

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: JANUARY-JUNE 2024

Name of Faculty Member:

DEAN RUFFEL R. FLANDEZ

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%)		4.17 x 50% = 2.085	
TOTAL for Instruction	75%	4.59	3.439
2. Research			
a. Client/Director for Research			
b. Dept. Head/Center Director			
TOTAL for Research			
3. Extension	15.0%		
a. Client/Director for Extension			
b. Dept. Head/Center Director		5.00 x 15% = 0.750	
TOTAL for Extension			0.750
4. Production			
5. Administration/Other Services	10%	5.00 x 10% = 0.500	0.500
TOTAL	100%		4.689

EQUIVALENT NUMERICAL RATING: 4.689

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.689

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

DEAN RUFFEL R. FLANDEZ

Name of Faculty

Reviewed by:

AL FRANJON M. VILLAROYA

Department Head

Recommending Approval:

GLENN G. PAJARES

Dean, CAS

Approved by:

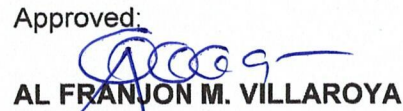
ROTACIO S. GRAVOSO

Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, DEAN RUFFEL R. FLANDEZ, a faculty member of the DEPARTMENT OF PHILOSOPHY AND SOCIAL SCIENCES commit to the deliver and agree to be re in accordance with the indicated measures for the period January - June 2024.


DEAN RUFFEL R. FLANDEZ
 Assistant Professor III
 Date: 7/5/2024

Approved:

AL FRANJON M. VILLAROZA
 Head, DPSS
 Date: 7/5/2024


MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - Dec)	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be
						5	4	3	2	
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI MFO 3. Higher Education Management Services										
	PI 10: Total FTE, coordinated, implemented and monitored *	A 2. Actual Faculty's FTE	Handles and teaches courses assigned	18	37.35	5	5	5	5.00	6 classes in ScSc12n-Readings in Philippine History
	PI 13: Percentage of courses offered with approved course syllabi	A 4. Percentage of courses offered with approved course syllabi	Teaches subjects with approved course syllabi	100%	100.00%	5	5	5	5.00	ScSc12n- Readings in Philippine History
	PI 14: Percentage of courses offered with IMs	A 5. Percentage of courses offered with approved IMs	Teaches subjects with approved IMs	100%	100.00%	5	5	5	5.00	ScSc12n- Readings in Philippine History
	PI 16: Percentage of courses offered with final grades submitted within the allowable period	A 7. Percentage of courses offered with final grades submitted within the allowable period	Submits grade sheets within allowable period	100%	100.00%	5	5	5	5.00	ScSc12n- Readings in Philippine History
		A 11. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	24	30	5	5	5	5.00	30 quizzes total (5 in 6 sections)
					SUB-TOTAL				5.00	
UMFO 3 . RESEARCH SERVICES					NONE					
UMFO 4. EXTENSION SERVICES										
	PI 1: Number of active partnerships with LGUs, industries, NGOs, NGAs	A 32. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders	Identifies and links with probable partners for extension activities and maintains this	1	1	5	5	5	5.00	Saving Minamanwa Extension Project partnered with the

	PI 2: Number of trainees weighted by the length of training	A 33. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	12	0					Training is scheduled on August
	PI 3: Number of extension programs and projects	A 34. Number of extension programs and projects		1	1	5	5	5	5.00	Saving Minamanwa Extension Project
	PI 10: Number of extension activities conducted	A 41. Number of extension activities conducted	Conducts extension program activities	1	0					Training is scheduled on August
					SUB-TOTAL				5.00	
UMFO 5. SUPPORT TO OPERATIONS										
	OVPI MFO 1. Faculty Development Services									
	PI 7: Number of trainings, seminars, and conferences attended	A 50. Number of training, seminars, and conferences attended (international, national, regional/institutional)	Attends training, seminars, and conferences attended (international, national, regional/institutional)							MSU-IIT (via Zoom): IP Women in Community Affairs
		<i>National</i>		1	1	5	5	5	5.00	
		<i>Regional/Institutional</i>		1	0					
	OVPI MFO 4. Curricular Program Management Services									ScSc12n- Readings in Philippine History
	PI 12: Number of IMs reviewed by the DIMRC	A 53. Number of IMs reviewed by the DIMRC	Submits IMs for review	1	1	5	5	5	5.00	ScSc12n- Readings in Philippine History
	PI 13: Number of course syllabi and TOS reviewed and approved	A 54. Number of course syllabi and TOS reviewed and approved	Submits course syllabi and TOS for approval	1	1	5	5	5	5.00	students in ScSc12n (via online and face-to-face means)
	PI 21: Additional outputs	A 62. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	20	30					
UMFO 6. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES										


