SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **DAVID WINSTON W. TABADA**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.75x50%=2.375	
b. Students (50%)		4.17x50%=2.085	
Total for Instruction	90%	4.46	4.014
2. Research			
a. Client/Dir. for Research (50%)		5.0x50%= 2.50	
b. Dean/Center Director (50%)		5.0x50%=2.50	
Total for Research	5%	5.0	0.25
3. Extension			
a. Client/Dir. for Extension (50%)		5.0x50%=2.50	
b. Dean/Center Director (50%)		4.61x50%=2.305	
Total for Extension	2.5%	4.805	0.12
4. Administration	2.5%	5.0	0.125
5. Production			
TOTAL	100 %		4.51

EQUIVALENT NUMERICAL RATING: 4.51

Add: Additional Points, if any: _____

TOTAL NUMERICAL RATING: 4.51

ADJECTIVAL RATING: Outstanding

Prepared by:

DAVID WINSTON W. TABADA
Name of Faculty

Reviewed by:

MARK RYAN R. TRIPOLE
Head, DoPAC

Recommending Approval:

GLENN G. PAJARES
Dean, CAS

Approved:

ROTACIO S. GRAVOSO
Vice President for Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **DAVID WINSTON W. TABADA**, a faculty member of the **DoPAC** commit to the deliver and agree to be rated on the following accomplishments in accordance with the indicated measures for the period **January - June 2024**.

Approved:

DAVID WINSTON W. TABADA
Instructor II
Date: 7/1/2024

MARK RYAN R. TRIPOLE
Head, DoPAC
Date: 7/2/2024

GLENN G. PAJARES
Dean, CAS
Date: 7/4/2024

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - Dec)	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										
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI MFO 3. Higher Education Management Services										
	PI 6: Number of programs accredited	**A 1**. Number of programs accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation							
	PI 10: Total FTE, coordinated, implemented and monitored *	**A 2**. Actual Faculty's FTE	Handles and teaches courses assigned	4	32.4	5	5	5	5.00	Chem 143.1, 157.1, 148n, 148.2, 21 (Lec), 21 (Lab), 140n, 140.1, 1n, 132.3
	PI 11: Number of new revised curricular proposals submitted	**A 3**. Number of new revised curricular proposals submitted	Contributes to the submission of a new revised curricular proposals							
	PI 13: Percentage of courses offered with approved course syllabi	**A 4**. Percentage of courses offered with approved course syllabi	Teaches subjects with approved course syllabi	50%	100.00	5	5	5	5.00	

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - Dec)	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
									Rating	
	PI 14: Percentage of courses offered with IMs	A 5. Percentage of courses offered with approved IMs	Teaches subjects with approved IMs	50%	100.00	5	5	5	5.00	
	PI 15: Number of Instructional Materials approved	A 6. Number of Instructional Materials approved	Prepares and submits IMs for review and approval	1	1.00	5	4	4	4.33	Chem 115.2
	PI 16: Percentage of courses offered with final grades submitted within the allowable period	A 7. Percentage of courses offered with final grades submitted within the allowable period	Submits grade sheets within allowable period	100%	90.00	5	4	3	4.00	Chem 143.1, 157.1, 148n, 148.2, 21 (Lec), 21 (Lab), 140.1, 1n, 132.3
	PI 18: Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students (TPES)	A 8. Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students (TPES)								
	PI 19: Additional Outputs	A 10. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	8	23	5	5	5	5.00	Chem 143.1, 157.1, 148n, 148.2, 21 (Lec), 21 (Lab), 140.1
		A 11. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	15	40	5	5	5	5.00	Chem 143.1, 157.1, 148n, 148.2, 21 (Lec), 21 (Lab), 140n, 140.1,
		A 12. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10	60	5	5	5	5.00	Chem 143.1, 157.1, 148n, 148.2, 21 (Lec), 21 (Lab), 140n, 140.1,
		A 14. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	2	2	5	5	5	5.00	Football Varsity, ChemSoc
UMFO 3 . RESEARCH SERVICES										
	PI 1: Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A 15. 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						to be complied in later half of the year

