

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member:

MICHAEL CARLO C. VILLAS

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Faculty Head	100%	5.00	5.00
b. Students	0%		0.00
TOTAL for Instruction	90 95%		4.50 4.75 ✓
2. Research	2.5%	4.33	0.11
3. Extension	2.5%	4.00	0.10
4. Production			
5. Administration/Other Services	5.00%	4.00	0.20 0.00
TOTAL			4.708 4.958 ✓ 4.91

EQUIVALENT NUMERICAL RATING:

~~4.708~~
 4.958 ✓ 4.91

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

~~4.958~~
~~4.708~~ ✓ 4.91

ADJECTIVAL RATING:

OUTSTANDING


Prepared by:


MICHAEL CARLO C. VILLAS
 Name of Faculty


Reviewed by:


JETT C. QUEBEC
 Department Head

Recommending Approval:


MA. THERESA P. LORETO
 Dean, CAS


Approved by:


BEATRIZ S. BELONIAS
 Vice President for Academic Affairs

"Exhibit B"


INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MICHAEL CARLO C. VILLAS, a faculty member of the DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JULY-DECEMBER 2020.


MICHAEL CARLO C. VILLAS
 Asst. Prof. III
 Date:

Approved:

JETT C. QUEBEC
 Department Head
 Date: 1-26-21


MA. THERESA P. LORETO
 College Dean
 Date: 2/15/2021

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	N/A	N/A					
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	N/A	N/A					
		A3. Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	N/A					
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	N/A					

		<u>A4</u> . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	1	5	5	5	5.00	MSLT students	
					5					
	<u>PI 9</u> : Number of instructional materials developed *	<u>A5</u> . Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems	1		5	5	5	5.00	LTNG 211, Litr 118, Fing 11
					3					
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1		5	5	5	5.00	LTNG 211, Litr 118, Fing 11
					3					
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1		5	5	5	5.00	Fing 11, Litr 118
					2					
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1		5	5	5	5.00	LTNG 211, Litr 118, Fing 11
					22					
		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	none					5.00	
					none					
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1		5	5	5	5.00	LTNG 211, Litr 118, Fing 11
					5					
	<u>PI 10</u> . Additional outputs:	<u>A 8</u> . Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	N/A						
					N/A					N/A
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	Handles and teaches courses assigned	18 per semester		5	5	5	5.00	Litr 135, LTNG 211, Fing 11, Litr 118

		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	6	5	5	5	5.00	Litr 135, LTNG 211, Flng 11, Litr 118
		A 11. 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					
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	2	5	5	5	5.00	Litr 135, LTNG 211, Flng 11, Litr 118
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	10	12	5	5	5	5.00	Litr 135, LTNG 211, Flng 11, Litr 119
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	12	5	5	5	5.00	Litr 135, LTNG 211, Flng 11, Litr 120
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	NONE	NONE					
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic advisor to students	N/A	N/A					
		A17. Number of students advised on thesis/ field practice/special problem:		N/A	N/A					
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	N/A	N/A					
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	N/A	N/A					
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	15	5	5	5	5.00	FLNG 11, LITR 118, LTNG 211
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO	NONE	NONE					

		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	NONE	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	1	3	5	5	5	5.00	FLNG 11, LITR 118, LTNG 211
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	3	5	5	5	5.00	FLNG 11, LITR 118, LTNG 211
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	3	5	5	5	5.00	FLNG 11, LITR 118, LTNG 211
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	3	5	5	5	5.00	FLNG 11, LITR 118, LTNG 211
		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	1	3	5	5	5	5.00	FLNG 11, LITR 118, LTNG 211
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	3	3	5	5	5	5.00	FLNG 11, LITR 118, LTNG 211
	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	1	NONE					Cancelled due to COVID and moved to December 2020

		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	N/A	N/A					
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	1	3	5	5	5	5.00	FLNG 11, LITR 118, LTNG 211
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	2	5	5	5	5.00	"Text and/as Travel: The Self-Translations of Merlie M. Alunan," Unitas (University of Santo Tomas); "Merlie M. Alunan: The Filipino Writer as Bisaya," Likhaan 14 (UP Institute of Creative Writing)
	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	2	5	5	5	5.00	"Text and/as Travel: The Self-Translations of Merlie M. Alunan," Unitas (University of Santo Tomas); "Merlie M. Alunan: The Filipino Writer as Bisaya," Likhaan 14 (UP Institute of Creative Writing)
	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	2	2	4	4	4	4.00	"Text and/as Travel: The Self-Translations of Merlie M. Alunan," Unitas (University of Santo Tomas); "Merlie M. Alunan: The Filipino Writer as Bisaya," Likhaan 14 (UP Institute of Creative Writing)
		<i>In refereed int'l journals</i>		1	1	4	4	4	4.00	"Text and/as Travel: The Self-Translations of Merlie M. Alunan," Unitas (University of Santo Tomas); "Merlie M. Alunan: The Filipino Writer as Bisaya," Likhaan 14 (UP Institute of Creative Writing)