PI 3: Number of committee meetings conducted	A 67. Number of committee meetings conducted	Acts as committee chairman	2	2	5	5	5	5.00	Chairman on Social Media Committee and IT Support Committee
PI 4: Number of routinary documents acted	A 68. Number of routinary documents acted	Signs documents	10	10	5	5	5	5.00	as DPC member, as Faculty, as IMs, TOS, and syllabi reviewer
PI 5: Number of requests acted	A 69. Number of requests acted	Approves requests	2	2	5	5	5	5.00	
PI 6: Number of memoranda prepared	A 70. Number of memoranda prepared	Issues memoranda	1	1	5	5	5	5.00	
PI 7: Percentage of IFWs submitted to OVPAA before deadline	A 71. Number of IFWs submitted to OVPAA before deadline	Monitors submission of IFWs before deadline	1	1	5	5	5	5.00	
PI 8: Percentage of Report of Actual Teaching Load submitted to OVPAA 30 days after the start of classes	A 72. Percentage of Report of Actual Teaching Load submitted to OVPAA 30 days after the start of classes	Monitors submission of ATL 30 days after start of classes	100%	100%	5	5	5	5.00	Delayed submissions for the months of January-March
PI 9: Percentage of submitted DTR within 20 days after the last day of the month	A 73. Percentage of submitted DTR within 20 days after the last day of the month	Submits DTR within 20 days after the last day of the month	100%	50%	4	4	4	4.00	
PI 10: Percentage of complaints, if any, addressed on time	A 74. Percentage of complaints, if any, addressed on time	Addresses complaints on time (if any)	100%	100%	5	5	5	5.00	
PI 11: Percentage of action plans implemented and monitored as scheduled	A 75. Percentage of action plans implemented and monitored as scheduled	Implements and monitors action plans as scheduled	100%	100%	5	5	5	5.00	
PI 12: Percentage of monthly accomplishment report submitted	A 76. Percentage of monthly accomplishment report submitted	Submits monthly accomplishment report	100%	100%	5	5	5	5.00	
PI 17: Additional Outputs	A 80. Number of meetings attended	Attends meetings (departmental/institutional)	10	10	5	5	5	5.00	Hiring of Part-time Instructors during 2nd sem AY 2023-24

		A 82. Number of teaching applicants screened and recommended	Serves as member of the Department Personnel Committee	10	16	5	5	5	5.00	
					SUB-TOTAL				5.00	
		Average Rating (Total Over-all			Comments & Recommendations for Development Purpose: Mr. Flandez is an effective Department Personnel Secretary. The completion of his PhD Degree would significantly enhance his capabilities in both instruction and research.					
		Additional Points:								
		Approved Additional points								
		FINAL RATING								
		ADJECTIVAL RATING								

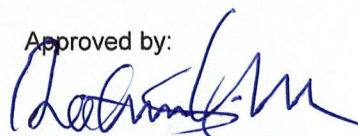
Evaluated & Rated by:


AL FRANJON M. VILLARROYA
Head, DPSS
Date: July 5, 2024

Recommending Approval:


GLENN G. PAJARES
Dean, CAS
Date: 7/6/2024

Approved by:


ROTACIO S. GRAVOSO
Vice President for Academic Affairs
Date:



TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

First Semester SY 2023-2024

Name of faculty: FLANDEZ, DEAN RUFFEL R.