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - Dec)	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Eficiency	Timeliness	Average	
	PI 2: Number of research outputs completed within the year *	A 16. Number of research outputs completed within the year *	Conducts and completes research project within the year	1	1	5	5	5	5.00	
	PI 3: Number of research outputs presented in regional/national/ int'l fora/conferences	A 17. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic fora/conferences	1						to be complied in later half of the year
		a. International								
		b. National								
		c. Regional or Institutional Conferences								
	PI 7: Amount of research money obtained from external sources	A 21. Amount of research money obtained from external sources	Requests for research money from external sources							

UMFO 4. EXTENSION SERVICES

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - Dec)	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS
	PI 1: Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities (MOUs/MOAs)	A 32. 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	1	5	4	4	4.33	BuCOR
	PI 2: Number of trainees weighted by the length of training	A 33. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	1	2	5	5	5	5.00	BuCOR, Farmers for Aquilaria
	PI 3: Number of extension programs and projects	A 34. Number of extension programs and projects		1	1	5	4	5	4.67	BuCOR

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - Dec)	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
	PI 4: Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and relevance	A 35. Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses	1	1	5	4	4	4.33	BuCOR
	PI 5: Number of technical/expert services rendered	A 36. Number of technical/expert services rendered as/in:	Provides the technical and expert services requested by beneficiaries							
		a. Peer reviewer of journal/book								
		b. Review of research and extension proposal								
		c. Resource speaker/person (panelist, discussant, judge in academic and research competition, moderator in conferences, convenor, facilitator)		1	2	5	5	5	5.00	Training of Trainers for Rainforestation-Aquilaria Farming, Chemical Safety
		d. accreditor								
		e. consultancy								
	PI 6: Number of extension proposals submitted	A 37. Number of extension proposals submitted	Prepares extension project proposals and submits for review							
	PI 7: Number of extension proposals approved	A 38. Number of extension proposals approved	Follow ups submitted and reviewed extension proposals							
	PI 8: Number of extension proposals implemented	A 39. Number of extension proposals implemented	Implements duly approved extension projects							
	PI 9: Number of extension outputs presented in int'l, national, regional or institutional conferences	A 40. Number of extension outputs presented in:	Prepares, submits and presents extension paper in conferences							
		a. International								

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - Dec)	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
		b. *National*								
		c. *Regional or Institutional Conferences*								
	PI 10: Number of extension actvities conducted	A 41. Number of extension activities conducted	Conducts extension program activities	1	1	5	4	4	4.33	BuCOR

UMFO 5. SUPPORT TO OPERATIONS

OVPI MFO 1. Faculty Development Services

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - Dec)	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS
	PI 7: Number of trainings, seminars, and conferences attended	A 50. Number of training, seminars, and conferences attended (international, national, regional/institutional)	Attends training, seminars, and conferences attended (international, national, regional/institutional)	2	4	5	5	5	5.00	ITEEM, OPREI
		International								
		National								
		Regional/Institutional			4	5	5	5	5.00	ITEEM, OPREI

OVPI MFO 3. Registration Services

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - Dec)	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS
	PI 9: Percentage of students enrolled and validated within the registration period	A 51. Percentage of students enrolled and validated within the registration period	Validates students within the registration period	80%	100%	5	5	5	5.00	BS Chem 2nd Year
	PI 10. Number of students advised during the registration period	A 52. Number of students advised during the registration period	Acts as academic adviser	40	40	5	5	4	4.67	BS Chem 2nd Year

