

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: ERROL C. FERNANDEZ

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.95 x 50% = 2.476	
b. Students (50%)		4.00 x 50% = 2.000	
TOTAL for Instruction	80%	4.48	3.581
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	15%	4.98 x 0.15 = 0.748	
TOTAL for Extension			0.748
4. Production			
5. Administration/Other Services	5%	5.00 x 0.05 = 0.250	0.250
TOTAL	100%		4.578

EQUIVALENT NUMERICAL RATING: 4.578
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.578

ADJECTIVAL RATING: VERY SATISFACTORY

Prepared by:
ERROL C. FERNANDEZ
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, ERROL C. FERNANDEZ, a faculty member of the DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL 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 - DECEMBER 2021.

ERROL C. FERNANDEZ

Instructor I

Date: 7/21/2021

Approved:

JETT C. QUEBEC

Department Head

Date: July 30, 2021

MA. THERESA P. LORETO

College Dean

Date: Aug - 10, 2021

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indic percentage shown supported with n
							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	NA						
	PI 8: Number of graduate students advised *	A2. Number of students advised		Acts as academic adviser to graduate students	NA						
		A3 . Number of students advised on thesis/special problem/dissertation			NA						
		As GAC Chairman		Advises and corrects research outline and thesis/SP/dissertation manuscript	NA						
		AS GAC Member		Advises and corrects research outline and thesis/SP/dissertation manuscript	NA						
		A4 . Number of students entertained for consultation purposes		Entertains students seeking consultation with faculty	NA						
	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	NA						

		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	NA						
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	NA						
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	NA						
		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	NA						
		A 7 : Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom	NA						
	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	NA						
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 courses assigned	18 units per semester	27.75	5	5	5	5.00	6 sections Phlo 11
		A10. Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	10	12	5	5	4.5	4.83	6 sections Phlo 11
		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	1	2	5	5	5	5.00	2 students from the prev semester ScSc12n (Res Philippine History)
		A12. Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings	2	3	5	5	5	5.00	Moodle and Turnit-in Trs

		A13 . Number of long examinations administered and checked	exam prep	Administers and checks long examination for subjects taught	10	0					
		A14 . Number of quizzes administered and checked		Prepares and checks quizzes for lec and lab	25	0					
		A15 . Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required	25	50	5	5	4.5	4.83	Student Submissions for Assessments and Final
	PI 8: Number of students advised: *	A16 . Number of students advised:		Acts as academic advisor to students	NA						
		A17 . Number of students advised on thesis/ field practice/special problem:			NA						
		As SRC Chairman	Advising/correction	Advises, and corrects research outline and thesis/SP manuscript	NA						
		As SRC Member	Advising/correction	Advises and corrects research outline and thesis/SP manuscript	NA						
		A18 . Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	10	16	5	5	5	5.00	Queries from students & subject and some persons the students.
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised		Advises student organizations recognized by USOO	None						
		A20 . Number of Student organizations assisted on student related activities		Assists student organizations in implementing student related activities	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	2	2	5	5	5	5.00	ScSc12n and Phlo 11
		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a	3	3	5	5	5	5.00	ScSc12n, Phlo 11, ScSc16

		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3	7	4.5	5	5	4.83	
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	8	4.5	5	5	4.83	Module assessments and tasks and activities
		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	3	3	5	5	5	5.00	Phlo 11, ScSc12n and S
		A 24 : Number of virtual classroom created and operational		Creates virtual classroom using either Moodle or Google Classroom	10	6	5	5	5	5.00	6 sections for Phlo 1'
	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	NA	2	5	5	5	5.00	ABELS and MSLT
		Agency/firm/Industry linkages		Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	NA						
		A 26. Other outputs implementing the new normal due to covid 19		Designs experiential learning activities and other outputs to implement new normal	2	2	5	5	5	5.00	
					AVERAGE					4.95	
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	0					
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *		Conducts and completes research project within the year	1	0					