Department: Dept. of Philosophy and Social Sciences

College: College of Arts and Sciences

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Num.	Adjec.	
ScSc 12n	READINGS IN PHILIPPINE HISTORY	LEC	4.00	Very Satisfactory	80.0%
ScSc 12n	READINGS IN PHILIPPINE HISTORY	LEC	4.00	Very Satisfactory	80.0%
ScSc 12n	READINGS IN PHILIPPINE HISTORY	LEC	4.00	Very Satisfactory	80.0%
ScSc 12n	READINGS IN PHILIPPINE HISTORY	LEC	4.00	Very Satisfactory	80.0%
ScSc 12n	READINGS IN PHILIPPINE HISTORY	LEC	5.00	Outstanding	100.0%
ScSc 12n	READINGS IN PHILIPPINE HISTORY	LEC	4.00	Very Satisfactory	80.0%
Average Rating			4.17	Very Satisfactory	83.33%

Source: Results of Teaching Performance Evaluation by Students filed at ODIE

Legend:

1.00 – 1.49 Poor (P)

1.50 – 2.49 Fair (F)

2.50 – 3.49 Satisfactory (S)

3.50 – 4.49 Very Satisfactory (VS)

4.50 – 5.00 Outstanding (O)

Prepared by:

VANESSA W. NAZAL

TPES in-Charge

Date: May 03, 2024

Attested by:

MA. RACHEL L. AURE

Director, Instruction and Evaluation

Date: May 03, 2024

Received by:

FLANDEZ, DEAN RUFFEL R.

Name and Signature of Faculty

Date: 5-23-24

Distribution of copies: ODIE, College, Department, Faculty

PERFORMANCE MONITORING & COACHING JOURNAL

✓	1st	Q U A R T E R
✓	2nd	
	3rd	
	4th	

Name of Office: Dept. of Philosophy & Social Sciences

Head of Office: Al Franjon M. Villaroya

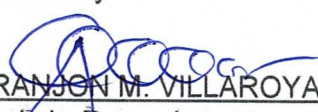
Number of Personnel: 27 (15 regular faculty & staff; 11 part-time faculty; 1 job order admin staff)

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring The monitoring of faculty was done through classroom observations conducted during the 2 nd semester, SY 2023-2024.		The Department Head together with a DPC member conducted the classroom observations and conducted meetings relative thereto.			Faculty and staff attendance are monitored through biometrics and logbook. They reminded to use appropriate teaching strategies and classroom management to improve performance in instruction.
Coaching Rose C. Capulla	Ms. Capulla was called to explain her reaction to the TPES results in the 1st semester Sy 2023-2024. Ms. Capulla mentioned that the TPES result was mainly because of the				The faculty concerned was informed of the TPES results of the 1 st semester, SY 2023-2024 and was given advice and reminders.


	<p>challenges that she encountered recently and did not mention those because some are too personal.</p> <p><i>The Head advised Ms. Rose Capulla to introspect on her challenges, looking at it as a motivation to give extra effort in instruction. Additionally, there is a recognized need to enhance classroom policies and management, to have better TPES results.</i></p>				
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Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


AL FRANJON M. VILLAROYA
 Immediate Supervisor

Noted by:


GLENN G. PAJARES
 Next Higher Supervisor

"Exhibit H"

TRACKING TOOL FOR MONITORING TARGETS

(January-June 2024)

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS			REMARKS
				Jan- March 2024	April- June 2024		
MFO 2. Higher Education Services							
PI 1. Number of FTE coordinated and implemented	Teaches GE and AB Philo courses/subjects	Ms. Mary Ann G. Cobico Dr. Rose Capulla Dr. Jerry D. Imbong Mr. Al Franjon M. Villaroya Ms. Bethlehem A. Ponce Ms. Angelie Genotiva Mr. Errol Fernandez Dr. Guiraldo C. Fernandez, Jr. Mr. Dean Ruffel Flandez Mr. Aldrin Palermo Mr. John Martin Diao Ms. Ianvie Norean Miaga Ms. Alaina Larrazabal Dr. Glenn Pajares Dr. Max Teody Quimilat	January-June 2024	/	/		Actual accomplishments exceeded the targets
		<u>Part-timers</u> Boja, Kizzy Mae Cañezo, Xaviery Ric Lina, Kim Brian Rodriguez, Gerry Taripe, Elromer Torrente, Rhonah Rose Tripoli, Amor May Bargamento, Enrico Abelardo, Gella Mae Amigo, Jim Rhodel	February-May 2024	✓	✓		

