

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: JANUARY-JUNE 2022

Name of Faculty Member:

ALDRIN A. PALERMO

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		5.00 x 50% = 2.500	
b. Students (50%)		4.33 x 50% = 2.165	
TOTAL for Instruction	95%	4.67	4.432
2. Research			
a. Client/Director for Research			
b. Dept. Head/Center Director			
TOTAL for Research			
3. Extension			
a. Client/Director for Extension			
b. Dept. Head/Center Director			
TOTAL for Extension			
4. Production			
5. Administration/Other Services	5%	5.00 x 5% = 0.250	0.250
TOTAL	100%		4.682

EQUIVALENT NUMERICAL RATING: 4.682

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: **4.682**

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

ALDRIN A. PALERMO

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

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ALDRIN R. PALERMO, 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 JANUARY-JUNE 2022

ALDRIN R. PALERMO

Instructor 1

Date: July 5, 2022

Approved:

JETT C. QUEBE

Department Head

Date: July 6, 2022

MA. THERESA P. LORETO

College Dean

Date: 8/4/2022

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						
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	N/A						
		A3. Number of students advised on thesis/special problem/dissertation		N/A						
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A						
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A						
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	N/A						
	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	N/A						
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	N/A						

		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	N/A						
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	N/A						
		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	N/A						
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	N/A						
	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	N/A						
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 social science and tourism and hospitality subjects/courses assigned	18	36.15	5	5	5	5.00	
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	8	9	5	5	5	5.00	
		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	2	5	5	5	5.00	
		A12 . Number of trainings attended related to instruction	Attended mandated trainings	N/A						
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	4	5	5	5	5.00	
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	4	10	5	5	5	5.00	
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	3	6	5	5	5	5.00	
	PI 8 : Number of students advised: *	A16 . Number of students advised:	Acts as academic adviser to students	N/A						
		A17 . Number of students advised on thesis/field practice/special problem:		N/A						

		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	N/A						
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	N/A						
		A18 : Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis, and grades	20	50	5	5	5	5.00	
	PI 9 : Number of student organizations advised/ assisted *	A19 : Number of Student organizations advised	Advises student organizations recognized by USOO	N/A						
		A20 : Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	N/A						
	PI 10 : Number of instructional materials developed *	A 21 : Number of online course ware developed and submitted :	Prepares and submits for review by the Technical Review Pane	N/A						
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	none					
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	6	12	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	8	16	5	5	5	5.00	
		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	N/A						
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	2	5	5	5	5.00	
	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	2	5	5	5	5.00	
		Agency/firm/industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	N/A						

		A 26. Other outputs implementing the new normal due to covid 19		N/A						
					AVERAGE					5.00
UMFO 3 . RE:SEARCH 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 *	<i>Conducts research for possible utilization by industry or other beneficiaries</i>	N/A						
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	<i>Conducts and completes research project within the year</i>	N/A						
	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-referred or CHED recognized journal within the year	<i>Writes publishable materials out of research outputs and submits for publication</i>	N/A						
		<i>In referred int'l journals</i>		N/A						
		<i>In referred nat'l/regional journals</i>		N/A						
	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 *	<i>Prepares, submits and presents research paper in scientific fora/conferences</i>	N/A						
		<i>In int'l fora/conferences</i>		N/A						
		<i>In nat'l/regional fora/conferences</i>		N/A						
	PI 5. Percent of research proposals approved *	A 31. Percentage of research proposals prepared, submitted and approved	<i>Prepares research proposals, submits and follows up its approval for immediate implementation</i>	N/A						
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)		N/A						
		A 33. Number of journal articles/scientific paper received and reviewed as peer-reviewer	<i>Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper</i>	N/A						
		A 34. Number of UMs submitted to ITSO, VSU	<i>Prepares and submits application for UM of technology generated out of research output</i>	N/A						
		A 35. Other outputs implementing the new normal due to covid 19	<i>Designs research related activities and other outputs to implement new normal</i>	N/A						
					SUBT-TOTAL					0.00
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	<i>Identifies and links with probable partners for extension activities and maintains this active partnership</i>	N/A						
	PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training	<i>Conducts trainings among beneficiaries of technologies for transfer</i>	N/A						
	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	<i>Implements duly approved extension projects</i>	N/A						
	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	<i>Provides quality and relevant training courses and advisory services</i>	N/A						
	PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:	<i>Provides the technical and expert services requested by beneficiaries</i>	N/A						
	Research Mentoring	Research Mentor		N/A						
	Peer reviewers/Panelists	Peer reviewers/Panelists		N/A						
	Resource Persons	Resource Persons		N/A						
	Convenor/Organizer	Convenor/Organizer		N/A						
	Consultancy	Consultant		N/A						
	Evaluator	Evaluator		N/A						
	PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *	<i>Prepares extension project proposals, submits and follow up its approval for immediate implementation</i>	N/A						
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *		N/A						
		A 43. Other outputs implementing the new normal due to covid 19	<i>Designs extension related activities and other outputs to implement new normal</i>	N/A						
					SUBTOTAL					0.00
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	5	5	5	5.00	
	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						
	On program accreditations		N/A	N/A					
	On institutional accreditations		N/A						
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	no valid complaint	no complaint	5	5	5	5.00	
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						
	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						
	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						
				AVERAGE				5.00	
Total Over-all Rating									
Average Rating									
Adjectival Rating									

