

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Nelson H. Tejera

Program Involvement (1)		Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1.	Instruction			
	a. Head (50%) from IPCR	0.50	3.64	1.82
	b. Student (50%) from Teaching Performance Eval'n. By-Students	0.50	4.33	2.17
Total for Instruction		100%	3.99	3.99
2.	Administration and Support Services	0%	0.00	0.00
TOTAL		100%	TOTAL EQUIVALENT NUMERICAL RATING	3.99

EQUIVALENT NUMERICAL RATING:

3.99

Add: Additional Points, if any:

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TOTAL NUMERICAL RATING:

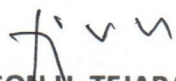
3.99

ADJECTIVAL RATING:

Very Satisfactory

Prepared by:

Reviewed by:


NELSON H. TEJARA
Name of Faculty


SHALOM GRACE C. SUGANO
Department Head

Recommending Approval:

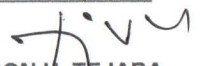

ALED A. VILLOCINO
Dean/Director

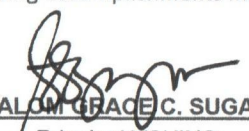
Approved:


BEATRIZ S. BELONIAS
Vice President

Visayas State University
College of Education
VISAYAS STATE UNIVERSITY INTEGRATED HIGH SCHOOL
INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, NELSON H. TEJARA, instructor of VSUIHS, commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January, 2019 to June, 2019.


NELSON H. TEJARA
Instructor, VSUIHS


SHALOM GRACE C. SUGANO
Principal, VSUIHS

MFO No.	MFO Description	Success/Performance Indicator (PI)	Units/Persons Responsible	Target	Actual Accomplishment	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
MFO 1	Advanced Education Services 20%									
	1. Graduate Degree Program Management Services									
	0 = 3 1 = 4.8 ≥2 = 5.0	PI 1: Number of graduate degree specializations offered and monitored		NA						
	1.5 - 2.0 = 4.8 > 2 = 5.0	PI 2: Total FTE monitored		NA						
	0-25% = 3.0 26 - 90% = 4.5 >90% = 5.0	PI 3: Percentage of students who graduated within the prescribed period		NA						
	2. Graduate Student Management Services									
	0-25%= 3.0 26-50% = 4.5 >50% = 5.0	PI 1: Percentage of graduate students awarded with honors/distinction		NA						
	0-25%= 3.0 26-50% = 4.5 >50% = 5.0	PI 2: Percentage of graduate students advised who rated the adviser/GAC member at least very satisfactory		NA						
		PI 3: Percentage of graduate school faculty engaged in research work applied in any of the ff:	VSUIHS Faculty		0	3	3	3		
		a. Pursuing advanced research degree program	VSUIHS Faculty		0	3	3	3		

	0-25% = 3.0 26-50% = 4.5 = 5.0
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		b. Thesis outline/manuscript/Case Studies/Special Problems/OJT Narrative Reports/Engineering Projects/Portfolios approved	VSUIHS Faculty	0	1	5	5	5	5.00	
	0 organization = 3.0 1 organization = 4.0 2 or more = 5.0	PI 10: Number of student organizations advised/ assisted	VSUIHS Faculty	0	1	5	5	5	5.00	
	0 IEC = 3.0 1 IEC = 4.0 2 or more = 5.0	PI 11: Number of instructional materials developed/revised	VSUIHS Faculty	1	9	5	5	5	5.00	
		a. OBE-compliant syllabi	VSUIHS Faculty	1	3	5	5	5	5.00	
		b. Teaching guides/Student guides/ Laboratory Manuals	VSUIHS Faculty	1	3	5	5	5	5.00	
		c. Complete sets of teacher-developed audio visual materials (powerpoints, videos, computer games, etc)	VSUIHS Faculty	1	3	4	5	5	4.67	
		d. On-line interactive learning resources per subject	VSUIHS Faculty	1	3	4	5	5	4.67	
		PI 12. Number of instruction-related awards	VSUIHS Faculty	0	0	3	3	3	3.00	
MFO 3	Research Services									
	0 output = 3.0 1 - 2 output = 4.0 3 - 5 output = 4.5 > 5 output = 5.0	PI 1. Number of published papers in peer-reviewed journals	VSUIHS Faculty	0	0	3	3	3	3	
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l journals</i>								
		<i>In institutional journals</i>								
		PI 2. Number of patents/Utility Models/copyrights filed and registered	VSUIHS Faculty	0	0	3	3	3	3.00	
		PI 3. Number of research papers (oral presentation, posters, keynote speaker, plenary speaker) presented in regional/national/ int'l scientific/professional fora and conferences	VSUIHS Faculty	0	0	3	3	3	3.00	
		<i>In int'l fora/conferences</i>			0	3	3	3	3.00	
		<i>In nat'l fora/conferences</i>			0	3	3	3	3.00	
		<i>In reg'l fora/conferences</i>								
		<i>In institutional fora/conferences</i>								
	0 non/proi = 3.0	PI 4. Number of research studies conducted	VSUIHS Faculty		0	3	3	3	3.0	