		Manacpo, Nicole Ivy					
PI 4. Student Advising and Consultation Services Coordinated	Assists students through academic advising to college students	Mr. Al Franjon Villaroya Dr. Glenn Pajares Mr. John Martin Diao Dr. Guiraldo Fernandez, Jr. Dt. Jerry Imbong	January-May 2024	✓	✓		The faculty provided interventions for the improvement of the students' performance
PI 5. Number of instructional materials developed/revised and utilized	Develops/revises instructional materials (Syllabus and Table of Specifications)	All faculty members	January-May 2024	✓	✓		Followed the format prescribed by the university
PI 6. Number of grade sheets submitted on prescribed period	Assesses students and submits grades to measure students' performance	All Faculty Members	May 2024		✓		Due for submission at the end of semester
MFO3. Research Services							
PL2. Number of Articles Published in Peer Reviewed Journal	Submits articles for publication	Dr. Jerry D. Imbong Dr. Guiraldo C. Fernandez, Jr.			✓		Published in international and national/local peer-reviewed journals
MFO5. Extension Services							
PI 5. Number of Extension Projects Conducted	Serves as project leader and component leaders	Mr. Errol Fernandez Mr. Al Franjon Villaroya Mr. John Martin Diao Dr. Bethlehem Ponce Ms. Angelie Genotiva Mr. Dean Ruffel Flandez Dr. Rose Capulla Dr. Guiraldo C. Fernandez	January-June 2024	✓	✓		1. Capacity Building of Intro to Philosophy of the Human Person 2. Saving Minamanwa: An Initiative to Preserve Minamanwa and the Mamanwa Indigenous Knowledge System and Practices 3. Digital Storytelling for Primary Level (Project Digital World)
MFO 5. Support to Operations	Participates in all activities conducted by the department, college and the university	Faculty and Staff	January-June 2024	✓	✓		Participated actively in all activities
PI 4. Number of in-house seminars/trainings/workshops/reviews conducted/attended	Attends/participates to trainings	Dr. Jerry Imbong Ms. Ianvie Noreen Miaga Mr. John Martin Diao Mr. Beljun Enaya	January-June 2024	✓	✓		Faculty and staff actively participated in

	Performs other functions assigned by the head, dean and the university	Faculty and Staff	January-June 2024	✓	✓		Performed other functions duly assigned to the faculty and staff
MFO 6. General Administration and Support Services (GASS)							
PI 1. Number of rooms, and surroundings maintained/cleaned	Supervises in the maintenance of building facilities; cleans dept classrooms and surroundings	Mr. Aldrin Palermo Mr. Cirilo Alijar, Jr.	January-June 2024	✓	✓		
PI 3. Number of hours spent on monitoring	Spends one (1) hour per week or 40 hours per year in monitoring on in logging in/out, and on classes handled by DPSS faculty".	Dr. Al Franjon Villaroya DPC Members	January-June 2024	✓	✓		
PI 4. Number of hours spent on coaching	Spends 1 hour per month or 5 hours per year in coaching (by individual/group)	Dr. Al Franjon M. Villaroya	January-May 2024	✓	✓		
	Conducts regular meeting with DLABS staff/faculty at least six (6) times a year	Dr. Al Franjon M. Villaroya	January-June 2024	✓	✓		
PI 5. Number of hours spent on performance tracking	Assigns the faculty members faculty workload and/or work assignments	Dr. Al Franjon M. Villaroya	January 2024	✓			
PI 7. Number of documents attended and served	Signs and approves request letter, grade sheets, syllabi, and other pertinent documents	Dr. Al Franjon M. Villaroya	January-June 2024	✓	✓		
PI 8. Zero percent complaint from client served	Zero complaints from clients served	All Faculty and Staff	January-June 2024	✓	✓		no valid complaints
PI 9. Number of applicants screened and recommended	Screens and recommends applicants for 2 nd sem 2023-2024	Head & Department Personnel Committee	January 2024	✓			
P9 Additional Outputs							
Number of documents prepared and submitted on time	Preparation and submission of office requests and recommendations, faculty workload reports, Daily Time Record (DTR), leave	Administrative Staff	January-June 2024	✓	✓		Actual accomplishments meets targets

