

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member:

JOSE S. BAGULAYA II

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction		4.896	4.896
a. Faculty Head	100%	4.90 4.82	4.82 4.90 ✓
b. Students	0%		0.00
TOTAL for Instruction	90.95% 95%		4.34 4.66 ✓ 4.651
2. Research	2.5%		0.00
3. Extension	2.5%		0.00
4. Production			
5. Administration/Other Services	5.0%	4.0	0.2
TOTAL			4.338 4.655 ✓ 4.406 4.851

EQUIVALENT NUMERICAL RATING:

4.655

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.655

ADJECTIVAL RATING:

OUTSTANDING~~VERY SATISFACTORY~~ OUTSTANDING

Prepared by:

JOSE S. BAGULAYA II

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, JOSE II S. BAGULAYA, 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 2020.

JOSE II S. BAGULAYA

Instructor I

Date:

Approved:

JETT C. QUEBEC

Department Head

Date:

MA. THERESA P. LORETO

College Dean

Date: 2/15/2021

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicate in percentage should be supported with numerical values 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	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						



		<u>A4</u> . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	N/A						
	<u>PI 9</u> : Number of instructional materials developed *	<u>A5</u> . 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 ware reviewed by TRP & edited by MMDC editor	Submits the course ware 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						
	<u>PI 10</u> . Additional outputs:	<u>A 8</u> . Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	N/A						
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
	<u>PI 5</u> : Total FTE, coordinated, implemented and monitored *	<u>A9</u> . Actual Faculty's FTE	Handles and teaches courses assigned	18 per semester	26	5	5	5	5.00	Understanding the Self, Understanding Culture, Society and Politics



		<u>A10</u> . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	10	7	5	4	5	4.66	Understanding the Self, Understanding Culutre, Society and Politics
		<u>A11</u> . 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	NONE	NONE					
		<u>A12</u> . Number of trainings attended related to instruction	Attend mandated trainings	3	3	5	5	5	5.00	Webinar on Flexible Learning in Social Science June 9,2020, Online Training on Moodle-based Course Management last June 24-26, 2020
		<u>A13</u> . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	15	7	5	4	4	4.33	Understanding the Self, Understanding Culutre, Society and Politics
		<u>A14</u> . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	60	60	5	5	5	5.00	Understanding the Self, Understanding Culutre, Society and Politics
		<u>A15</u> . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	NONE						
	<u>PI 8</u> : Number of students advised: *	<u>A16</u> . Number of students advised:	Acts as academic adviserto students	N/A						
		<u>A17</u> . Number of students advised on thesis/ field practice/special problem:		N/A						
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	N/A						
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	N/A						
		<u>A18</u> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	50	50	5	5	5	5.00	



	<b>PI 9:</b> Number of student organizations advised/assisted *	<b>A19.</b> Number of Student organizations advised	Advises student organizations recognized by USOO	NONE						
		<b>A20.</b> Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	NONE						
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 :</b> 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	1	1	5	5	5	5.00	Scsc 11n Understanding the Self
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	8	8	5	5	5	5.00	Scsc 11n Understanding the Self
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	2	5	5	5	5.00	Scsc 11n and Ucult 112
		<b>A 23 :</b> 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	1	5	4	5	4.66	Understanding the Self
		<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	1	5	5	5	5.00	Scsc 11n Understanding the Self
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> 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	OBE-TL Syllabus for Sc 11n
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	N/A						
		<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	1	2	5	5	5	5.00	Online Learning guides Scsc 11n and Ucult 112
<b>UMFO 3 . RESEARCH SERVICES</b>										63.65/13 = 4.896
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> 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	0					
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research project within the year	1	0					
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> 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	0					
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>								



	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific fora/conferences	1	0					
		<i>In int'l fora/conferences</i>		1	0					
		<i>In nat'l/regional fora/conferences</i>		1	0					
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	1	0					
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)		1	0					
		<b>A 33.</b> 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	0					
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	N/A						
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	1	0					
<b>UMFO 4. EXTENSION SERVICES</b>										
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> 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					



	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	1	0					
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implementes duly approved extension projects	1	0					
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> 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					
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries	N/A						
	<i>Research Mentoring</i>	<i>Research Mentor</i>		NONE						
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>		NONE						
	<i>Resource Persons</i>	<i>Resource Persons</i>		1	0					
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>		1	0					
	<i>Consultancy</i>	<i>Consultant</i>		1	0					
	<i>Evaluator</i>	<i>Evaluator</i>		1						
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation	1	0					
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extn. conducted by faculty or student & faculty) *		1	0					



		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	1	0					
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									
	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	4	4	4	4.00	
		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		N/A						
		On institutional accreditations		N/A						
<b>UMFO 6. General Admin. &amp; Support Services</b>										
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients		Zero % non-complaint					
	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	NONE						



## Exhibit I

## PERFORMANCE MONITORING FORM

Name of Employee: **Jose II S. Bagulaya**

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 two (2) courses (Contemporary World and General Psychology )	Will provide attendance sheets of assigned classes, midterm and final gradesheets per course, and achieve an outstanding result in students' performance evaluation	July 2020	December 2020	December 2020	Impressive	Outstanding	
2	Assist students' concerns through students consultation	Will improve students' performance	July 2020	December 2020	December 2020	Impressive	Outstanding	
3	Class preparation	Will prepare visual aids, quizzes, and activities	July 2020	December 2020	December 2020	Impressive	Outstanding	
4	Submission of midterm grades and final grades	Grades will be submitted to the university registrar	July 2020	December 2020	December 2020	Impressive	Outstanding	
5	Participate in all activities conducted by the department, college and the university	Attendance sheet; will present certificates if possible	July 2020	December 2020	December 2020	Impressive	Outstanding	
6	Perform other functions assigned by the department head	Certificate of the trainings and workshops	July 2020	December 2020	December 2020	Impressive	Outstanding	

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

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

Prepared by:



**JETT C. QUEBEC**  
Department Head



		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						
	Total Over-all Rating									
	Average Rating									
	Adjectival Rating									

Average Rating (Total Over-all rating divided by number of entries)	4.90
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.90
ADJECTIVAL RATING	OUTSTANDING

**Comments & Recommendations for Development Purpose:** Mr. Bagulaya is a dedicated educator and pro active mentality. He should however endeavor to finish his masters degree.

Evaluated & Rated by:

**JETT C. QUEBEC**

Department Head

Date: 1-26-21

Recommending Approval

**MA. THERESA P. LORETO**

Dean, College of Arts and Sciences

Date: 2/15/2021

Approved by:

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date: 2/19/21



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Jose Il S. Bagulaya

Performance Rating: Very Satisfactory

Aim: To continue in research or extension projects and improve teaching strategies

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

Date: January 1, 2021

Target Date: One year from today

First Step:

- a) Required him to be involved on research and/or extension projects
- b) Advised him to focus on his final stage of his MA degree.

Result:

- 1. He is currently assigned in creating a new proposal for research.
- 2. He is now working on the second half of his thesis.

Date: January 2021

Target Date: August 2021

Next Step:

He was advised to focus and finish his MA,

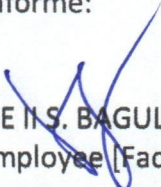
Outcome: NA

Final Step/Recommendation: NA

Prepared by:

  
JETT C. QUEBEC  
Department Head

Conforme:

  
JOSE II S. BAGULAYA  
Employee [Faculty]