OVPI MFO 4. Curricular Program Management Services

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - Dec)	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS
	PI 12: Number of IMs reviewed by the DIMRC	A 53. Number of IMs reviewed by the DIMRC	Submits IMs for review							
	PI 13: Number of course syllabi and TOS reviewed and approved	A 54. Number of course syllabi and TOS reviewed and approved	Submits course syllabi and TOS for approval	4	5	5	3	5	4.33	TOS Chem 148n, 21 (Lec), 140n, 1n, Syllabus (Chem 21)

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - Dec)	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
	PI 16: Number of student thesis advised:	A 57. Number of students advised on thesis/field practice/special problem:			11	5	5	5	5.00	Arcilla, Ayso, Batistil, Matuguina, Wenceslao, Belza, Millan, Daguplo, Maquilan, Petilla
		As SRC Chairman	Advises and corrects research outline and thesis/SP manuscript	1	5	5	5	5	5.00	3rd yr, Villacampa, Moreno, Magunot, Magdaraog
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	4	7	5	5	5	5.00	3rd yr, Utrera, Omandam, Napiere, Arradaza, Compendio
	PI 18: Number of students from other schools having summer program supervised	A 59. Number of students from other schools having summer program supervised	Acts coordinator/facilitator for students from other schools having summer program in VSU							
	PI 19: Number of external institutions/agencies conducting benchmarking activities served	A 60. Number of external institutions/agencies conducting benchmarking activities served	Facilitates in assisting of the external institutions/agencies conducting benchmarking activities	1						
	PI 20: Number of students from other academic departments conducting research activities served	A 61. Number of students from other academic depts conducting research activities served	Facilitates in assisting students from other academic depts conducting research activities	1	4	5	5	5	5.00	ITEEM (Daguplo, Maquilan, Petilla, Compendio)
	PI 21: Additional outputs	A 62. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	20	30	5	5	5	5.00	HS Students, PhD student from CTU, Chem students

UMFO 6. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - Dec)	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS
	PI 1: Number of departments/institutes/offices supervised	A 65. Number of departments/institutes/offices supervised	Acts as head of office							

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - Dec)	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Eficiency	Timeliness	Average	
	PI 2: Number of management meetings conducted	A 66. Number of management meetings conducted	Presides departmental meetings							
	PI 3: Number of committee meetings conducted	A 67. Number of committee meetings conducted	Acts as committee chairman							
	PI 4: Number of routinary documents acted	A 68. Number of routinary documents acted	Signs documents		30	5	5	5	5.00	Internal clearance, thesis approval
	PI 5: Number of requests acted	A 69. Number of requests acted	Approves requests							
	PI 6: Number of memoranda prepared	A 70. Number of memoranda prepared	Issues memoranda							
	PI 7: Percentage of IFWs submitted to OVPAA before deadline	A 71. Number of IFWs submitted to OVPAA before deadline	Monitors submission of IFWs before deadline							
	PI 8: Percentage of Report of Actual Teaching Load submitted to OVPAA 30 days after the start of classes	A 72. Percentage of Report of Actual Teaching Load submitted to OVPAA 30 days after the start of classes	Monitors submission of ATL 30 days after start of classes							
	PI 9: Percentage of submitted DTR within 20 days after the last day of the month	A 73. Percentage of submitted DTR within 20 days after the last day of the month	Submits DTR within 20 days after the last day of the month	80%	33%	4	3	2	3.00	
	PI 10: Percentage of complaints, if any, addressed on time	A 74. Percentage of complaints, if any, addressed on time	Addresses complaints on time (if any)	50%	NA					No complaints received
	PI 11: Percentage of action plans implemented and monitored as scheduled	A 75. Percentage of action plans implemented and monitored as scheduled	Implements and monitors action plans as scheduled							
	PI 12: Percentage of monthly accomplishment report submitted	A 76. Percentage of monthly accomplishment report submitted	Submits monthly accomplishment report							

