

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member:

JETT C. QUEBEC

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Faculty Dean	100%	5.00	5.00
b. Students	0%		0.00
TOTAL for Instruction	70% 75%		3.75 3.50
2. Research	2.5% ✓		✓ 0.00
3. Extension	2.5% ✓		✓ 0.00
4. Production			
5. Administration/Other Services	25.0%	5.00	1.25
TOTAL			4.750 5.00 ✓

EQUIVALENT NUMERICAL RATING:

~~4.750~~ 5.00

Add: Additional Points, if any:

8

TOTAL NUMERICAL RATING:

~~4.750~~ 5.00

8

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

JETT C. QUEBEC

Name of Faculty

Reviewed by:

CANDELARIO L. CALIBO

College Dean

Recommending Approval:

CANDELARIO L. CALIBO

Dean, CAS


Approved by:


BEATRIZ S. BELONIAS


Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JETT C QUEBEC, 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


JETT C. QUEBEC
 Asst Professor 1
 Date:

Approved: 
CANDELARIO L. CALIBO
 College Dean
 Date: 1.11.2021


CANDELARIO L. CALIBO
 College Dean
 Date: 1.11.2021

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 evidence)
						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	1	1	5	5	5	5.00	ENGL 229
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	N/A	NA					
		A3 . Number of students advised on thesis/special problem/dissertation		N/A	NA					
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	NA					
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	NA					
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	N/A	10	5	5	5	5.00	MS LT & MEd students

	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	1	1	5	5	5	5.00	ENGL 229 - Western Literary Works
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	N/A	NA					
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	N/A	4	5	5	5	5.00	ENGL 229 - Western Literary Works
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	4	5	5	5	5.00	ENGL 229 - Western Literary Works
		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	NA					
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	1	5	5	5	5.00	ENGL 229 - Western Literary Works
	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 courses assigned	18 per semester		5	5	5	5.00	Engl 26, ELDs 121 Litr 135, Engl 121
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	10	none					not yet end of semester
		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	none					
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	20	4	5	5	5	5.00	Engl 26, ELDs 121 Litr 135, Engl 121
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	40	20	5	5	5	5.00	Engl 26, ELDs 121 Litr 135, Engl 121
		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	5	10	5	5	5	5.00	ABELS students
		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1	none					
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	1	none					
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades, etc.	5	20	5	5	5	5.00	Engl 26, ELDs 121 Litr 135, Engl 121 students
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO	1	2	5	5	5	5.00	DebSoc and USSC
		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							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	1	5	5	5	5.00	ELDs 121

		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	5	5	5	5.00	Engl 26
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	10	5	5	5.00	Engl 26, ELDs 121 Litr 135, Engl 121 students
		<u>A 23</u> : 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	2	1	5	5	5.00	ELDs 121
		<u>A 24</u> : Number of virtual classroom created and operationalized	Creates virtual classroom using either Moddle or Google Classroom	2	3	5	5	5.00	ELDs 121; Engl 26; Litr 135
	<u>PI 11</u> . Additional outputs	<u>A 25</u> . 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				
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	N/A	none				
		<u>A 26</u> . Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	1	1	5	5	5.00	ELDs 121
UMFO 3 . RESEARCH SERVICES									
	<u>PI 1</u> . Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<u>A27</u> . 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	none				ON-GOING
	<u>PI 2</u> . Number of research outputs completed within the year *	<u>A 28</u> . Number of research outputs completed within the year *	Conducts and completes research oroject within the year	1	none				ON-GOING

	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	1	none						ON-GOING
		<i>In refereed int'l journals</i>									
		<i>In refereed nat'l/regional journals</i>									
	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 scienfic for a/conferences	2	NONE						pandemic
		<i>In int'l fora/conferences</i>		1	NONE						
		<i>In nat'l/regional fora/conferences</i>		1	NONE						
	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	NONE						
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)		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							
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	N/A							
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	NONE							
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	NONE						
	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	NONE						
	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	NONE						
	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	NONE						
	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						
	<i>Research Mentoring</i>	<i>Research Mentor</i>		NONE						
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>		NONE						
	<i>Resource Persons</i>	<i>Resource Persons</i>		NONE						
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>		NONE						
	<i>Consultancy</i>	<i>Consultant</i>		NONE						
	<i>Evaluator</i>	<i>Evaluator</i>		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	NONE						

	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *		NONE						
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	NONE						
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					
		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						
		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		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						
		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)		5.00							
	Additional Points:									
	Approved Additional points (with copy of approval)									
	FINAL RATING		5.00							
	ADJECTIVAL RATING		OUTSTANDING							

Comments & Recommendations for Development Purpose:

Encouraged to engage in RDE activities

Evaluated & Rated by:

CANDELARIO L. CALIBO

College Dean/Immediate Supervisor

Date:

Recommending Approval

CANDELARIO L. CALIBO

Dean, College of Arts and Sciences

Date: January 11, 2021

Approved by:

BEATRIZ S. BELONIAS

Vice President for Instruction

Date: _____

PERFORMANCE MONITORING FORM

Name of Employee: **JETT C. QUEBEC**

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	Supervise 30 regular faculty members, 4 substitutes, 12 part-time faculty together with 2 regular administrative staff and 1 job order	Check and sign the faculty members' daily time records, attend administrative meetings, check faculty members grade sheets and sign them before submission, facilitates in the assignment of teaching loads and facilitates the implementation of the department's research and extension activities	July 2020	December 2020	Within the period	Impressive	Outstanding	
2	Teach 1 graduate and 4 undergraduate subjects	Attendance sheets, midterm and final grade sheets, students' performance evaluation result	July 2020	December	August – on-going	Impressive	Outstanding	
3	Prepare materials and activities for the handled courses	Powerpoint presentations, assessment activities	July 2020	December 2020	Within the period	Impressive	Outstanding	
4	Submit midterm grades and final grades	Submitted grades to the university registrar	July 2020	End of seme	On-going	Impressive	Outstanding	
5	Participation and attendance in webinars	Certificates of recognition and / or certificate of participation	July 2020	December 2020	Within the period	Impressive	Outstanding	
6	Participate in all activities conducted by the department, college, and the university	Attendance sheet; certificates	July 2020	December 2020	Within the period	Impressive	Outstanding	
7	Perform other functions assigned by the college dean		Jan 2020	June 2020	Within the period	Impressive	Outstanding	

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

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

Prepared by:



CANDELARIO L. CALIBO
College Dean

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JETT C. QUEBEC

Performance Rating: Outstanding

Aim: To publish an article or book

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

Date: January 2020

Target Date: December 2020

First Step:

Revise dissertation to a publishable article.

Outcome:

Publishable article

Date: January , 2020

Target Date: December 2020

Next Step:


Publish article in a reputable journal.

Result:

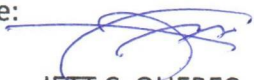
Publication

Final Step/Recommendation: NA

Prepared by:


CANDELARIO L. CALIBO
Department Head

Conforme:


JETT C. QUEBEC
Name of Ratee/Faculty/Staff