SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **NELSON H. TEJARA**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		4.55	
b. Students		4.92	
TOTAL for Instruction	70%	4.74	3.31
2. Research	10%	5.00	0.50
3. Extension	10%	5.00	0.50
4. Support Operations	0%	0.00	0.00
5 Administration	10%	5.00	0.50
TOTAL	100%		4.81

EQUIVALENT NUMERICAL RATING: 4.81
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: **4.81**

ADJECTIVAL RATING: **Outstanding**

Prepared by: Reviewed by:

NELSON H. TEJARA   **MAGDALENE C. UNAJAN**
Name of Faculty   Department Head

Recommending Approval:

JANNET C. BENCURE
College Dean

Approved by:

ROTACIO S. GRAVOSO
Vice President for Instruction

VISAYAS STATE UNIVERSITY

DEPARTMENT OF COMPUTER SCIENCE AND TECHNOLOGY

Visca, Baybay City, Leyte, Philippines
Telephone No.: (053) 565-0600 (loc 1022)
Email Address: dcst@vsu.edu.ph
Website: https:www.vsu.edu.ph

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, NELSON H. TEJARA, a faculty member of the DEPARTMENT OF COMPUTER SCIENCE AND TECHNOLOGY commit to the deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **January 1, 2024 - June 30, 2024**.

Approved:

NELSON H. TEJARA
Instructor I
Date: 17 JUL 2024

MAGDALENE C. UNAJAN
Department Head
Date: 18 JUL 2024

JANNET C. BENCURE
College Dean
Date: 7/24/24

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										
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*	40	43.5	5	5	5	5.00	G046, G052, Comp1 -Dahlia, Comp1-Lily, Comp1-Petunia, Comp2 -Diamond, Comp2 -Emerald
		A10. *Number of grade sheets submitted within prescribed period*	Prepares gradesheet and submits on or before deadline	5	14	5	5	5	5.00	2 per section
		A12. *Number of trainings attended related to instruction*	Attend mandated trainings	3	1	4	4	4	4.00	Seminar - Workshop on the Preparation of CQI Forms,
		A13. *Number of long examinations administered and checked*	Administers and checks long examination for subjects taught	4	6	4	4	4	4.00	2 per subject
		A14. *Number of quizzes administered and checked*	Prepares and checks quizzes for lec and lab	8	30	4	4	4	4.00	10 per subject
		A15. *Number of lab reports and term papers checked and graded*	Checks lab reports and term papers submitted as required	8	87	5	5	5	5.00	Comp2 (87 students)
	PI 8: Number of students advised: *	**A16**. Number of students advised:	*Acts as academic adviser to students*	0						
		A17. *Number of students advised on thesis/ field practice/special problem:*								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1	2	4	4	4	4.00	Enriquez, San Jose
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	3						
		A18. *Number of students entertained for consultation purposes*	Entertains students consulting on subject taught, thesis and grades	15	206	5	5	5	5.00	Comp1 , Comp2, G046 , G052

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*	*2*	*4*	*4*	*4*	*4.00*	*Comp1, Comp2*
		Flexible instructional materials								
		Supplemental learning resources	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	*2*	*30*	*5*	*5*	*5*	*5.00*	*Comp1 (10), Comp2 (10), ITec (10)*
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	*10*	*30*	*5*	*5*	*5*	*5.00*	*10 per subject*
UMFO 3 . RESEARCH SERVICES										
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		*50%*	*100%*	*5*	*5*	*5*	*5.00*	*IEMo approved research proposal; others are still for evaluation*
UMFO 4. EXTENSION SERVICES										
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								
Research Mentoring	*Research Mentor*			*1*	*2*	*5*	*5*	*5*	*5.00*	*VSUIHS 2 groups*
UMFO 5. SUPPORT TO OPERATIONS										
OVPI MFO 4. Program and Institutional Accreditation Services										

50.00

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	Zero % compl aint	100%	5	5	5	5.00	*no complaints received from clients*
	Total Over-all				60.00					Mr. Tejana has an active research and is
	Average Rating				4.64					also proposing another one. Keep up the good work and start planning or taking up
	Adjectival Rating				*Outstanding*					PhD in CS in the near future

Evaluated & Rated by:

MAGDALENE C. UNAJAN
Department Head
Date: 18 JUL 2024

JANNET C. BENCURE
Dean, College of Engineering and Technology
Date: 7/29/24

Approved by:

ROTACIO S. GRAVOSO
Vice President for Academic Affairs
Date: 8/14/24

1 - Quality   2 - Efficiency   3 - Timeliness   4 - Average

PERFORMANCE MONITORING & COACHING JOURNAL

		Q
/	1st	U
/	2nd	A
	3rd	R
	4th	TE
		R

Name of Office: <u>Department of Computer Science and Technolgy</u>

Head of Office: <u>Magdalene C. Unjan</u>

Number of Personnel: <u>10 Regular Faculty, 1 regular admin staff, 1 dDRC,. 1 LabTech, 3 JOs, 2 Part-time Instructors</u>

