

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS
July-December 2023**

Name of Faculty Member: **CHARLINDO S. TORRION**

Program Involvement	Percentage Weight of Involvement	Numerical Rating	Equivalent Numerical Rating
(1)	(2)	(Rating x%)	(2x3)
		(3)	
1. Instruction			
a. Head/Dean (50%)		4.35 x .50	2.175
b. Students (50%)		4.00 x .50	2.00
			4.175
Total for Instruction	<i>78% 80%</i>		3.34
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	5%	5	0.25
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	15%	4.60	0.69
4. Administration	<i>2%</i>	4	.08
5. Production			
Overall Total		<i>4.2765</i>	4.28

3.2565

EQUIVALENT NUMERICAL RATING:

4.28

4.2765

Add: Additional Points, if any:

0.00

TOTAL NUMERICAL RATING:

4.28

4.2765

ADJECTIVAL RATING:

Very Satisfactory

Prepared by:

CHARLINDO S. TORRION

Name of Faculty

Reviewed by:

CHARLIE S. ANDAN

Department Head

Recommending Approval:

JANNET C. BENCURE

Dean, CET

Approved:

BEATRIZ S. BELONIAS

Vice President, Academic Affairs



"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MR. CHARLINDO S. TORRION, a faculty member of the DEPARTMENT OF METEOROLOGY 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 JULY 1 - DECEMBER 31, 2023.

Approved:

CHARLINDO S. TORRION

Instructor I

Date: 1-15-24

CHARLIE S. ANDAN

Department Head

Date: 1-15-24

JANNET C. BENCURE

College Dean

Date: 1/17/24

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										NA
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	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							
		AS GAC Member	Advises and corrects research							
		A4 . Number of students entertained	Entertains students seeking							
	PI 9: Number of	A5 . Number of on-line ready	Converts the existing instructional							
		On-line ready courseware	Prepares Instructional							
		Supplemental learning resources	Prepares Power Point presentation,							
		Assessment tools	Prepares assessment tools such as							
		A 6 : Number of on-line course ware	Submits the course ware duly							
		A 7 : Number of virtual classroom	Creates virtual classroom using							
	PI 10 . Additional outputs:	A 8. Other outputs implementing the	Designs experiential learning							
UMFO 2. HIGHER EDUCATION SERVICES										NA
OVPI UMFO 3. Higher Education Management Services										
	PI 1. Percentage of first time licensure exam takers that pass the licensure exams	A1. Percentage of first time takers that passed the licensure exams	Handles and teaches courses assigned							
	PI 3. Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs	A3. Provide support to RQAT compliance for the Program	Follow the CMO for the program							
	PI 4. Percentage of undergraduate programs with accreditations	A4. Percentage of undergraduate programs with accreditations								
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	10	3.05	5	4	4	4.33	Mete133; Mete147; Mete 200a
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	4	6	5	4	4	4.33	Midterm Grade - 2 ; Final Grade -
		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	2	3	4	4	4	4.00	Math 131
		A12 . Number of trainings attended related to instruction	Attend mandated trainings							

		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	10	4	4	4	4	4.00	Mete 133; Mete 147
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	15	10	5	4	4	4.33	Mete 133; Mete 147
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	10	10	5	4	4	4.33	BSMet-3 students
		A17. Number of students advised on thesis/ field practice/special								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	1	4	5	4	5	4.67	BSMet-4 (4 groups)
		A18. Number of students entertained for consultation	Entertains students consulting on subject taught, thesis and grades	15	15	4	4	4	4.00	BSMet-4 (5 groups)
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO	1	2	4	4	4	4.00	TARSIER Phils., PCGA-VSU SC
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	3	5	4	4	4.33	VSU MetSoc, CET-SSC, PCGA-VSU SC
	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	4	2	4	4	4	4.00	Mete133; Mete147; Mete 200a
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	15	8	5	4	5	4.67	Mete 133 (4 modules); Mete 147 (3 modules)
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	4	5	4	4	4.33	Mete 133 (2); Mete147 (2)
		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							
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	4	2	5	4	4	4.33	Mete133 ; Math 147

	PI 5. Percent of research proposals approved *	A 33. Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	1	1	5	5	5	5.00	Project [Geo+Met]SLOPE
	PI 6. Additional outputs*	A 34. No. of research-related awards								
		A 35. 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 36. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		A 37. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new							
UMFO 4. EXTENSION SERVICES									5.00	
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	A 38. 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	1	3	5	5	4	4.67	DOST-PAGASA; PMS; PCGA 1103rd Squadron
	PI 2. Number of trainees weighted by the length of training	A 39. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	100	69	5	5	4	4.67	Weather and Climate Science for DRR (69)
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 40. Number of extension programs/projects implemented	Implements duly approved extension projects	1	1	5	4	4	4.33	Project WAIS
	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 41. 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	100%	100%	5	4	5	4.67	69 out of 69 from the Weather and Climate Science for DRR
	PI 5. Number of technical/expert services	A 42. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
	<i>Research Mentoring</i>	<i>Research Mentor</i>								

	Peer	Peer reviewers/Panelists								
	Resource Persons	Resource Persons								
	Convenor/Organizer	Convenor/Organizer		1	1					Weather and Climate Science for DRR at Western Leyte College, Ormoc
	Consultancy	Consultant								
	Evaluator	Evaluator								
	PI 8. Percent of extension proposals approved *	A 43. Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate	1	1	5	4	5	4.67	Project WAIS
	PI 11. Additional outputs *	A 44. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								
		A 45. 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									4.60	
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 46. 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		4	4	4	4.00	
		A 47. 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		4	4	4	4.00	
		On program accreditations								
		On institutional accreditations								
UMFO 6. General Admin. & Support Services (GASS)										
	PI 2. Zero percent	A 48. Customerly friendly frontline	Provides customer friendly frontline	Zero %						

