.00	FLng 11, ELST 110, LTNG 211, ELSt 200.2
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	12	5	5	5	5.00	FLng 11, ELST 110, LTNG 211, 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	NONE					
	A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	6	5	5	5	5.00	FLng 11, ELST 110, LTNG 211, 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	2	5	5	4	4.83	AB English Language, MS Language Teaching
	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 new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	1	1	5	5	5	5.00	LTNG 211
				SUB-TOTAL				4.94	

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	NONE							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	NONE							One SCOPUS journal article or chapter in a book
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	1	N ONE							One SCOPUS journal article or chapter in a book
	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	**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	0							
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 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	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							
				SUBTOTAL					none		

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	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	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	0					
PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and...	**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	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	N/A	N/A					
Research Mentoring	*Research Mentor*		NONE	NONE					
Peer reviewers/Panelists	*Peer reviewers/Panelists*		NONE	NONE					
Resource Persons	*Resource Persons*		0	2	5	5	5	5.00	Lamiraw Regional Creative Writing Workshop (Katig Writers Network, Inc.); Wriitng the Forest Workshop (Department of Literature, De La Salle University)
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							

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 new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
	A 43.Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
				SUBTOTAL				5.00	

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	zero non-conformity	zero non-conformity	5	5	5	5.00	
	A 45. Compliance to all requirements of the	Prepares required documents and	100% compliant						
	On program accreditations		N/A						
	On institutional accreditations		N/A						

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	no valid complaint	no 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 performfing functions resulting to best practice	NONE	NONE					
	A 48.Other outputs implementing the new	Designs administration/management related activities and other outputs to	NONE	NONE					
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					
					AVERAGE				5.00	
	Total Over-all Rating									
	Average Rating									
	Adjectival Rating									

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

Comments & Recommendations for Development Purpose: Prof. Villas is a very intellectual and motivated faculty of DLABS. His prowess in the field of Literature benefits the whole department. A doctorate degree is a welcome development.

Evaluated & Rated by:

JETT C. QUEBEC

Department Head

Date: July 7, 2022

Recommending Approval

MA. THERESA P. LORETO

Dean, College of Arts and Sciences

Date:_____8/4/2022

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 three (4) courses (FLng 11, ELSt 110, Litr 118, LTNG 211)	Attendance sheets of assigned classes, midterm and final gradesheets per course, and outstanding result in students' performance evaluation	January 2022	June 2022	July 2022	Impressive	Outstanding	
2	Assist students' concerns through student consultations	Improved students' performance	January 2022	June 2022	July 2022	Impressive	Outstanding	
3	Class preparation	Prepare visual aids, quizzes, and activities	January 2022	June 2022	July 2022	Impressive	Outstanding	
4	Submission of midterm grades and final grades	Submit grades to the university registrar	January 2022	June 2022	July 2022	Impressive	Outstanding	
5	Participate in all activities conducted by the department, college and the university	Attendance sheets and certificates, if necessary	January 2022	June 2022	July 2022	Impressive	Outstanding	
6	Perform other functions assigned by the department head	Certificate of the trainings and workshops	January 2022	June 2022	July 2022	Impressive	Outstanding	

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

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

Prepared by:

JETT C. QUEBEC
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: January 2022   Target Date: One year 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 February 2023.

Date: June 2022   Target Date: One year from today

Next Step:

   He will be advised to finish his doctoral dissertation by July 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:

JETT C. QUEBEC
Department Head

Conforme:

MICHAEL CARLO C. VILLAS
Faculty