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Faculty Meeting		Minutes of Meeting			Regular monthly meeting
Office & Class Attendance				Log book: DTR's, Personal check-up	DCST Faculty and Staff
Attendance to university & college activities/ programs/ seminars/ workshops			University memos	Attendance Certificates	January - June 2024
Compliance of University Memos			University memos	Compliance Report	
Leaves (SL, VL, CDO, ect.				Application for Leave Form	

Follow-up documents	Utility Workers/ Office Clerks				Daily and reporting of logs every Friday
Coaching					
Classroom Management & Teaching Methods, Evaluation Reports for Staff		Regular faculty members and part-time faculty members as well	Memo		January – June 2024
Mentoring					
Grade computation, TOS, Syllabus Preparation		All newly hired faculty and part-time instructors			February 2024 or the week before the start of classes
Research and Extension activities		Regular faculty members	Department memo		Included in the agenda every monthly meeting

Note: *Please indicate the date in the appropriate box when the monitoring was conducted.*

Conducted by:

MAGDALENE C. UNAJAN
Immediate Supervisor

Noted by:

JANNET C. BENCURE
Next Higher Supervisor

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS						remarks
				Jan	*Feb*	*Mar*	*Apr*	*May*	*Jun*	
MFO 2. Advanced & Higher Education Services	Teaching	all Faculty								
Pi 1. Instruction	Instructional Materials Developed/Revised & Utilized and conduct online teaching using Moodle. Revises Course Outline, OBE Syllabi, PowerPoint presentations	All Faculty	JANUARY – JUNE 2024		VC evaluation and submissions of syllabi		1st VC Monitoring		2nd VC Monitoring	2nd semester AY 2023-2024 Subjects
	Reviewed/Approves Thesis Outline/Manuscript		JANUARY – JUNE 2024				Topic proposal defense		Final defense	regular students – Alicando, Dadap, Dela Torre, Lubaton, Umpad os students – Albero, Amosco, Arar, Asmolo, Asoque, Cajes, Capino, Cazar, Lerios, Luna, Manaog, Monteroso, Piamonte, San Jose

	Students On-line Consultations	*ALL FACULTY*	January – June 2024				Topic proposal defense		Final defense	As Academic Advisers, GAC Chairman and Members & other Committees involving student consultations
	Gives Assignments, Quizzes, Exams, Etc.	*All Faculty*	January – June 2024				Give midterm exam		Gives final exams	Midterm and Final Exams were given as scheduled by the university
	Submits Grade Sheets	*All Faculty*	January – June 2024	Gives final grades (2ns sem 2023-2024)			Midterm Grades		Final Grades	
	Submits research progress reports	*Faculty involved in research*	January – June 2024							
	Attends training, Webinar and, workshops	*All Faculty*	January – June 2024	On-going	On-going	On-going	On-going	On-going	On-going	As resource persons, and participants
	Engages community services	*All Faculty*	January – June 2024	Approval of extension proposal						Extension project has proposal has not been approved yet
	Entertain clients through on-line consultation	*All faculty*	January – June 2024	On-going	On-going	On-going	On-going	On-going	On-going	

MFO 4. Administration Services	Signs appointments, requests, certificates, etc.	*MUnajan*	January – June 2024	On-going	On-going	On-going	On-going	On-going	On-going	As department head
	Attends ManCom	*MUnajan*	January – June 2024	Attended	Attended	Attended	Attended	Attended	Attended	As member of the CET ManCOM
	Attends meetings.	*All Faculty*	January – June 2024	Department Meetings	Department Meetings	Department Meetings	Department Meetings	Department Meetings	Department Meetings	Departments, College, University Meetings
	Prepares minutes of meetings.	*JMBarrera*	January – June 2024	NOM and minutes of the meeting prepared	NOM and minutes of the meeting prepared	NOM and minutes of the meeting prepared	NOM and minutes of the meeting prepared	NOM and minutes of the meeting prepared	NOM and minutes of the meeting prepared	As Department Secretary
	Reviews communications, letters, requests, and appointments.	*MUnajan*	January – June 2024	Daily	Daily	Daily	Daily	Daily	Daily	*Except when on official leave, the OIC takes charge
	Releases students' forms, certifications, permits and other communications.	*MDag-uman JMartinez*	January – June 2024	Daily	Daily	Daily	Daily	Daily	Daily	Continuing process
	Delivers, processes and facilitates documents	*Tommy Valenzona*	January – June 2024	Daily	Daily	Daily	Daily	Daily	Daily	Continuing Process, payroll for JO, job requests etc.
	Prepares letters, transmittal, acknowledgement letters and other communications.	*MDag-uman JMartinez*	January – June 2024	Daily	Daily	Daily	Daily	Daily	Daily	Transmittal For Graduating, Request Letters, Financial Reports,

