

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: JULY-DECEMBER 2023

Name of Faculty Member:

ALDRIN R. PALERMO

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.91 x 50% = 2.455	
b. Students (50%)		4.83 x 50% = 2.415	
TOTAL for Instruction	90%	4.87	4.383
2. Research			
a. Client/Director for Research			
b. Dept. Head/Center Director			
TOTAL for Research			
3. Extension			
a. Client/Director for Extension			
b. Dept. Head/Center Director			
TOTAL for Extension			
4. Production			
5. Administration/Other Services	10%	5.00 x 10% = 0.500	0.500
TOTAL	100%		4.883

EQUIVALENT NUMERICAL RATING: 4.883

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.883

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

ALDRIN R. PALERMO

Name of Faculty

Reviewed by:

AL FRANJON M. VILLAROYA

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, ALDRIN R. PALERMO, 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 JULY-DECEMBER 2023


ALDRIN R. PALERMO
 Instructor 1
 Date: January 3, 2024

Approved: 
AL FRANJON M. VILLAROJA
 Department Head
 Date: January 8, 2024


MA. THERESA P. LORETO
 College Dean
 Date: **JAN 19 2024**

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	Timelines	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	N/A						
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	N/A						
		A3 . Number of students advised on thesis/special problem/dissertation		N/A						
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A						
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A						
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	N/A						
	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	N/A						
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	N/A						

		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	N/A						
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	N/A						
		A 6 : Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course were duly reviewed by TRP for editing by MMDC editor	N/A						
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	N/A						
	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						
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 social science and law-related studies assigned	18	33.95	5	5	5	5.00	SCSC 12n (Offering no. M065, M342, M043, M157 and M351) SoSt 113 (T093)
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	6	5	5	5	5.00	gradesheets submitted
		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	3	4	5	5	5	5.00	accomplished
		A12. Number of trainings attended related to instruction	Attend mandated trainings	3	0	4	4	4	4.00	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	6	14	5	5	5	5.00	SCSC 12n (Offering no. M065, M342, M043, M157 and
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	6	14	5	5	5	5.00	SCSC 12n (Offering no. M065, M342, M043, M157 and
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	N/A						
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis, and grades	10	20	5	5	5	5.00	SCSC 12n (Offering no. M065, M342, M043, M157 and M351) SoSt 113 (T093)

	PI 10: Number of instructional materials developed *	A 21 : Number of online 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	2	5	5	5	5.00	Scsc12n & SoSt 113 (google classroom)
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	20	5	5	5	5.00	Scsc12n and SoSt 113 (Law-Related Studies)
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	14	5	5	5	5.00	Scsc12n and SoSt 113 (Law-Related Studies)
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	2	5	5	5	5.00	Scsc12n & SoSt 113 (google classroom)
					AVERAGE				4.91	
UMFO 3 . RESEARCH SERVICES					NONE					
UMFO 4. EXTENSION SERVICES					NONE					
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	zero non-conformity	zero non-conformity	5	5	5	5.00	
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 complaint	no complaint	5	5	5	5.00	

PI 3: Additional Outputs	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						
	Number of student-athletes trained and monitored	Badminton coach - VSU varsity team	5	10	5	5	5	5.00	
	Number of committees chaired in DLABS/Job Order requested	Chaired Committed on Physical plants and facilities	1	8	5	5	5	5.00	
				TOTAL				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:

Mr. Palermo consistently goes the extra mile in his services to the department and the university. His skills and talents in teaching, along with his involvement in curricular activities such as sports, enhance the versatility of each faculty member. The completion of his Master's Degree would significantly enhance his capabilities in both research and extension.

Evaluated & Rated by:

AL FRANJON M. VILLAROYA

Department Head

Date: January 8, 2024

Recommending Approval

MA. THERESA P. LORETO

Dean, College of Arts and Sciences

Date: JAN 19 2024

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 01/24/24

PERFORMANCE MONITORING FORM

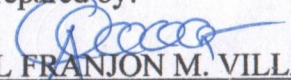
Name of Employee: Aldrin R. Palermo

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Rec
1	Handles and teaches social science and Legal Aspects in Tourism and Hospitality subjects/courses assigned (ScSc 16 & THTy 108)	Virtual Classroom of the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	July 2023	December 2023	August 23023	Impressive	Outstanding	
2	Assist students' concerns through student's consultation	Improved student performance	July 2023	December 2023	Within the rating period	Impressive	Outstanding	
3	Prepares revised course syllabi updates in THTy 108	Approved course syllabi	July 2023	December 2023	August 2023	Impressive	Outstanding	
4	Prepares instructional module/learning guide in ScSC 16 & THTy 108	Approved learning guide	July 2023	December 2023	August 2023	Impressive	Outstanding	
5	Update virtual classroom using VSUEE/Moodle	Updated virtual classroom in ScSc 12n and THTy 108	July 2023	December 2023	August 2023	Impressive	Outstanding	
6	Perform other functions assign by the department	DLABS Socio-Cultural Committee member DLABS Physical Facilities chairman	July 2023	December 2023	Within the rating period	Impressive	Outstanding	
7	Perform other functions assign by the University and other departments	Conduct classes with students in ScSc 16 and THTy 108 for the month of January to July 2024, Second semester of AY 2023-2024	July 2023	December 2023	Within the rating period	Impressive	Outstanding	
8	Perform other functions assign by the University	Coach of VSU Badminton Men Varsity Team since 2016 to present	July 2023	December 2023	October 2023	Impressive	Outstanding	

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

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

Prepared by:


AL FRANJON M. VILLAROYA
Department Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Aldrin R. Palermo**

Performance Rating:

Aim: To continue graduate study in a reputable institution and improve teaching effectiveness.

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

Date: January 1, 2024

Target Date: December 31, 2024

First Step:

- a) Encouraged him to continue and finish his master's study in a reputable institution preferably in the Philippines by 2023.
- b) Advised him to clearly inform students of his class policies which may be repeated in the next class session during the first week of semester e.g., arranged schedule, tardiness, absences etc.

Result:

- a) He has enrolled in a master's program at the University of San Jose-Recoletos in Cebu City.
- b) He is now in his last year in his master's program.
- c) He has obtained an outstanding rating in his previous TPES (Second Semester A.Y. 2022-2023).

Date: January 01, 2024

Target Date: End of second semester

Next Step:


- a) He was advised to finish his master's program by 2024
- b) He was advised to improve his teaching performance based on most recent student evaluation results by reviewing weak points.

Outcome:


- a) Done with his Comprehensive Exam in his Master's program.
- b) Scheduled for a proposal hearing this January 8, 2024.

Final Step/Recommendation: NA

Prepared by:


AL FRANJON M. VILLAROYA
Department Head

Conforme:


ALDRIN R. PALERMO
Faculty