

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: ROMEO J. TORING, JR.

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Faculty	100%	4.94	4.94
b. Students	0%		0.00
TOTAL for Instruction	95%		4.69
2. Research	2.5%	4.44	0.11
3. Extension	2.5%	0.00	0.00
4. Production			
5. Administration/Other Services			
TOTAL			4.804

EQUIVALENT NUMERICAL RATING: 4.804

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.804

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

ROMEO J. TORING, JR.

Name of Faculty

Reviewed by:

GUIRALDO C. FERNANDEZ, JR.

Department Head

Recommending Approval:

CANDELARIO L. CALIBO

Dean, CAS

Approved by:


BEATRIZ S. BELONIAS

Vice President for Instruction

"Exhibit B"


INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ROMEO J. TORING, JR., 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 2020


ROMEO J. TORING, JR.
 Instructor I
 Date: September 24, 2020

Approved:

GUIRALDO C. FERNANDEZ, JR.
 Department Head
 Date:


CANDELARIO L. CALIBO
 College Dean
 Date:

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	N/A					
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	N/A	N/A					
		A3 . Number of students advised on thesis/special problem/dissertation		N/A	N/A					
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	N/A					
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	N/A					

		<u>A4</u> . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	N/A	N/A					
	PI 9: Number of instructional materials developed *	<u>A5</u> . 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 Moddle or Google Classroom	N/A						
	PI 10 . Additional outputs:	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	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 *	<u>A9</u> . Actual Faculty's FTE	Handles and teaches courses assigned	18 per semester	21 per semester	5	5	5	5.00	ScSc 14n and Phil 11
		<u>A10</u> . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	10	10	5	5	5	5.00	ScSc 14n and Phil 11

		<u>A 11 . Number of INC forms with grade submitted within prescribed period</u>	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period	NONE	NONE					
		<u>A12 . Number of trainings attended related to instruction</u>	Attend mandated trainings	1	2	5	5	5	5.00	Google Classroom Seminar, Martial Law Seminar in USC
		<u>A13 . Number of long examinations administered and checked</u>	Administers and checks long examination for subjects taught	20	7	5	4	4	4.50	ScSc 14n and Phil 11, target not met due to pandemic
		<u>A14 . Number of quizzes administered and checked</u>	Prepares and checks quizzes for lec and lab	30	34	5	5	5	5.00	ScSc 14n and Phil 11
		<u>A15 . Number of lab reports and term papers checked and graded</u>	Checks lab reports and term papers submitted as required	30	40	5	5	5	5.00	Various class activities in ScSc 14n and Phil 11
	PI 8: Number of students advised: *	<u>A16 . Number of students advised:</u>	<i>Acts as academic adviser to students</i>	N/A	N/A					
		<u>A17 . Number of students advised on thesis/ field practice/special problem:</u>		N/A	N/A					
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript	N/A	N/A					
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	N/A	N/A					
		<u>A18 . Number of students entertained for consultation purposes</u>	Entertains students consulting on subject taught, thesis and grades	N/A	N/A					
	PI 9: Number of student organizations advised/ assisted *	<u>A19 . Number of Student organizations advised</u>	<i>Advises student organizations recognized by USOO</i>	N/A	N/A					
		<u>A20 . Number of Student organizations assisted on student related activities</u>	<i>Assists student organizations in implementing student related activities</i>	N/A	N/A					

	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	Google Classroom Semina for ScSc 14n and Phil 11
		On-line ready courseware	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	2	2	5	5	5	5.00	Google Classroom Semina for ScSc 14n and Phil 11
		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	10	20	5	5	5	5.00	9 videos uploaded to YouTube, 11 powerpoint presentations in Google Classroom for Phil 11 and ScSc 14n
		Assessment tools	<i>Prepares assessment tools such as long exam, quizzes, problems sets, etc.</i>	10	34	5	5	5	5.00	ScSc 14n and Phil 11
		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	1	2	5	5	4	4.67	ScSc 14n and Phil 11
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	8	8	5	5	5	5.00	ScSc 14n and Phil 11 Google Classroom
	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	N/A	N/A					
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	N/A	N/A					
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	2	19	5	5	5	5.00	3 motivational tasks, 6 learning tasks, and 6 assesment tools, 2 sets of pretest and posttests, 2 final papers for ScSc 11n and Phil 11

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	0	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 oroject within the year	1	1	5	5	5	5.00 "Isog Ka?": Komparatibong Pananaliksik Tungkol sa mga Etnikong Estereotipo sa mga Cebuano at Waray sa Visayas State University, Baybay City, Leyte" (co-authors: Dr. Leslie Ann L. Liwanag, Ms. Mary Grace P. Enaya, Ms. Hilda A. Pedrera, and Ms. Precious D. Tubigan).
	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	1	5	5	4	4.67 Paper currently in-press in Social Science Diliman (SSD)
		<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	0	4	4	4	4.00 Conferences suspended due to pandemic
		<i>In int'l fora/conferences</i>		1	0				Conferences suspended due to pandemic
		<i>In nat'l/regional fora/conferences</i>		1	0				Conferences suspended due to pandemic
	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	2	4	4	4	4.00 Pangasugan research and Stereotype research submitted to OVPRE
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)		1	1	5	5	5	5.00 "Isog Ka?": Komparatibong Pananaliksik Tungkol sa mga Etnikong Estereotipo sa mga Cebuano at Waray sa Visayas State University, Baybay City, Leyte" (co-authors: Dr. Leslie Ann L. Liwanag, Ms. Mary Grace P. Enaya, Ms. Hilda A. Pedrera, and Ms. Precious D. Tubigan).