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

Comments & Recommendations for Development
Purpose: Mr. Palermo is very active and cooperative Faculty of DLABS. His dedication to teaching is second to none. A masters degree is welcome development.

Evaluated & Rated by:


JETT C. QUIBEC

Department Head

Date: July 6, 2022

Recommending Approval


MA. THERESA P. LORETO

Dean, College of Arts and Sciences

Date: 8/4/2022

Approved by:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: _____

PERFORMANCE MONITORING FORM

Name of Employee: Aldrin R. Palermo

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	Handles and teaches social science and Legal Aspects in Tourism and Hospitality subjects/courses assigned(ScSc 12n and THTy 108)	Virtual Classroom of the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	January 2022	June 2022	June 2022	Impressive	Outstanding	Improve performance with respect to students' comments on TPES.
2	Assist students' concerns through student's consultation	Improved student performance	January 2022	June 2022	June 2022	Impressive	Outstanding	Provide more interventions for the improvement of students
3	Prepares revised course syllabi updates in THTy 108	Approved course syllabi	January 2022	June 2022	June 2022	Impressive	Outstanding	Follow OBE format as prescribed
4	Prepares instructional module/learning guide in ScSc 12n and THTy 108	Approved learning guide	January 2022	June 2022	June 2022	Impressive	Outstanding	Accomplished
5	Creates virtual classroom using VSUEE/Moodle	Virtual classroom in ScSc 12n and THTy 108	January 2022	June 2022	June 2022	Impressive	Outstanding	Accomplished
6	Perform other functions assign by the department	DLABS Socio-Cultural Committee member BDLABS Physical Facilities Committee member	January 2022	June 2022	June 2022	Impressive	Outstanding	DLABS Socio-Cultural Committee member
7	Perform other functions assign by the University and other departments	Attendance and meeting using google meet with students in ScSc 12n and THTy 108 for the month of January to June 2022	January 2022	June 2022	June 2022	Impressive	Outstanding	Accomplished

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: **Aldrin R. Palermo**

Performance Rating: **Outstanding**

Aim: To pursue graduate study by 2022 and improve teaching effectiveness.

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

Date: January 1, 2022

Target Date: One year from today

First Step:

- a) Encouraged him to apply for master's study in a reputable institution preferably in the Philippines.
- b) Advised him to clearly inform students of his class policies which may be repeated in the next class session during the first week of semester e.g., arranged schedule, tardiness, absences etc.

Result:

He has enrolled in a master's program at a university in Cebu City.

Date: January 01, 2022

Target Date: End of first semester


Next Step:

He was advised to improve his teaching performance based on most recent student evaluation results by reviewing weak points.


Outcome: NA

Final Step/Recommendation: NA

Prepared by:


JETT C. QUEBEC
Department Head

Conforme:


ALDRIN R. PALERMO
Ratee/Faculty