

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member:

DEAN RUFFEL R. FLANDEZ

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			
4. Production			
5. Administration/Other Services	2.5%	5.00	0.13
TOTAL			4.875

EQUIVALENT NUMERICAL RATING: 4.875

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.875

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

DEAN RUFFEL R. FLANDEZ

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, DEAN RUFFEL R. FLANDEZ, a faculty member of the DEPARTMENT OF LIBERAL ARTS 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.


DEAN RUFFEL R. FLANDEZ

Assistant Professor I

Date:

Approved:


GUIRALDO C. FERNANDEZ, JR.

Department Head

Date:


CANDELARIO L. CALIBO

College Dean

Date:

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

		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	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						
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	NA						
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	NA						
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	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						
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	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						
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	32.25	5	5	5	5.00	CAED 114, ScSc 15, ScSc 12. Humn 12

		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	12	7	5	5	5	5.00	CAED 114, ScSc 15, ScSc 12. Humn 13
		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	1	NONE					
		A12 . Number of trainings attended related to instruction	Attend mandated trainings	1	2	5	5	5	5.00	Webinar on Flexible Learning in Social Science June 9,2020, Online Training on Moodle-based
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	4	5	5	5	5.00	only for January to June
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	10	5	5	5	5.00	only for January to June
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	NA	0					
	PI 8: Number of students advised: *	A16 . Number of students advised:	Acts as academic advisor to students	NA						
		A17 . Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	NA						
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	NA						
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	20	10	5	5	5	5.00	only for January to June
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advises student organizations recognized by USOO	1	NONE					
		A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	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	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	3	2	5	5	5	5.00	Learning guide for ScSc 12n - Readings in Philippine History, CAEd113 - Visual Arts in Traditional Societies
		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	10	5	5	5	5	5.00	for ScSc 12n, ScSc 15, Humn 12n, CAEd 113
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	20	10	5	5	5	5.00	for ScSc 12n, ScSc 15, Humn 12n, CAEd 113
		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	3	1	5	5	5	5.00	ScSc 12n - Readings in Philippine History
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	12	1	5	5	5	5.00	ScSc 12n - Readings in Philippine History
	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	3						
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	NA						
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	3						
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	0						
	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	1	0						
	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	0						
		<i>In refereed int'l journals</i>		0							
		<i>In refereed nat'l/regional journals</i>		1	0						
	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	1	0						
		<i>In int'l fora/conferences</i>		0							
		<i>In nat'l/regional fora/conferences</i>		1	0						
	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	1	0						
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)									
		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	NA							
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	NA							

		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						
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	NA							
	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	NA							
	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	NA							
	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	NA							
	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		NA							
	Peer reviewers/Panelists	Peer reviewers/Panelists		NA							

	Resource Persons	Resource Persons		NA	1	5	5	5	5.00	Workshop in Paper Presentation Strategies: Local, Regional, and International Conferences on February 7, 2020 at KOICA Conference Hall of VSU-Tolosa, Tolosa Leyte
	Convenor/Organizer	Convenor/Organizer		NA						
	Consultancy	Consultant		NA						
	Evaluator	Evaluator		NA						
	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	NA						
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *		NA						
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	NA						
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	100%	zero non-conformity					
		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%	100% compliant					
		On program accreditations								
		On institutional accreditations								
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	0	Zero % 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	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								65.00	
	Average Rating								5.00	
	Adjectival Rating								O	

Average Rating (Total Over-all rating divided by number of entries)	5.00
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	5.00
ADJECTIVAL RATING	OUTSTANDING

Comments & Recommendations for Development Purpose: Mr. Flandez serves the department with integrity and commitment. His contribution to the department is second to none. He is an expert in the field of artwork and computers. A doctorate degree is a welcome development.

Evaluated & Rated by:


GUIRALDO C. FERNANDEZ, JR.

Department Head

Date:

Recommending Approval


CANDELARIO L. CALIBO

Dean, College of Arts and Sciences

Date:

Approved by:


BEATRIZ S. BELONIAS

Vice President for Instruction

Date: 11/27/2020

PERFORMANCE MONITORING FORM

Name of Employee: DEAN RUFFEL R. FLANDEZ

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.	Teaches 2 General Education Social Science Subject, 1 Elective Subject, and 1 BCAED Major Subject (2 ScSc15- Philippine History, 1 ScSc12n Readings in Philippine History, 3 Humn12n – Reading Visual Arts, CAED 114 – Contemporary Arts in Various Contexts)	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	January 2020	June 2020	June 2020	Impressive	Outstanding	
2.	Prepares/revises course syllabi	Approved course syllabi in ScSc 12n, ScSc 15, Humn 12n, and CAED 114	January 2020	February 2020	February 2020	Impressive	Outstanding	
3.	Submission of midterm grades and final grades	Grades submitted to registrar	January 2020	June 2020	June 2020	Impressive	Outstanding	
4.	Participate in all activities conducted by the department, college and the university	Attendance, certificates if applicable	January 2020	January 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.
Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Dean Ruffel R. Flandez

Performance Rating: Very Satisfactory

Aim: To improve student evaluation ratings in all his classes; Write textbook in Reading Visual Arts; Conduct Research; and Finish Graduate Studies

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

Date: January 2020

Target Date: One year from today

First Step:

- a) Encouraged him to be considerate of his students who have difficulties in learning
- b) Advised him to write research proposals related to Social Sciences
- c) Get updates of his graduate studies

Result:

Commitment to improve his style of teaching by taking into consideration the pace of learning of the students

Date: June 2020

Target Date: End of second semester


Next Step:

Follow up on the writing of the textbook, research proposals, and his dissertation.

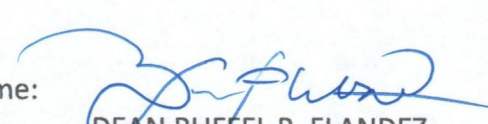
Outcome: NA

Final Step/Recommendation: NA

Prepared by:


GUIRALDO C. FERNANDEZ. JR.
Department Head

Conforme:


DEAN RUFFEL R. FLANDEZ
Faculty/Employee