		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	0	0					
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	N/A	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	1	2	4	4	4	4.00	Ongoing modules of ScSc 11 and Phil 11
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	0	0					
	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	N/A	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	Implemtenes duly approved extension projects	0	0					
	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	N/A	N/A					
	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	N/A					
	Research Mentoring	Research Mentor		0	0					
	Peer reviewers/Panelists	Peer reviewers/Panelists		0	0					

	Resource Persons	Resource Persons		0	0					
	Convenor/Organizer	Convenor/Organizer		0	0					
	Consultancy	Consultant		0	0					
	Evaluator	Evaluator		0	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	0	0					
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *		0	0					
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	0	0					
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	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	NONE					
	Total Over-all Rating								90.84	
	Average Rating								4.78	
	Adjectival Rating								O	

Average Rating (Total Over-all rating divided by number of entries)	4.78
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.78
ADJECTIVAL RATING	OUTSTANDING

Comments & Recommendations for Development Purpose: Mr. Toring is a dedicated servant of the department. His meticulous attitude towards work benefits the department. A doctorate degree is a welcome development.

Evaluated & Rated by:


GUIRALDO C. FERNANDEZ, JR.

Department Head

Date:

Recommending Approval


CANDELARIO L. CALIBO

Dean, College of Arts and Sciences

Date: _____

Approved by:


BEATRIZ S. BELONIAS

Vice President for Instruction

Date: 11/27/2020

PERFORMANCE MONITORING FORM


Name of Employee: **Romeo J. Toring Jr., J.**

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	Teaches two (3) courses subjects (Phlo 11, Phil 11, SoSc11n)	Attendance sheets of the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	January 2020	June 2020	June 2020	Impressive	Outstanding	Improve performance with respect to students' comments on TPES.
2	Assist students' concerns through students consultation	Improved student performance	January 2020	June 2020	June 2020	Impressive	Outstanding	Provide more interventions for the improvement of students
3	Prepares course syllabi updates	Approved course syllabi in Phlo 11, Phil 11 and ScSc 11n	January 2020	June 2020	June 2020	Impressive	Outstanding	Follow OBE format as prescribed
4	Submission of midterm grades and final grades	Grades submitted to registrar	January 2020	June 2020	June 2020	Impressive	Outstanding	
6	Participate in all activities conducted by the department, college and the university	Attendance, certificates if applicable	January 2020	June 2020	June 2020	Impressive	Outstanding	Participates actively in all activities
7	Perform other functions assigned by the Department head and university administrators	Audio-visual presentations (AVPs)	January 2020	June 2020	June 2020	Impressive	Outstanding	Created AVPs
8	Paper presentations in various conferences	Certificate of appearance, certificate of attendance and certificate of recognition	January 2020	June 2020	June 2020	Very Impressive	Outstanding	One paper presented and paper soon to be submitted for publication
9	Prepare distance learning instructional materials for the new normal in education	Printed modules and virtual classrooms	January 2020	June 2020	June 2020	Very impressive	Very Satisfactory	Instructional materials still ongoing.

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

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

Prepared by:


GUIRALDO C. FERNANDEZ, JR.
 Department Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ROMEO J. TORING JR.

Performance Rating: OUTSTANDING

Aims: To engage in instruction, research, and other activities/projects in the department

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

Date: January 2020

Target Date: June 2020

Step/s:

- a) Introduced Mr. Toring to senior faculty in the department to help him adjust in the teaching environment and to guide him in the instruction curriculum
- b) Allowed Mr. Toring to attend EVHEIs-FLMSC Training-Workshop on Course Modules Production for Flexible Learning in Higher Education Institutions – a weeklong webinar organized by CHED Region VIII.
- c) Encouraged Mr. Toring to actively collaborate with co-faculty in research related endeavors.

RESULT:

- a) Mr. Toring successfully performed his duties in instruction with an OUTSTANDING RATING at the end of the semester.
- b) Mr. Toring actively attended the EVHEIs-FLMSC Training-Workshop represented the Visayas State University very well during the workshop about learning chunks.
- c) Mr. Toring together with co-authors Dr. Leslie Ann Liwanag, Ms. Mary Grace P. Enaya, Ms. Hilda A. Pedrera, and Ms. Precious D. Tubigan produced a research paper entitled "*Isog Ka?": Komparatibong Pananaliksik Tungkol sa mga Etnikong Estereotipo sa mga Cebuano at Waray sa Visayas State University, Baybay City, Leyte*". The manuscript is now on the final steps of publication by Social Science Diliman Journal as the flagship journal for the social sciences of the University of the Philippines after rigorous review and revisions.

Date: June 2020

Target Date: December 2020

Step/s:

- a) Remind Mr. Toring to finish both printed and online instructional materials for the new normal setting.
- b) Inspire Mr. Toring to continue research collaborations.
- c) Encourage Mr. Toring to look for scholarly opportunities for PhD for his professional development.

Prepared by:


GUIRALDO C. FERNANDEZ, JR.
Department Head

Conforme:


ROMEO J. TORING JR.
Name of Ratee/Faculty/Staff