PI 3: Additional Outputs	A 49. Number of /new initiatives	Initiates/introduces improvements in							
	A 50. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
Total Over-all Rating								4.00	

4.35

Average Rating (Total Over-all rating divided by 4)	4.35
Additional Points:	
Approved additional points (with copy of approval)	
FINAL RATING	4.35
ADJECTIVAL RATING	Very Satisfactory

Comments & Recommendations for Development Purpose:

To finish Masters Degree

Evaluated & Rated by:

CHARLIE S. ANDAN
Department Head
Date: 1-15-24

Recommending Approval

JANNET C. BENCURE
College Dean, CET
Date: 1/17/24

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 01/22/24

PERFORMANCE MONITORING FORM
July-December 2023

Name of Employee: **Charlindo S. Torrion**

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 subjects on: Metete 133 DYNAMIC METEOROLOGY 1 LEC METEOROLOGICAL RESEARCH Metete 147 METHODS LEC	Meets class regularly; checked student progress; Submit grades to the Registrar's Office	At the start of the semester	July - December 2023	After midterm & after final as set by the University Registrar	Impressive	Very Satisfactory	Effective administration of a classroom environment. Adhere strictly to the timetable you have established in the OBE Syllabus, particularly for research proposal, in order to prevent any unnecessary delays.
2	Attends department organized meeting.	Attendance during meeting	Monthly	As scheduled	Every second Tuesday of the month and as scheduled	Impressive	Very Satisfactory	Needs to be more engaging in discussions at the meeting.
3	Student advising	Advised students especially academic advisees & also other students needing advice	Within the semester	Within the semester	Within the semester	Very Impressive	Very Satisfactory	Take a proactive approach in addressing students' academic related concerns.
4	Develops Instructional Materials of the subjects to teach in the semester	Instructional materials available to students	Before the start of regular classes and	July - December 2023	Within the semester	Impressive	Very Satisfactory	Resourceful in developing IM's

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
			within the semester					
5	Participate in activities of the department, college and university	Attendance to the activities	Within the semester	As scheduled	As scheduled	Very Impressive	Outstanding	None
6	Implement the approved Project WAIS as the project leader	Implementation of the Project WAIS together with the project leader	Within the semester	As scheduled in the proposal	As scheduled in the proposal	Very Impressive	Outstanding	None
7	Review and evaluate the developed instructional material (OBE, TOS, TS) of all the subject offered this semester	Approved documents Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015	Within the semester	As scheduled	On time	Impressive	Very satisfactory	There is room for improvement in the timeliness of reviewing and evaluating the IM's.
8	Implement plans and programs related to On-the-Job Training	Conduct meetings and prepare updated plans and programs	Before the start of summer class	Within the summer	Within the summer	Impressive	Very Satisfactory	Must provide regular updates to the admin office on the internship related concerns.

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

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

Prepared by:


CHARLIE S. ANDAN
 Head, Department of Meteorology

EMPLOYEE DEVELOPMENT PLAN
July-December 2023

Name of Employee: **Charlindo S. Torrion**

Performance Rating: _____

Aim: To finish his master's degree in Meteorology in compliance to VSU Rules and Regulations and CHED Minimum Requirements and to be an effective implementer of the new OBEdized four (4) year BSMet degree program.

Proposed Interventions to Improve Performance:

Date: July 2023

Target Date: December 2023

First Step:

- Constant updates of the status of completion of his MS Meteorology thesis and make plans for possible interventions and assistance.
- Re-orientation on the Outcomes-Based Education principles, provisions of the new Policies, Standards, and Guidelines in the offering of the BSMet curriculum
- Monitoring and coaching on the performance of the faculty member to his committed outputs as reflected on his IPCR.
- To recommend for conferences, conventions, seminars and trainings aligned to his field of specialization to further strengthen his competencies and qualifications.

Results:

- Still working with his thesis for defense but was unable to finish due to high teaching load assigned.
- Prepared and submitted approved Outcomes-Based Teaching and Learning (OBTL) Syllabi of his assigned courses for the first semester SY 2023-2024.
- Performed his duties and responsibilities as faculty of the Department of Meteorology.

Next Step:

- Require the faculty to communicate with IESM, UP-Diliman for the completion of his MS Meteorology degree
- Effective time management strategies. Implement the right techniques to balance work and complete graduate studies. Decide your priorities and divide your time accordingly
- Continue monitoring of his accomplishments and performance to his committed outputs as reflected in his IPCR
- To continue to recommend the faculty member to attend relevant trainings and seminars aligned to his field of specialization
- Organize a department-wide training on how to write Extension and Research proposals in order to boost the Department's RDE.

Outcomes:

- Mr. Torrior, as MS Meteorology degree holder, will help strengthen the Department Faculty Qualifications and the RDE Implementation
- Program compliance to COPC accreditation
- Continuously perform his duties and responsibilities
- Be able to attend relevant trainings and seminars aligned to his field of specialization
- Draft and submit extension and research proposals aligned to his field of specialization

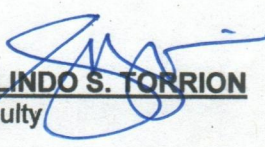
Final Steps / Recommendations:

- Mr. Torrior will be encouraged to execute the Department's RDE Agenda once he completes his MS Meteorology degree. The DMet Faculty Development Plan will also be revisited in order to coordinate his schedule with his pursuit of a PhD in Radar Meteorology.

Prepared by:


CHARLIE S. ANDAN
Head, Department of Meteorology

Conforme:


CHARLINDO S. TORRIOR
Faculty