	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	1	5	5	5	5.00	DepEd Baybay City
	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	1	4.5	5	5	4.83	Capacity Building for Teaching of the Intro to the Philosophy of Human Person
	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		Implements duly approved extension projects	1	1	5	5	5	5.00	Capacity Building for Teaching of the Intro to the Philosophy of Human Person
	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	1	5	5	5	5.00	Writeshop on writing LIS the IPHP
	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	NA						
	<i>Research Mentoring</i>	<i>Research Mentor</i>			None						Writeshop in Developing Reference Books and Teaching Guides in Mother Tongue Languages Grade 2
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>			None						
	<i>Resource Persons</i>	<i>Resource Persons</i>			1	1	5	5	5	5.00	Writeshop on Writing LIS the IPHP
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>			1	1	5	5	5	5.00	Writeshop on Writing LIS the IPHP
	<i>Consultancy</i>	<i>Consultant</i>			1	1	5	5	5	5.00	Writeshop on Writing LIS the IPHP
	<i>Evaluator</i>	<i>Evaluator</i>			1	0					

	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	1	5	5	5	5.00	Capacity Building for the the Introduction to the PI the Human Person
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *			1	1	5	5	5	5.00	Capacity Building for the the Introduction to the PI the Human Person
		A 43. Other outputs implementing the new normal due to covid 19		Designs extension related activities and other outputs to implement new normal	1	1	5	5	5	5.00	Virtual Writeshop on Wri LAS for the IPHP
				AVERAGE						4.98	
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						
		A 45. Compliance to all requirements of the program and institutional accreditations:	Minutes Preparation	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant						
		On program accreditations	Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	0	2	5	5	5	5.00	ABLES & MSLanguage Extension Area
		On institutional accreditations	SSF Rootcrop facility incharge		NA						
				AVERAGE						5.00	
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							
	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						
	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: N
Fernandez serves the department with enthusiasm and integrity. dedication to assigned tasks are beyond measure. He needs to finish his masters degree.

Evaluated & Rated by:

JETT C. QUEBEC

Department Head

Date: July 30, 2021

Recommending Approval

MA. THERESA P. LORETO

Dean, College of Arts and Sciences

Date: Aug. 10, 2021

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 8/13/21

PERFORMANCE MONITORING FORM

Name of Employee: **Errol C. Fernandez**

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 one (1) course (Phlo 11)	Will provide attendance sheets of assigned classes, midterm and final grade-sheets per course, and achieve an outstanding result in students' performance evaluation	July 2021	December 2021	December 2021	Impressive	Outstanding	
2	Assist students' concerns through students' consultation	Will improve students' performance	July 2021	December 2021	December 2021	Impressive	Outstanding	
3	Class preparation	Will prepare visual aids, quizzes, and activities	July 2021	December 2021	December 2021	Impressive	Outstanding	
4	Submission of midterm grades and final grades	Grades will be submitted to the university registrar	July 2021	December 2021	December 2021	Impressive	Outstanding	
5	Publish written essays	Published manuscript will be submitted to the department secretary	July 2021	December 2021	December 2021	Impressive	Outstanding	
6	Paper presentations in conferences	Certificate of appearance and certificate of participation	July 2021	December 2021	December 2021	Impressive	Outstanding	
7	Participate in all activities conducted by the department, college, and the university	Attendance sheet; will present certificates if possible	July 2021	December 2021	December 2021	Impressive	Outstanding	
8	Perform other functions assigned by the department head	Certificate of training and workshops	July 2021	December 202	December 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: Errol C. Fernandez

Performance Rating: Outstanding

Aim: To pursue graduate studies for the degree Master of Arts in History, engage in research or extension projects, and improve 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) Encouraged to continue working on his master's thesis to finish within the school year.
- b) Required him to be involved in research or extension projects which the Department has started to work on.

Result:

He is currently working on his master's thesis and is expected to finish his degree in June 2021. Moreover, he is one of the co—component leaders of the extension project on the teaching of the Philosophy of the human person to senior high school students.

Date: January 2021

Target Date: December 2021


Next Step:

He was advised to finish his Master's Thesis by the end of December 2021. Employ more teaching strategies based on the evaluation of the students.

Outcome: NA


Final Step/Recommendation: NA

Prepared by:


JETT C. QUEBEC

Department Head

Conforme:


ERROL C. FERNANDEZ
Faculty/Ratee