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - Dec)	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
	PI 13: Number of classroom and lab rooms constructed and renovated	A 77. Number of approved and implemented requests for classroom and lab rooms construction and renovation	Requests and monitors approval and implementation of requests classrooms and lab rooms construction and renovation							
	PI 14: Percentage budget utilization (GAA)	A 78. Percentage budget utilization (GAA)								
	PI 15: Percentage budget utilization (STF)	A 79. Percentage budget utilization (STF)								
	PI 17: Additional Outputs	A 80. Number of meetings attended	Attends meetings (departmental/institutional)	10	10	5	5	4	4.67	at least 10
		A 81. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performfing functions resulting to best practice							
	Total Over-all Rating								137.67	

Average Rating		4.75
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.75
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purposes

Attend more related training workshops/seminars. Aim to finish MS studies in Chulalongkorn University in the shortest possible time

Evaluated & Rated by:

MARK RYAN R. TRIPOLE
Head, DoPAC
Date: 7/2/2024

Recommending Approval:

GLENN G. PAJARES
Dean, CAS
Date: 7/4/2024

Approved by:

ROTACIO S. GRAVOSO
Vice President for Academic Affairs
Date: 7/25/2024

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Employee: DAVID WINSTON W. TABADA

Head of Office: MARK RYAN R. TRIPOLE

Number of Personnel: _____1_____
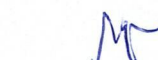
Activity Monitoring	MECHANISM					Remarks
	Meeting		Memo	Others (Pls. specify)		
	One-on-One	Group				
Monitoring	Advised to pursue graduate studies (MS Chemistry) in the soonest possible time					June, 2024 **Slated for study in Chulalongkorn University, Thailand in August, 2024**
Coaching	Encouraged faculty to submit research papers for publication in a peer-reviewed journal, to submit research and extension proposals for funding (institutional/local/international), and to attend relevant trainings and scientific fora					

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

Conducted by:

MARK RYAN R. TRIPOLE
Immediate Supervisor

Noted:

GLENN G. PAJARES
Next Higher Supervisor

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/ Performance Indicator	Task	Assigned To	Duration	TASK STATUS						Remarks
				1st Month	2nd Month	3rd Month	4th Month	5th Month	6th Month	
MFO 1. Advanced Education Services										
OVPI MFO 1. Graduate Degree Program Management Services										
PI 1. Percentage of graduate faculty pursuing PhD	Faculty Development	DoPAC Faculty	Continuing task							ROPV (set to finish and return 2025)
OVPI MFO 2. Advanced Education										
PI 3: Total FTE monitored	Teaching	Dept. Head & Faculty	Continuing task	X	X	X	X	X		4.375 as of first half of the year
PI 11: Number of instructional materials developed*	Teaching	Dept. Head & Faculty	Continuing task							For compliance in second half
MFO 2. Higher Education Services										
PI 1: Percentage passing in licensure examinations (1st time takers)	Teaching	Dept. Head & Faculty								CLE and CTLE are in second half of the year
PI 2: Percentage passing in licensure examination (overall including repeaters)	Teaching	Dept. Head & Faculty								CLE and CTLE are in second half of the year
PI 6: Number of programs accredited	Offering BS program	Dept. Head & Faculty	Continuing task	X	X	X	X	X	X	Continue to maintain BS offering
PI 7: Number of degree programs implemented	Offering BS program	Dept. Head & Faculty	Continuing task	X	X	X	X	X	X	Continue to maintain BS offering
PI 8: Number of programs with COPC	Offering BS program	Dept. Head & Faculty	Continuing task	X	X	X	X	X	X	Continue to maintain BS offering
PI 10: Total FTE monitored *	Offering BS program	Dept. Head & Faculty	Continuing task	X	X	X	X	X	X	222.75 as of first half of the year
PI 13: Percentage of courses offered with approved course syllabi	Teaching	Dept. Head & Faculty	Continuing task							Continuous monitoring of syllabi
PI 14: Percentage of courses with approved IMs	Teaching	Dept. Head & Faculty	Continuing task							IMs to be updated
PI 15: Number of Instructional materials approved	Teaching	Dept. Head & Faculty	Continuing task							IMs to be updated

