

Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: ART RUSSEL R. FLANDEZ

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.93x100%= 4.93	
b. Students (50%)			
Total for Instruction	50%		2.465
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	50%	5x50%	2.50
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension			
4. Administration			
5. Production			
TOTAL	100%		4.965

EQUIVALENT NUMERICAL RATING: 4.965
 Add: Additional Points, if any: none
 TOTAL NUMERICAL RATING: 4.965

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

Reviewed by:

ART RUSSEL R. FLANDEZ

Name of Faculty

ANALYN M. MAZO

Department Head

Recommending Approval:

CANDELARIO L. CALIBO
Dean/Director

GIC
M/21/20

Approved:

BEATRIZ S. BELONIAS

Vice President

"Exhibit B"


INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)


I, **Art Russel R. Flandez**, a faculty member of the **Department of Biological 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 to June 2020**.



Art Russel R. Flandez
Assistant Professor III
Date: 12/11/20

Approved:


ANALYN M. MAZO
Department Head
Date: 12/12/20


CANDELARIO L. CALIBO
College Dean
Date: 12/21/20

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										
	<u>PI 10</u> . Additional outputs:	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	Candid appraisal for VSU grad school; Recommendation for DOST scholarship	1	1	5	5	5	5.00	Made a candid appraisal for VSU graduate school; Made recommendation letter for DOST scholarship for Ms Karra Isaac
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	<u>PI 5</u> : Total FTE, coordinated, implemented and monitored *	<u>A9</u> . Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>							
		<u>A10</u> . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	2	5	5	4.5	4.83	Gradesheet for Biol 158 and Zool 143
		<u>A 11</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	2	3	5	5	5	5.00	For students with INC in Biol 152 and Zool 143

		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	246	5	5	4.5	4.83	Checks quizzes for Biol 158 and Zool 143
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10	240	5	5	4.5	4.83	Checks lab reports for Biol 158 and Zool 143
	PI 8 : Number of students advised: *	A16 . Number of students advised:	<i>Acts as academic adviser to students</i>	10	10	5	5	4.5	4.83	Academic adviser to BSBio and BSMB students
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript	2	3	5	5	5	5.00	1. Agbisit RT 2. Bertulfo MA 3. Laude J*
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	2	3	5	5	5	5.00	1. Nava 2. Perfectua 3. Puray
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5	10	5	5	5	5.00	Consultation by students thru email and Google Classroom
	PI 9 : Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advises student organizations recognized by USSO							
		A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities							
	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							
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	1	5	5	5	4.5	4.83	Prepared Moodle: SCTS 11, MarB 111, MarB 117, Zool 21, Biol 152; Google Classroom: MarB 111
		<i>Supplemental learning resources</i>	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	5	6	5	5	4.5	4.83	Prepared PPT for Biol 158 - Phys. & Chem. Oceanography; Zool 143 - Ichthyology; MarB 111 - Oceanography II

		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	4	5	5	4.5	4.83	Prepared assessment tools per lesson in each module
		A 23 : 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							
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	2					Created virtual classrooms in Moodle and Google Classroom for MarB 111
		A 26. Other outputs implementing the new normal due to covid 20	1. Collaboration tool for IM making;	1	1	5	5	5	5.00	Guide for making IMs for collaboration using Google Docs
			2. Review IMs as Chair of IM Committee	1	2	5	5	5	5.00	Started review (comments & minor edits) of early IMs submitted Ecol 11 (HVO), ScTS 11 (SAC)
			3. Attend trainings for creating and managing virtual classrooms	1	2	5	5	5	5.00	Training for Google Classroom (Mr. Cortes); Training for Moodle (Prof. Tabada)
			4. Attend webinars related to blended learning, online learning, etc.	2	10	5	5	5	5.00	Attended webinars by the EV-HEIs FLMC, CHED-ROs, CNU, related to blended learning
UMFO 3 . RESEARCH SERVICES										
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research oroject within the year	1	on going					CHED research project to be completed
	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	on going					Prepares paper for the CHED research project (to be submitted to journal)

		<u>A 35.</u> Other outputs implementing the new normal due to covid 19	1. Attend webinars related to research	1	4	5	5	5	5.00	Attended Webinar on MPAs: Ensuring Fish for the Future; State of Philippine Marine Biodiversity; Samut-saring Buhay; Verde Island Passage Marine Biodiversity
UMFO 4. EXTENSION SERVICES										
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	2	zero non-conformity					Prepared ISO syllabi in Zool 143 and Biol 158
		<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		100% compliant					
		On program accreditations								
		On institutional accreditations								
UMFO 6. General Admin. & Support Services										
	<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		Zero % complaint					
	<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							

		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal								
	Total Over-all Rating									83.83	
	Average Rating									4.93	
	Adjectival Rating									OUTSTANDING	

Evaluated & Rated by:

ANALYN M. MAZO
Department Head, DBS
Date: 12/11/22

Recommending Approval

CANDELARIO L. CALIBO
Dean, GAS
Date: Dec 21, 22

Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction
Date:

Comments & Recommendations for Development

Purpose:

Should consider pursuing PhD next year; publish research outputs to peer-reviewed journals.

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Art Russel Flandez

Performance Rating: Outstanding

Aim: Pursue graduate studies

Proposed Interventions to Improve Performance:

Date: Jan 2020

Target Date: December 2020

First Step:

Look for a university the offers the program to pursue based on the FDP

Result:

University identified

Date: Jan 2021 Target Date: December 2021

Next Step:

Apply for scholarship


Outcome:

Scholarship obtained

Final Step/Recommendation:

Pursue graduate studies

Prepared by:


ANALYN M. MAZO
Unit Head

Conforme:


ART RUSSEL R. FLANDEZ
Assistant Professor III