SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

0029

Name of Faculty Member: Karl John A. Galvez

Program Involvement	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2 x 3)
1. Instruction			
a. Head/Dean (50%)		2.39	
b. Students (50%)		No TPES result yet	
TOTAL INSTRUCTION	~~70%~~ 60% a	2.39	2.39
2. Research	~~20%~~ 30% a	5.00	~~1.00~~ 1.50 a
3. Extension			
4. Support Operations	~~10%~~ 5% a	4.50	~~0.45~~ 0.23 a
5. Gen. Adm. & Support Services	~~10%~~ 5% a	5.00	~~0.50~~ 0.25 a
TOTAL	100% a / 110%		~~4.34~~ 4.37 a

EQUIVALENT NUMERAL RATINGS: 4.34 a

Add: Additional Points, if ny:

TOTAL NUMERICAL RATING: 4.34 a

ADJECTIVAL RATING: **Very satisfactory**

Prepared by:

KARL JOHN A. GALVEZ
Name of Faculty

Reviewed by:

ZYRA MAY H. CENTINO a
Department Head

Recommending Approval:

MOISES NEIL V. SERIÑO
Dean, CME

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

College of Management and Economics
DEPARTMENT OF ECONOMICS
Visca, Baybay City, Leyte

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Karl John A. Galvez, a faculty member of the DEPARTMENT OF ECONOMICS 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 September -December 2023.

Approved:

KARL JOHN A. GALVEZ
Instructor I
Date: 1/4/24

ZYRA MAY H. CENTINO
Department Head
Date: 1/4/24

MOISES NEIL V. SERIÑO
College Dean
Date: 1/4/24

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Accom-plishment		Quality	Eficiency	Timelines	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
UMFO 1. ADVANCED EDUCATION SERVICES											
OVPI MFO 2. Graduate Student Management Services											
	PI 4: Total FTE coordinated, implemented &	A1. Actual Faculty's FTE	Handles subjects/courses assigned								
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students								
		A3. Number of students advised on thesis/special problem/dissertation									
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript								
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript								
		A4. Number of students entertained for consultation purposes	*Entertains students seeking consultation with faculty*								

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								
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof								
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught								
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.								
	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								
	A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom								
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								
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	20.2		5	5	5	5.00	
	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	4	5		5	5	5	5.00	
	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								
	A12 . Number of trainings attended related to instruction	Attend mandated trainings	3	1		3.5	3.5	3.5	3.50	
	A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	25	30		5	5	5	5.00	

		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	25	25		4.5	4.5	4.5	4.50	
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	20	30		5	5	5	5.00	
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviserto students	20	1		3.5	3.5	3.5	3.50	
	A17. Number of students advised on thesis/ field practice/special problem:									
	As Thesis/Field Practice/Special Problem Adviser	Advises, and corrects research outline and thesis/SP manuscript	2	3		5	5	5	5.00	
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript								
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript								
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	30		5	5	5	5.00	
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO	1	0		3.5	3.5	3.5	3.50	
	A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities								
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		4.5	4.5	4.5	4.50	
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	2		4.5	4.5	4.5	4.50	
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	2		4.5	4.5	4.5	4.50	

		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	2		4.5	4.5	4.5	4.50	
		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	1		4	4	4	4.00	
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	2		4.5	4.5	4.5	4.50	
	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								
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU								
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal								
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		5	5	5	5.00	
	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								
	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								
		In refereed int'l journals									
		In refereed nat'l/regional journals									

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									
	In int'l fora/conferences										
	In nat'l/regional fora/conferences			–							
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									
PI 6. Additional outputs*	**A 32.** No. of research-related awards (research conducted by faculty or										
	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									
	A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output									
	A 35.Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal									
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									
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									
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									

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									
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									
Research Mentoring	Research Mentor										
Peer reviewers/Panelists	Peer reviewers/Panelists										
Resource Persons	Resource Persons										
Convenor/Organizer	Convenor/Organizer										
Consultancy	Consultant										
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									
PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *										
	A 43.Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal									

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 theQMS 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		4.5	4.5	4.5	4.50	

		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		4.5	4.5	4.5	4.50	
		On program accreditations									
		On institutional accreditations									
		A.46. Number of seminars/ trainings/workshop attended outside									
		International									
		National									
		Regional									
		Institutional									
		A.47. Number of meetings attended	Department meeting	8	8		4.5	4.5	4.5	4.50	
		A.48 Number of meeting attended (APB, UAC, etc)									

UMFO 6. General Admin. & Support Services

	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	zero % complaint	zero % complaint		5	5	5	5.00	
	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 performfing functions resulting to best practice								
		A 48.Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal								
		A.51. Number of meetings presided									
		A.52. Number of staff evaluated/monitored									
		A.53. Number of committee membership									
		A.54. Number of meetings attended outside of the university									
		A.55. Other outputs implementing the new normal due to covid 19									

Total Over-all Rating									95.00	
Average Rating									4.52	
Adjectival Rating									O	

Comments & Recommendations for Development Purpose:

Should finish his masteral degree

Evaluated & Rated by:

ZYRA MAY H. CENTINO
Department Head
Date: 1/5/24

Recommending Approval

MOISES NEIL V. SERIÑO
Dean, CME
Date: 1/4/24

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 01/11/24

PERFORMANCE MONITORING FORM

Name of Employee: **Karl John A. Galvez**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date of Completion	Quality of Output*	Overall Assessment of Output**	Remarks/ Recommendation
1	Teaches assigned subjects and performs other teaching related functions such as; prepares and revises teaching materials, prepares and gives examinations, checks test papers and return to students one week after, submit grades within the prescribed period, make herself available for students during consultation hours, revises course syllabus	Very satisfactory	Sept. 2023	Dec. 2023	Dec. 2023	Impressive	Very Satisfactory	Done
2	Prepares instructional module/learning materials for face to face classes.	Very Satisfactory	Sept 2023	Aug.. 2023	Dec. 2023	Impressive	Very Satisfactory	Done
3	Attends meetings and performs functions as chairman/member of different committee of the department	Very Satisfactory	Sept. 2023	Dec. 2023	Dec. 2023	Impressive	Very Satisfactory	Done
4	Performs other functions	Very Satisfactory	Sept. 2023	Dec. 2023	Dec. 2023	Impressive	Very Satisfactory	Done

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

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:

ZYRA MAY H. CENTINO
Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee   : Karl John A. Galvez
Performance Rating   : Very Satisfactory

Aim: To improve teaching capability of faculty member.

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

Date: Sept. 2023   Target Date: September 2023

First Step:

Required Mr. Galvez to prepare and update course syllabi and course content relevant to the current trends and needs of the graduate and undergraduate courses assigned for the 1st semester, A.Y. 2023-2024.

Result:

Updated graduate and undergraduate course syllabi and other teaching materials.

Date: October 2023   Target Date: December 2023

Next Step:

Improved further the Instructional Materials developed.

Outcome:

Final Step/Recommendation:

Mr. Galvez has prepared and updated instructional materials developed.

Prepared by:

ZYRA MAY H. CENTINO
Unit Head

Conforme:

KARL JOHN A. GALVEZ
Ratee