PI	Activity	Responsible	Timeframe							Remarks
PI 16: Percentage of course offered with final grades submitted within the allowable period	Teaching	Dept. Head & Faculty	Jan–June, 2024	x	x	x	x	x	x	104/106 grade sheets submitted within allowable period (second semester AY 2023)
PI 17: Percentage of faculty rated at least VS in the Teaching Performance Evaluation by Students (TPES)	Teaching	Dept. Head & Faculty	Jan–June, 2024	x	x	x	x	x	x	As of first semester AY 2023: 60% Outstanding, 35% VS; 5% S
PI 18: Percentage of faculty rated at least VS by Supervisor	Teaching	Dept. Head & Faculty	Jan–June, 2024	x	x	x	x	x	x	Ratings for 1st and 2nd Semester (100% OS for regular faculty)
PI 19: Additional Outputs										
Number of student organizations advised/assisted*	Organization Advising	Dept. Head & Organization Adviser	Jan–June, 2024	x	x	x	x	x	x	VSU Chemical Society, ViHOS, Viscan Eruditos
Percentage of graduates (2 years prior) that are employed*	Teaching	Dept. Head & Faculty	Continuing task							At least 10 BS Chem graduates are employed
MFO 3 Research Services										
PI 2: Number of research outputs completed	Conducting research	Dept. Head & Faculty	Jan–June, 2024	x	x	x	x	x	x	Physicochemical Characterization of the Major River Systems in Leyte (Palhi River AY 2023), LNF - PHASE 2
PI 8: Amount of research money obtained from internal sources	Conducting research	Faculty Researchers	Continuing task			x				P60,000 for MRS Project
MFO 4 Extension Services										
PI 5: Number of expert services rendered:	Conducting trainings, consultancy, etc.	Dept. Head & Faculty	Continuing task		x		x		x	MRRT (1) - Chemical Waste Management Resource Speaker, DWWT (1) - consultancy

PI	Activity	Responsible	Timeframe							Remarks
										128.2, Chem 143.1, Chem 128, Chem 127n
PI 14: Number of OJT MOAs prepared	Internship deployment	Dept. Head & OJT Coordinator	Mid-year term, 2024						x	PASAR, Cebu Agua Lab, Leyte Agri Corp, DENR EMB8, DENR ERDB, Mandaue Laboratory Water Testing Services, University of San Carlos
PI 15: Number student interns deployed and monitored	Internship deployment	Dept. Head & OJT Coordinator	Mid-year term, 2024						x	PASAR (5), Cebu Agua Lab (2), Leyte Agri Corp (3), DENR EMB8 (6), DENR ERDB (5), Mandaue Laboratory Water Testing Services (2), University of San Carlos (3), FAST Lab (2), VSU CASL (1), DLSU AniMoS (1)
PI 16: Number of thesis students advised	Advising	Dept. Head & Academic Adviser	Continuing task	x	x	x	x	x	x	As of second semester AY 2023: GCA (5), JLYA (3), YLB (4), VPL (3), ESQ (1), AAR (4), FMS (4), YAS (3), MRRT (4)
MFO 6 General Administrative & Support Services (GASS)										