	application, cash advance and reimbursement, procurement, contracts, appointments, payroll, class; roster, grade sheet, and other documents.						
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Prepared by:


AL. FRANJON M. VILLAROYA
Department Head

“Exhibit I”

PERFORMANCE MONITORING FORM


Name of Employee: **DEAN RUFFEL R. FLANDEZ**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Overall assessment of output**	Remarks/ Recommendation
1	Teaches courses: <ul style="list-style-type: none">• ScSc12n – Readings in Philippine History	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	January 2024	June 2024	June 2024	Impressive	Outstanding	
2	Assisting student concerns	Aid in student concerns about ScSc 12n.	January 2024	June 2024	June 2024	Impressive	Outstanding	
3	Prepares and revised course syllabi, learning guides and virtual classrooms in all subjects taught	Printed learning guide, and existing virtual classrooms conforming set standards by OIMD	January 2024	June 2024	June 2024	Impressive	Outstanding	
4	Checked student outputs	Collated and checked students submitted output (ScSc12n)	January 2024	June 2024	June 2024	Impressive	Outstanding	
5	Participate in all activities conducted by the department, college, and the university	Attendance, certificates if applicable	January 2024	June 2024	June 2024	Impressive	Outstanding	

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

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

Prepared by:


AL FRANJON M. VILLAROYA
Unit Head

“Exhibit I”

PERFORMANCE MONITORING FORM


Name of Employee: **DEAN RUFFEL R. FLANDEZ**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Overall assessment of output**	Remarks/ Recommendation
1	Teaches courses: <ul style="list-style-type: none"> ScSc12n – Readings in Philippine History 	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	January 2024	June 2024	June 2024	Impressive	Outstanding	
2	Assisting student concerns	Aid in student concerns about ScSc 12n.	January 2024	June 2024	June 2024	Impressive	Outstanding	
3	Prepares and revised course syllabi, learning guides and virtual classrooms in all subjects taught	Printed learning guide, and existing virtual classrooms conforming set standards by OIMD	January 2024	June 2024	June 2024	Impressive	Outstanding	
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* Either very impressive, impressive, needs improvement, poor, very poor

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

Prepared by:


AL FRANJON M. VILLAROYA
 Unit Head

EMPLOYEE DEVELOPMENT PLANName of Employee: **DEAN RUFFEL R. FLANDEZ**

Performance Rating:

Aim(s):

- To adapt to the needs of the teaching and learning set-up
- To complete my PhD in Social Science Research
- To work together with co-faculty in a research study or an extension project

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

Date: JANUARY 2024

Target Date: DECEMBER 2024

First Step:

- Review teaching effectiveness, evaluate, and update the teaching manuals
- Enroll dissertation writing I
- Create research and extension proposals with the other faculty member

Result:

He has produced syllabus, learning guide and TOS that were approved by OIMD. He has also garnered an Outstanding mark on his TPES. He is also working on writing his PhD dissertation. Lastly, he is a component leader of the "Saving Minamanwa" extension project of the university.

Next Step:

He needs to hustle more on the completion of his PhD in Social Science Research.

Outcome: NA

Prepared by:


AL FRANJON M. VILLAROYA

Department Head

Conforme:


DEAN RUFFEL R. FLANDEZ
Faculty