		<i>In refereed nat'l/regional journals</i>		1	1	4	4	4	4.00	"Merlie M. Alunan: The Filipino Writer as Bisaya," Likhaan 14 (UP Institute of Creative Writing)
	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 for a/conferences	1	1	4	4	4	4.00	Text and/as Travel: The Self-Translations of Merlie M. Alunan, Unitas (University of Santo Tomas); "Merlie M. Alunan: The Filipino Writer as Bisaya," Likhaan 14
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>		1	1	4	4	4	4.00	Lamiraw Creative Writing Workshop 2020
	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	1	_____					Cancelled due to COVID
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)		NONE	NONE					
		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					
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	NONE	NONE					
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	1	_____					Unrealized due to COVID
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	1	_____						Unrealized due to COVID
	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	1							
	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	_____						Unrealized due to COVID
	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	1	_____						Unrealized due to COVID
	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	N/A	N/A						
	Research Mentoring	Research Mentor		NONE	NONE						
	Peer reviewers/Panelists	Peer reviewers/Panelists		NONE	NONE						
	Resource Persons	Resource Persons		1	1	4	4	4	4.00		Lamiraw Creative Writing Workshop 2020
	Convenor/Organizer	Convenor/Organizer		NONE	NONE						
	Consultancy	Consultant		NONE	NONE						
	Evaluator	Evaluator		NONE	NONE						

	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	1	_____						Unrealized due to COVID
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *		NONE	NONE						
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	1	_____						Unrealized due to COVID
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	zero non-conformity	zero non-conformity	4	4	4	4.00		
		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% compliant	100% compliant						
		On program accreditations		N/A	N/A						
		On institutional accreditations		N/A	N/A						
UMFO 6. General Admin. & Support Services											
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients		Zero % non-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	NONE	NONE					
		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	NONE	NONE					
	Total Over-all Rating									
	Average Rating									
	Adjectival Rating									

Average Rating (Total Over-all rating divided by number of entries)	4.82
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.82
ADJECTIVAL RATING	Outstanding

Comments & Recommendations for Development Purpose: Prof. Villas is a very intellectual and motivated faculty of DLABS. His prowess in the field of Literature benefits the whole department. A doctorate degree is a welcome development.

Evaluated & Rated by:


JETT C. QUEBEC

Department Head

Date: 1-26-21


Recommending Approval


MA. THERESA P. LORETO

Dean, College of Arts and Sciences

Date: 2/15/2021

Approved by:


BEATRIZ S. BELONIAS

Vice President for Instruction

Date: 2/19/21

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **Michael Carlo C.Villas**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Ren Recomm
1	Teach four (3) courses (FLng 12, ELST 110, LTNG 211)	Attendance sheets of assigned classes, midterm and final gradesheets per course, and outstanding result in students' performance evaluation	October 2020	February 2021	February 2021	Impressive	Outstanding	
2	Assist students' concerns through student consultations	Improved students' performance	October 2020	February 2021	February 2021	Impressive	Outstanding	
3	Class preparation	Prepare visual aids, quizzes, and activities	October 2020	February 2021	February 2021	Impressive	Outstanding	
4	Submission of midterm grades and final grades	Submit grades to the university registrar	October 2020	February 2021	February 2021	Impressive	Outstanding	
5	Participate in all activities conducted by the department, college and the university	Attendance sheets and certificates, if necessary	October 2020	February 2021	February 2021	Impressive	Outstanding	
6	Perform other functions assigned by the department head	Certificate of the trainings and workshops	October 2020	February 2021	February 2021	Impressive	Outstanding	

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

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

Prepared by:


JETT C. QUEBEC
 Department Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Michael Carlo C. Villas

Performance Rating:

Aim: To have his proposal and final defense for the degree, Ph.D. in Comparative Literature, participate in research and extension projects, and develop context-specific, culturally sensitive teaching strategies.

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

Date: January 1 2021

Target Date: One year from today

First Step:

- a) Encourage him to continue working on his dissertation so as to finish within the year
- b) Require him to participate in research and extension projects

Result:

He is currently working on his doctoral dissertation and is expected to finish his degree on December 2021.

Date: January 2021

Target Date: December 2021

Next Step:

He will be advised to finish his doctoral dissertation by December 2021. He will develop effective teaching strategies based on student and peer evaluation.

Outcome: Ph.D. in Comparative Literature

Final Step/Recommendation: Present papers in national and international conferences; Publish in peer-reviewed, Scopus-indexed, and CHED-accredited journals.

Prepared by:

JETT C. QUEBEC

Department Head

Conforme:

MICHAEL CARLO C. VILLAS
Faculty