										with ITEEM, FMS (1) - consultancy with DOST
MFO 5 Support to Operations										
OVPI MFO 1. Faculty Development Services										
PI 1: Number of faculty pursuing advanced research degrees	Faculty development	Dept. Head & Faculty	Continuing task							For compliance in second half
PI 7: Number of faculty sent to trainings, seminars and conferences	Faculty development	Dept. Head & Faculty	Continuing task							MRRT, ESQ, AAR, JLYA, JMA, GCA (38th PCC), ESQ (2)
OVPI MFO 2. Faculty Recruitment/Hiring Services										
PI 8: Number of new faculty hired with at least Master's degree	Faculty development	Dept. Head & DPC								For compliance in second half
OVPI MFO 3. Registration Services										
PI 9: Percentage of students enrolled and validated within the registration period	Student enrollment	Dept. Head & Academic Adviser	Jan–June, 2024	X	X	X	X	X	X	BS Chemistry 1st Year to 4th Year
PI 10: Number of students advised during the registration period	Student enrollment	Dept. Head & Academic Adviser	Jan–June, 2024	X	X	X	X	X	X	BS Chemistry 1st Year to 4th Year
OVPI MFO 4. Curricular Program Management Services										
PI 12: Number of IMs reviewed by the CCC	Teaching	Dept. Head & Academic Adviser	Continuing task							For compliance in second half
PI 13: Number of course syllabi and TOs reviewed and approved	Teaching	Dept. Head & Academic Adviser	Continuing task	X	X	X	X	X	X	2nd Semester AY 2023 Chem 157.1, Chem 195n, PhSc 105.1, Chem 159, PhSc 105, Chem 140, Chem 157, Chem 141, Chem 208, Chem 21, Chem 138, PhSc 105.2, Envi 120, Chem

PI										Remarks
PI 2. Number of management meetings conducted	Conducting meetings with the faculty and staff	Dept. Head, Faculty and Staff	Jan–June, 2024	x	x	x	x	x	x	ESQ (6), MRRT (2)
PI 3. Number of committee meetings conducted	Conducting meetings with departmental committees	Dept. Head & Committee Chairs	Jan–June, 2024	x	x	x	x	x	x	Department Committees, CAS Executive Committee, etc.
PI 4. Number of routinary documents acted	Administrative functions	Dept. Head & Admin. Staff	Jan–June, 2024	x	x	x	x	x	x	DTRs, Leave Requests, IPCRs, Recommendations for Trainings/Travel, Thesis Outlines/Manuscripts, Hiring documents, Grade Sheets, Faculty and student clearances, Letter Requests, Leave Applications, Payroll etc.
PI 5. Number of requests acted	Administrative functions	Dean, Dept. Head & Admin. Staff	Jan–June, 2024	x	x	x	x	x	x	Request for the use of laboratory facilties, requests for borrowing of specific equipment/chemicals, job requests, letter requests, etc.
PI 6. Number of memoranda prepared	Administrative functions	Dept. Head	Jan–June, 2024	x	x	x	x	x	x	Reconstitution of department committees, assignment of focal persons, etc.
PI 7: Percentage of IFWs submitted to OVPAA on or before September 30	Administrative functions	Dept. Head & Admin. Staff	Jan–June, 2024							IFWs are always submitted on time
PI 9: Percentage of faculty and staff who	Administrative functions	Dept. Head,	Jan–June, 2024	x	x	x	x	x	x	All faculty have

submitted a DTR every month		Faculty and Staff								submitted their monthly DTRs
PI 12: Monthly accomplishment report submitted on time	Administrative functions	Dept. Head and concerned personnel	Jan–June, 2024	x	x	x	x	x	x	ESQ (January 1 to May 21), MRRT (May 22 to June 30), department heads have submitted accomplishment reports on time 4 JO (Jan-Jun, 2/month), 2 part-time instructors (Jan-Jun)
PI 14: Percentage budget utilization (GAA)	Administrative functions	Dept. Head & Admin. Staff	Jan–June, 2024						x	As of July 10, 2024
PI 15: Percentage budget utilization (STF)	Administrative functions	Dept. Head & Admin. Staff	Jan–June, 2024						x	As of July 10, 2024
PI 17: Additional Outputs										
Number of laboratory classes assisted	Teaching	Dept. Head & Admin. Staff (laboratory)	Continuing task	x	x	x	x	x	x	Assisted laboratory classes specially in the preparation of chemicals needed for the conduct of classes