	1 - 2 prop/proj = 4.5 3 or more prop/proj = 5.0	PI 5. Number of research proposals submitted	VSUIHS Faculty	0	1	5	5	5	5.00	
		PI 6. Number of research proposals approved	Research Committee		0					
	None = 3.0 100K - 1M = 4.0 1.1M - 5M = 4.5 >5M = 5.0	PI 7. Amount of research money generated from external funding (Thousand PHP)	VSUIHS Faculty		None					
	None = 3.0 50K = 4.5 >50K = 5.0	PI 8. Amount of research money generated from institutional funding (Thousand PHP)	VSUIHS Faculty		None					
	0 awards = 3.0 1 award = 4.5 2 or more = 5.0	PI 9. Number of research outputs in the last three years utilized by the industry or other beneficiaries	VSUIHS Faculty	0		3	3	3	3.00	
		PI 10. Number of research projects/studies completed within the year	VSUIHS Faculty	0		3	3	3	3.00	
		PI 11. Number of research-related awards (research conducted by faculty or student w/ faculty)	VSUIHS Faculty	0		3	3	3	3.00	
		MFO 4 Extension Services								
	0 pds = 3.0 100 - 500 pds = 4.5 >500 pds = 5.0	PI 1. Number of trainees weighted by the length of training	VSUIHS Faculty	0		3	3	3	3.00	
	0 training = 3.0 1 training = 4.0 2 or more = 5.0	PI 2: Number of trainings conducted	VSUIHS Faculty	0		3	3	3	3.00	
	0 IEC = 3.0 1 IEC = 4.0 2 or more = 5.0	PI 3. Number of IEC materials/techno-guides developed/used	VSUIHS Faculty	0		3	3	3	3.00	
	0 group/ind = 3.0 1 grp/ind = 4.0 > 2 or more = 5.0	PI 4. Number of beneficiaries served	VSUIHS Faculty	0		3	3	3	3.00	
		Groups								
		Individuals								
	0 services = 3.0 1 - 10 services = 4.0 10 - 20 services = 4.5 >20 services = 5.0	PI 5. Number of technical/expert services provided/rendered	VSUIHS Faculty	0		3	3	3	3.00	
		Research Mentoring		0		3	3	3	3.00	
		Peer reviewers/Panelists		0		3	3	3	3.00	
		Resource Persons		0		3	3	3	3.00	
Convenor/Organizer			0		3	3	3	3.00		

		Consultancy			0	3	3	3	3.00	
		Evaluator			0	3	3	3	3.00	
	0 proposal = 3.0 1 - 2 proposals = 4.5 3 or more prop = 5.0	PI 6. Number of extension projects conducted	VSUIHS Faculty		0	3	3	3	3.00	
		PI 7. Number of extension proposals submitted	VSUIHS Faculty		1	5	5	5	5.00	
		PI 8. Number of extension proposals approved	VSUIHS Faculty		0	3	3	3	3.00	
	None = 3.0 100K - 1M = 4.0 1.1M - 5M = 4.5 >5M = 5.0	PI 9. Amount of extension money generated from external funding (Thousand PHP)	VSUIHS Faculty		0	3	3	3	3.00	
	None = 3.0 50K = 4.5 >50K = 5.0	PI 10. Amount of extension money generated from institutional funding (Thousand PHP)	VSUIHS Faculty		0	3	3	3	3.00	
	0 awards = 3.0 1 award = 4.5 2 or more = 5.0	PI 11 Percentage of beneficiaries who rated the training course and advisory services as satisfactory or higher in terms of quality and relevance	VSUIHS Faculty		0	3	3	3	3.00	
		PI 12. No. of extension-related awards (extrn. conducted by faculty or student & faculty)	VSUIHS Faculty		0	3	3	3	3.00	
MFO 5	Support to Operations (STO)									
	1. Faculty Development Services									
	0 faculty = 4 1 - 2 faculty = 4.5 >3 faculty = 5.0	PI 1: Number of faculty pursuing advanced degree programs	OVPI, ODAHRD, SFAC, Department	NA						
	2. Faculty Recruitment/Hiring Services									
	0 faculty = 4 1 - 2 faculty = 4.5 >3 faculty = 5.0	PI 2: Number of faculty recruited/hired aligned with university RSP policy and competency-based HRM	VSULHS Personnel committee & APB	NA						

