

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member:

BELJUN P. ENAYA

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	95%		4.75
2. Research	2.5%		0.00
3. Extension	2.5%	5.00	0.13
4. Production			
5. Administration/Other Services			
TOTAL			4.875

EQUIVALENT NUMERICAL RATING: 4.875

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.875

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

BELJUN P. ENAYA

Name of Faculty

Reviewed by:

GUIRALDO C. FERNANDEZ, JR.

Department Head

Recommending Approval:

CANDELARIO L. CALIBO

Dean, CAS

Approved by:

BEATRIZ S. BELONIAS

Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, BELJUN P. ENAYA, a faculty member of the DEPARTMENT OF LIBERAL ART AND BEHAVIORAL SCIENCES commit to the 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.

BELJUN P. ENAYA

Instructor I

Date: Sept. 17, 2020

Approved:

GUIRALDO C. FERNANDEZ, JR.

Department Head

Date: Sept. 17, 2020

CANDELARIO L. CALIBO

College Dean

Date: Sept. 17, 2020

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

		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	NA	NA					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	NA					NA
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	NA	NA					NA
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	NA	NA					NA
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	NA	NA					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	NA					NA
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	NA	NA					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	NA					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	18 units per sem	38.25	5	5	5	5.00	Phlo 11, Phil 11, FLng 11, FLng 12, FLng 110
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	12	7	5	5	5	5.00	January-June 2020; only Final Grade is submitted due to pandemic.

	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	NONE	NONE					NA
	A12 . Number of trainings attended related to instruction	Attend mandated trainings	1	2	5	5	5	5.00	Webinar on Moodle; Webinar on Flexible Learning
	A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	24	7	5	5	5	5.00	January-June 2020; One per subject only due to pandemic.
	A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	12	28	5	5	5	5.00	Phlo 11, Phil 11, FLng 11, FLng 12, FLng 110
	A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	NA	NA					NA
PI 8: Number of students advised: *	A16 . Number of students advised:	Acts as academic advisor to students	NA	NA					NA
	A17 . Number of students advised on thesis/ field practice/special problem:		NA	NA					NA
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	NA	NA					NA
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	NA	NA					NA
	A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	15	5	5	5	5.00	Phlo 11, Phil 11, FLng 11, FLng 12, FLng 110 More on the students' requirements and grade
PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advises student organizations recognized by USOO	1	1	5	5	5	5.00	VSU Debate Society
	A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	0	1	5	5	5	5.00	VSU Debate Society
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	2	2	5	5	5	5.00	Ethics, Introduction to the Philosophy of the Human Person

		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	2	5	5	5	5.00	Ethics, Introduction to the Philosophy of the Human Person
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	3	5	5	5	5.00	Ethics, Introduction to the Philosophy of the Human Person
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	2	5	5	5	5.00	Ethics, Introduction to the Philosophy of the Human Person
		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	2	5	5	5	5.00	Ethics, Introduction to the Philosophy of the Human Person
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	2	2	5	5	5	5.00	Ethics, Introduction to the Philosophy of the Human Person
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:		NA	NA					NA
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	NA	NA					NA
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	NA	NA					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	Revised Extension Proposal due to pandemic
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	NA	NA					NA
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research project within the year	NA	NA					NA

	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	5	5	4	4.67	On-going 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	20	0					Training will be conducted in November 2020
	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	Faculty Training & Workshop for the Teaching of the Introduction to the Philosophy of the Human Person
	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	20	0					On-going project
	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	NA	NA					NA
	Research Mentoring	Research Mentor		NA	NA					NA
	Peer reviewers/Panelists	Peer reviewers/Panelists		NA	NA					NA
	Resource Persons	Resource Persons		NONE	NONE					NA
	Convenor/Organizer	Convenor/Organizer		NA	NA					NA
	Consultancy	Consultant		NA	NA					NA
	Evaluator	Evaluator		NA						NA

	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	NONE	NONE					NA
		<i>In refereed int'l journals</i>								NA
		<i>In refereed nat'l/regional journals</i>								NA
	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 fora/conferences	NONE						NA
		<i>In int'l fora/conferences</i>								NA
		<i>In nat'l/regional fora/conferences</i>								NA
	PI 5. Percent of research proposals approved *	A 31. Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	NONE	NONE					NA
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)		NONE	NONE					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	NONE	NONE					NA
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	NA	NA					NA
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	NONE	NONE					NA
UMFO 4. EXTENSION SERVICES										