Prepared by:

MARK RYAN R. TRIPOLE
Head, DoPAC

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **DAVID WINSTON W. TABADA**

Task No.	Task Description	Expected Output	Date Assigned	expected Date to Accomplish	Actual Date Accomplished	Quality of Outputs*	Over-all Assessment of Outputs**	Remarks/ Recommendation
1.	Advanced Education – Evaluating MEd admission applications	-	-	-	-	-	-	Not teaching MS subjects as of first half of 2024
2.	Higher Education – Teaching of Chemistry & Non-Chemistry courses	Virtual classrooms w/ learning materials & assessments	1/2/2024	6/30/2024	6/30/2024	Very impressive	Outstanding	Chem 143.1, 157.1, 148n, 148.2, 21 (Lec), 21 (Lab), 140n, 140.1, 1n, 132.3
3.	Research Services	Research conducted	1/2/2024	6/30/2024	6/30/2024	Very impressive	Outstanding	Major River System Project (Study Leader)
4.	Extension Services	Extension projects/activities conducted	1/2/2024	6/30/2024	6/30/2024	Very impressive	Outstanding	BuCOR Soap Making Extension Activity, Farmers for Aquilaria
5.	Support to Operations	Varied ISO & academic documents and services	1/2/2024	6/30/2024	6/30/2024	Very impressive	Outstanding	Assigned ISO, academic documents, student registration, etc.
6.	General Administration & Support Services	Varied general documents and services	1/2/2024	6/30/2024	6/30/2024	Very impressive	Outstanding	Assigned general documents and services done

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

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Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **DAVID WINSTON W. TABADA**
Performance Rating: Outstanding

Aim: Finish MS Chemistry studies in Chulalongkorn University in the shortest possible time

Proposed Interventions to Improve Performance:

Date: January, 2024   Target Date: June, 2024

First Step:

Submit research and extension proposals for funding and research papers for possible publication in peer-reviewed international journals. Focus on obtaining MS Chemistry degree from Chulalongkorn University in the shortest possible time.

Results: Meets the QS for tertiary instruction

Date: _____   Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

Prepared by:

MARK RYAN R. TRIPOLE
Head, DoPAC

Conforme:

DAVID WINSTON W. TABADA
Name of Ratee Faculty/Staff

VISAYAS STATE UNIVERSITY

INSTRUCTION AND EVALUATION OFFICE
VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte
Phone/Fax: +63 053 565 0600 local 1104
Email: odie@vsu.edu.ph
Website: www.vsu.edu.ph

TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

First Semester SY 2023-2024

Name of faculty: TABADA, DAVID WINSTON W.

Department: Dept. of Pure and Applied Chemistry

College: College of Arts and Sciences

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Num.	Adjec.	
Chem 120	ORGANIC CHEMISTRY (Lecture)	LEC	4.00	Very Satisfactory	80.0%
Chem 115.2	PRINCIPLES OF CHEMISTRY (Laboratory)	LAB	5.00	Outstanding	100.0%
Chem 2	ANALYTICAL CHEMISTRY (lecture)	LEC	4.00	Very Satisfactory	80.0%
Chem 2.1	ANALYTICAL CHMISTRY (Laboratory)	LAB	4.00	Very Satisfactory	80.0%
Chem 158	Physical Chemistry 2 (Lecture)	LEC	4.00	Very Satisfactory	80.0%
Chem 158.1	Physical Chemistry 2 (Laboratory)	LAB	4.00	Very Satisfactory	80.0%
Average Rating			4.17	Very Satisfactory	83.33%

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: April 24, 2024

Attested by:

MA. RACHEL KIM L. AURE
Director, Instruction and Evaluation
Date: April 24, 2024

Received by:

TABADA, DAVID WINSTON W.
Name and Signature of Faculty
Date:
Distribution of copies: ODIE, College, Department, Faculty

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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