3. Faculty Evaluation Services

	0 event = 3.0 1 - 2 events = 4.5 3 or more events = 5.0	PI 3: Number of seminars/trainings/ conventions/workshops organized/coordinated for the entire university	OVPRE		0	3	3	3	3.00	
	0 event = 3.0 1 - 2 events = 4.5 3 or more events = 5.0	PI 4: Number of seminars/trainings/ conventions/workshops organized/coordinated outside the university	OVPRE		0	3	3	3	3.00	
	90 - 100% = 5.0 60 - 89% = 4.5 <60% = 4.0	PI 5: Percentage of faculty rated by students with at least very satisfactory rating of the subjects evaluated	OVPI, Department, admin staff	NA						
	0 event = 3.0 1 - 2 events = 4.5 3 or more events = 5.0	PI 6: Number of college/department- level seminars/trainings/workshops/ reviews conducted/ attended/ facilitated	OVPRE	NA						
4. Program and Institutional Accreditation Services										
	100% programs = 5.0 <100% programs = 4.5	PI 1: Number of degree programs which passed accreditation/evaluation at least Level 1		NA						
	100% compliant = 5.0 <100% compliant = 4.5	PI 2: Degree program compliant with CHED requirements		NA						
MFO 6	General Admin. & Support Services (GASS)									
	0 complaint = 5.0 1 or more = 4.5	PI 1. Zero complaint from clients (complaints dropped in suggestion boxes, complaints on change of grades and other complaints)	OVPI, College, Department, Units		0	5	5	5	5	
		PI 2. Number of complaints addressed within the prescribed time	OVPI, College, Department, Units		0	5	5	5	5	
		PI 3: Additional Outputs								
	No initiative = 3.0 1 initiative = 4.5 2 or more initiatives = 5.0	Best practices/new initiatives/innovations	OVPI, College, Department, Units		0	3	3	3	3	

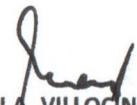
	Values Restoration Program	0	1	5	5	5	5
Total Over-all Rating		164.01					
Average Rating (Total Over-all rating)		3.64					
Additional Points:		Comments & Recommendations for Development Purpose: He is a committed teacher. He is willing to extend his time beyond office hours for work.					
Punctuality							
Approved Additional points (with copy of approval)							
FINAL RATING							
ADJECTIVAL RATING							
		Satisfactory					


Evaluated & Received by:

Recommending Approval:

Approved by:


SHALOM GRACE C. SUGANO
Department Head
Date:


ALELI A. VILLOCINO
Dean, College of Education
Date:


BEATRIZ S. BELONIAS
Vice Pres. for Instruction
Date:

Legend:

Q¹ - Quality
E² - Efficiency
T² - Timeliness
A⁴ - Average

Rating Scale:

4.6 - 5.0 Outstanding
3.8 - 4.5 Very Satisfactory
3.0 - 3.7 Satisfactory
2.2 - 2.9 Unsatisfactory
2.1 - & below Poor

PERFORMANCE MONITORING FORM

Name of Employee: NELSON H. TEJARA

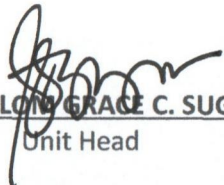
Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-all Assessment of Output**	Remarks/ Recommendation
1	Teach Comp I to Grade 7 students	Deliver quality learning on basic concepts in Computer to students in the secondary level	July 2018	May 2019	May 2019	Very impressive	Outstanding	
2	Teach Computer II to Grade 9 students	Deliver quality learning on basic concepts in Statistical Computing to students in the secondary level	July 2018	May 2019	May 2019	Very impressive	Outstanding	
3	Teach Stat I to Grade 8 students	Deliver quality learning on basic concepts in Statistics to students in the secondary level	July 2018	May 2019	May 2019	Very impressive	Outstanding	
4	Revise course outline in Computer I, computer II, Stat I	Couse outline contains updated topics	July 2018	June 2019	June 2019	Very impressive	Outstanding	
5	Revise course syllabus in Computer I, computer II, Stat I	OBE syllabus that addresses the needs of learners	July 2018	June 2019	June 2019	Very impressive	Outstanding	
6	Revise laboratory activities for Computer II	Use updated laboratory activities	July 2018	June 2019	June 2019	Very impressive	Outstanding	
7	Develop ppt in Computer I, and Stat I	A more comprehensive ppt presentation	July 2018	June 2019	June 2019	Very Impressive	Outstanding	
8	Submit reports and other requirements	Sign DTR, submit grade sheets	January 2019 – June 2019			Very Impressive	Outstanding	
9	Assist in school-related activities	Assist in checking attendance/monitoring of students in activities like Conference with Parents, Honor's Program, Moving Up Ceremony for JHS, Graduation of SHS, Parents – Seniors Night	January 2019 – June 2019			Very Impressive	Outstanding	

10	Assist the SBO	Assist the activities conducted by SBO (Valentines Day)	January 2019 – June 2019	Very Impressive	Outstanding	
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* Either very impressive, impressive, needs improvement, poor, very poor

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

Prepared by:


SHALOM GRACE C. SUGANO, PhD
Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Mr. Nelson H. Tejera

Performance Rating: Very Satisfactory

Aim: To write an extension proposal and submit to OVPRE for funding.
To publish a research paper in a reputable journal.

Proposed Interventions to Improve Performance:

Date: January 2019

Target Date: March to June 2019

First Step:

To attend a seminar on research and extension proposal writing.

Result:

Write an extension proposal for endorsement to OVPRE.

Write a publishable research article.

Date: March 2019

Target Date: June 2020

Next Step:

Attend seminars related to the field of specialization.

Outcome: Achieved goals and objectives in instruction.

Final Step/Recommendation:

Carry out responsibilities as an instructor.

Prepared by:


SHALOM GRACE C. SUGANO, Ph.D.

Unit Head

Conforme:


NELSON H. TEJARA, M.I.T

Name of Ratee Faculty/Staff