									Vouchers, Purchase Requests
	Records and releases documents.	MDag-uman JMartinez	January – June 2024	Daily	Daily	Daily	Daily	Daily	Daily	Incoming and outgoing communications
	Files documents.	MDag-uman JMartinez	January – June 2024	Daily	Daily	Daily	Daily	Daily	Daily	Incoming Communications Students Files, Files other offices.
	Photocopies documents and other communications.	MDag-uman JMartinez	January – June 2024	Daily	Daily	Daily	Daily	Daily	Daily	Quizzes, Test Papers, Payrolls, Memos, Letters and Appointments.
	Facilitates students' evaluation. (TPES)	All faculty	January – June 2024				TPES			Or as scheduled by the university
	Performs Faculty Performance Evaluation (FPES)	MUnajan					FPES			Or as scheduled by the university
	Clean the rooms and offices.	MBorci, TValenzona	January – June 2024	Daily	Daily	Daily	Daily	Daily	Daily	Continuing activities

Prepared by:

MAGDALENE C. UNAJAN
Dept. Head, DCST

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **NELSON H. TEJARA**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommen-dation
1	Teaches assigned subjects and performs other teaching related functions such as: prepares and revises teaching materials, prepares and gives examinations, checks test papers and returns to students one week after, submits grade sheets within prescribed period, makes him/herself available for student consultations during consultation hours, revises course syllabi, and approves manuscripts.	Very Satisfactory	January 2024	June 2024	June 2024	Very Impressive	Outstanding	Submit reports ahead of time
2	Attends meetings and performs functions as member of different committees of the department	Very Satisfactory	January 2024	June 2024	January – June 2024	Impressive	Outstanding	Always meetings and participates actively
3	Performs other functions	Very Satisfactory	January 2024	June 2024	January – June 2024	Impressive	Outstanding	Mentor for senior high school student research

* Either very impressive, impressive, needs improvement, poor, very poor
** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

MAGDALENE C. UNAJAN
Unit Head

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Mr. Nelson H. Tejara**
Performance Rating: Outstanding

Aim: Encourage him to to take up doctorate degree for career advancement

Proposed Interventions to Improve Performance:

Date: January 2024   Target Date: June 2024

First Step:
Encourage him of looking for possible universities where he could apply for a doctorate degree.

Result:
University of his choice for a doctorate degree.

Date: January 2024   Target Date: June 2024

Next Step:
Advise him to look for possible scholarships to help him finance his doctorate degree.

Outcome: list of agencies with scholarship funding for doctoral students

Final Step/Recommendation:

Instruct him to scout universities and funding agencies for scholarships for a doctorate degree.

Prepared by:

MAGDALENE C. UNAJAN
Unit Head

Conforme:

NELSON H. TEJARA
Name of Ratee Faculty/Staff

TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATINGS
1ST Semester AY 2023 - 2024

Name of Faculty : TEJARA, NELSON H.
Department: VSU -Integrated High School
College: TEACHER EDUCATION

Course No. & Descriptive Title		Lec./ Lab.	RATING		% Evaluation Rating
			Numerical	Adjectival	
Computer I	Basic Computer Ed.	Lec	5.00	Outstanding	100.0 %
Computer I	Basic Computer Ed.	Lab	5.00	Outstanding	100.0 %
Computer I	Basic Computer Ed.	Lec	5.00	Outstanding	100.0 %
Computer I	Basic Computer Ed.	Lab	5.00	Outstanding	100.0 %
Computer I	Basic Computer Ed.	Lec	5.00	Outstanding	100.0 %
Computer I	Basic Computer Ed.	Lab	5.00	Outstanding	100.0 %
Computer II	Intro. to Statistical Computing	Lec	5.00	Outstanding	100.0 %
Computer II	Intro. to Statistical Computing	Lab	5.00	Outstanding	100.0 %
Computer II	Intro. to Statistical Computing	Lec	5.00	Outstanding	100.0 %
Computer II	Intro. to Statistical Computing	Lab	5.00	Outstanding	100.0 %
Math IA	Applied Mathematics	Lec	5.00	Outstanding	100.0 %
ITec 11	Living in the IT Era	Lec	5.00	Outstanding	100.0 %
ITec 11	Living in the IT Era	Lec	4.00	Very Satisfactory	80.00 %
Average Rating			**4.92**	**Outstanding**	**98.46 %**

Source: Results of Teaching Performance Evaluation by Students filed at ODIE
Legend:
1.00 – 1.49 Poor (P)
1.50 – 2.49 Fair (F)
2.50 – 3.49 Satisfactory(S)
3.50 – 4.49 Very Satisfactory(VS)
4.50 – 5.00 Outstanding(O)

Prepared by:

VANESSA W. NAZAL
TPES In-Charge
Date: May 09, 2024

Attested by:

MA. RACHEL KIM L. AURE
Director, Instruction and Evaluation
Date: May 09, 2024

Received by:

NELSON H. TEJARA
Name and Signature of Faculty
Date: _____

Distribution of copies: IEO, College, Department, Faculty (all in original signature)

INSTRUCTION AND EVALUATION
3/F Administration Building, Visayas State University
Baybay City, Leyte
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