	<u>PI 8.</u> Percent of extension proposals approved *	<u>A 41.</u> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation	1	1	5	5	5	5.00	Faculty Training & Workshop for the Teaching of the Introduction to the Philosophy of the Human Person
	<u>PI 11.</u> Additional outputs *	<u>A 42.</u> No. of extension-related awards (extrn. conducted by faculty or student & faculty) *		NONE	NONE					NA
		<u>A 43.</u> 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	Draft on the book of Intro to Philosophy of Human Person
UMFO 5. SUPPORT TO OPERATIONS										
OVPI MFO 4. Program and Institutional Accreditation Services										
	<u>PI 8.</u> 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*	<u>A 44.</u> 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	NA	zero non-conformity					NA
		<u>A 45.</u> Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools	NA	100% compliant					NA
		On program accreditations		NA	NA					NA
		On institutional accreditations		NA	NA					NA
UMFO 6. General Admin. & Support Services				NA	NA					NA
	<u>PI 2.</u> Zero percent complaint from clients served	<u>A 46.</u> Customerly friendly frontline services	Provides customer friendly frontline services to clients	NA	Zero % complaint					NA
	<u>PI 3:</u> Additional Outputs	<u>A 47.</u> 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	NA					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	NA	8	5	5	5	5.00	Online meetings and served as panel during online teaching demo and interview.
	Total Over-all Rating									94.67
	Average Rating									4.98
	Adjectival Rating									O

Average Rating (Total Over-all rating divided by number of entries)	4.98
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.98
ADJECTIVAL RATING	OUTSTANDING

Comments & Recommendations for Development Purpose: Mr. Enaya is a dedicated professor of Philosophy, his attention to details makes him one of the most efficient faculty of DLABS. A doctorate degree is surely a welcome development.

Evaluated & Rated by:

GUIRALDO C. FERNANDEZ, JR.

Department Head

Date:

Recommending Approval

CANDELARIO L. CALIBO

Dean, _____

Date:

Approved by:

BEATRIZ S. BELONIAS

Vice President for Instruction

Date: 11/27/2020

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **Beljun P. Enaya**

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 four (4) courses (Phlo 11, Phil 11, FLng 11, FLng 12)	Will provide attendance sheets of assigned classes, midterm and final gradesheets per course, and achieve an outstanding result in students' performance evaluation	Jan 2020	June 2020	June 2020	Impressive	Outstanding	
2	Assist students' concerns through students consultation	Will improve students' performance	Jan 2020	June 2020	June 2020	Impressive	Outstanding	
3	Class preparation	Will prepare visual aids, quizzes, and activities	Jan 2020	June 2020	June 2020	Impressive	Outstanding	
4	Submission of midterm grades and final grades	Grades will be submitted to the university registrar	Jan 2020	June 2020	June 2020	Impressive	Outstanding	
5	Participate in all activities conducted by the department, college and the university	Attendance sheet; will present certificates if possible	Jan 2020	June 2020	June 2020	Impressive	Outstanding	
6	Perform other functions assigned by the department head	Attendance sheet; will present certificates if possible	Jan 2020	June 2020	June 2020	Impressive	Outstanding	

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

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

Prepared by:


GUIRALDO C. FERNANDEZ, JR.
 Department Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: BELJUN P. ENAYA

Performance Rating: OUTSTANDING

Aim: To engage in research, and other activities/projects in the department

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

Date: January 2020

Target Date: June 2020

Step/s:

- a) Reminded Mr. Enaya to conduct other activities in the department.
- b) Reminded Mr. Enaya to continue working on the extension project titled "Training-workshop for Teaching the Introduction to Philosophy of Human Person"

RESULT:

- a) Mr. Enaya actively participated in the department personnel committee as a member and secretary;
- b) The extension project titled "Training-workshop for Teaching the Introduction to Philosophy of Human Person" was implemented; it is now on-going.
- c) Mr. Enaya was approved for Study Leave for PhD in Philosophy at UST starting August 2020.

Prepared by:


GUIRALDO C. FERNANDEZ, JR.
Department Head

Conforme:


BELJUN P. ENAYA
Name of Ratee/Faculty/Staff