

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: January-June 2022

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. Dean (50%)		5.00 x 50% = 2.475	
b. Students (50%)		4.60 x 50% = 2.335	
TOTAL for Instruction	40%	4.81	1.924
2. Research	10%		
a. Client/Director for Research			
b. College Dean/Center Director		5.00 x 10% = 0.500	0.500
TOTAL for Research			
3. Extension	5%		
a. Client/Director for Extension			
b. College Dean/Center Director		5.00 x 5% = 0.250	0.250
TOTAL for Extension			
4. Production			
5. Administration/Other Services	45%	5.00 x 45% = 2.250	2.250
TOTAL	100%		4.924

EQUIVALENT NUMERICAL RATING: 4.924

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.924

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:


JETT C. QUEBEC

Name of Faculty

Reviewed by:


MA. THERESA P. LORETO

College Dean

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, 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 JANUARY-JUNE 2022.



JETT C. QUEBEC

Asst Professor 1

Date: July 8, 2022

Approved:



MA. THERESA P. LORETO

College Dean

Date: **8/9/2022**

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	1	2.67	5	5	4.5	4.83	ENGL 229; LTNG 225
	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	7	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	NONE					

		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	4.5	4.83	ENGL 229 - Western Literary Works; LTNG 225 Psychol
		Assessment tools	Prepares assessment tools such as long exam, quizzes,	2	4	5	5	5	5.00	ENGL 229 - Western Literary Works; Psychol
		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 Moddle or Google Classroom	1	2	5	5	4.5	4.83	ENGL 229 - Western Literary Works; LTNG 225
	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	4	10.05	5	5	5	5.00	ELDs121
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	10	none					
		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	1					
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	20	none					
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	40	none					

		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	22	5	5	5	5.00	ABELS 2nd year, 3rd year, 4th year
		A17 . Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1	3					ABELS
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	1	9					ABELS
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades, etc.	5	70	5	5	5	5.00	ENGL 229 LTNG 225 ELPr 143 ELSt 200.2 Engl 200 Engl 124 Engl 199 ScSc 24
	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	NONE					
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	2	5	5	5	5.00	ELPr 143 - LANGUAGE AND ADVERTISING; Engl 124 - APPROACHES TO COLLEGE ENGLISH TEACHING
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	30	5	5	5	5.00	ELPr 143 - LANGUAGE AND ADVERTISING; Engl 124 - APPROACHES TO COLLEGE ENGLISH TEACHING

		A 23 : Number of on-line course ware reviewed by TRP & edited by MDC editor	Submits the course ware duly reviewed by TRP for editing by MDC editor	2	none					
		A 24 : Number of virtual classroom created and operationalized	Creates virtual classroom using either Moddle or Google Classroom	2	2	5	5	5	5.00	ELPr 143 - LANGUAGE AND ADVERTISING; Engl 124 - APPROACHES TO COLLEGE ENGLISH TEACHING
	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	1	5	5	5	5.00	AB Philosophy
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	N/A	none					
		A 26. 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	5.00	ELDs 121
					AVERAGE				5.00	
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	none					ON-GOING
	PI 2. Number of research outputs completed within the year *	A 28. 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							

		<i>In refereed int'l journals</i>		0	1	5	5	5	5.00	Quebec, Jett. Morphologic Segmentation Linearity in Jose Garcia Villa's PROEM; Journal of English Teaching and Applied Linguistics; Vol 3 No 2 (2022): April ; April 19, 2022;
		<i>In refereed nat'l/regional journals</i>	Author (1); Co-author (2)							
	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 scientific fora/conferences	2	NONE					
		<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 research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	1	100%	5	5	5	5.00	Morphemic Analysis of the Minamanwa under the project Ethno-Linguistic Study of Minamanwa, Its Challenges and Changes Overtime
	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						
					AVERAGE				5.00	
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	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	Implements duly approved extension projects	NONE	1	5	5	5	5.00	Capacity Building for the Teaching of Introduction to Philosophy of the 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	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						
	Research Mentoring	Research Mentor		NONE						
	Peer reviewers/Panelists	Peer reviewers/Panelists		NONE						
	Resource Persons	Resource Persons								
	Convenor/Organizer	Convenor/Organizer		0						
	Consultancy	Consultant		NONE						
	Evaluator	Evaluator								
	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	1	5	5	5	5.00	Capacity Building for the Teaching of Introduction to Philosophy of the Human Person
	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						
					AVERAGE				5.00	
UMFO 5. SUPPORT TO OPERATIONS										
OVPI MFO 4. Program and Institutional Accreditation Services										

Average Rating (Total O 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:
 Dr. Jett Quebec should continue his commendable leadership in the department, submit research proposals and publish more articles.

Evaluated & Rated by:

mtplncto
MA. THERESA P. LORETO

College Dean/Immediate Supervisor

Date: 8/4/2022

Recommending Approval

mtplncto
MA. THERESA P. LORETO

Dean, College of Arts and Sciences

Date: 8/4/2022

Approved by:

[Signature]
BEATRIZ S. BELONIAS

Vice President for Academic Affairs

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	Supervises 30 regular faculty members, 3 substitutes, 20 part-time faculty together with 2 regular administrative staff and 1 job order	Checked and signed faculty members' daily time records, attended administrative meetings, checked faculty members grade sheets and signed them before submission; assignment of teaching loads and implementation of the department's research and extension activities	January 2022	June 2022	Within the period	Impressive	Outstanding	
2	Teaches 2 graduate and 4 undergraduate subjects	Attendance sheets, midterm and final grade sheets, students' performance evaluation result	January 2022	June 2022	June 2022	Impressive	Outstanding	
3	Prepares materials and activities for the handled courses	Powerpoint presentations, assessment activities	January 2022	June 2022	Within the period	Impressive	Outstanding	
4	Submits final grades	Submitted grades to the university registrar	June 2022	June 2022	June 2022	Impressive	Outstanding	
5	Participates in webinars and meetings	Certificates of recognition and / or certificate of participation; attendance sheet in meetings	January 2022	June 2022	Within the period	Impressive	Outstanding	
6	Prepares quarterly research and extension reports	Reports submitted to OVPREI	April 2022	April 2022	April 2022	Impressive	Outstanding	
7	Participates in all activities conducted by the department, college, and the university	Attendance sheet; certificates	January 2022	June 2022	Within the period	Impressive	Outstanding	

8	Screens applicants for 2 nd Sem SY 2021-2022	Hired applicants for 2 nd Sem SY 2020-2021	January 2022	February 2022	February 2022	Impressive	Impressive	
9	Performs other functions assigned by the college dean	As the need arises	January 2022	June 2022	Within the period	Impressive	Outstanding	

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

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

Prepared by:


MA. THERESA P. LORETO
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: July 2022

Target Date: December 2022

First Step:

Publish article in a reputable journal.

Outcome:

Published article

Date: January 2023

Target Date: December 2023

Next Step:

Publish article in a reputable journal.

Result:


Published article (2 publications)

Final Step/Recommendation: NA

Prepared by:


MA. THERESA P. LORETO
Department Head

Conforme:


JETT C. QUEBEC
Name of Ratee/Faculty/Staff