

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS

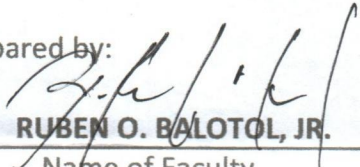
Name of Faculty Member: RUBEN O. BALOTOL, JR.

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Faculty (30%)	30%	4.83	1.45
b. Students (70%)	70%	4.67	3.27
TOTAL for Instruction	90%		4.25
2. Research	2.5%	5.00	0.13
3. Extension	2.5%	5.00	0.13
4. Production	2.5%	5.00	0.13
5. Administration/Other Services	2.5%	5.00	0.13
TOTAL			4.746


EQUIVALENT NUMERICAL RATING: 4.746

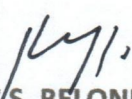
Add: Additional Points, if any:  
TOTAL NUMERICAL RATING: 4.746

ADJECTIVAL RATING: OUTSTANDING

Prepared by:  
  
RUBEN O. BALOTOL, 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"

I, RUBEN O. BALOTOL JR, 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 **JULY-DECEMBER 2019**

RUBEN O. BALOTOL JR

Ratee

Approved: GUIRALDO C. FERNANDEZ, JR.

Head of Unit

MFO No.	of MFO & PAPs	Success/Performance Indicators	Activities/ Projects	Tasks Assigned	Target	Accomplishment	Rating				Remarks
							Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
MFO1	Higher Education	Full Time Equivalent	Teaching	Teaches Social Science subjects	18.00	39.75	4	4	4	4.00	
		Number of Instructional Materials Developed/Revised and Utilized									
		* New IMs	Author/Compiler								
		* Revised IMs within the last 3 years	Author/Compiler	Revises course syllabi in Phlo 11, ScSc 11n	1	1	5	5	4	4.67	
		Student Advising and Consultation Services									
		* Number of hrs per week spent on student consultation	Consultation		3	3	5	5	5	5	three hours per day
				<b>SUB-TOTAL</b>						<b>13.67</b>	
MF02	Research	Number of research conducted	Research	Project Leader	1	1	5	5	5	5.00	An Analysis of Phil. Political Economy from 1998-2018
				<b>SUB-TOTAL</b>						<b>5.00</b>	
MF04	Extension	Number of trainings/seminars attended	Training	Participant	1	1	5	5	5	5.00	
		Number of trainings conducted		Co-Component Leader	1	1	5	5	5	5.00	Visitation and Interview with the trained SHS teacher teaching Intro to Philosophy of Human Person
				<b>SUB-TOTAL</b>						<b>10.00</b>	
MF04	Support to Students/ Production	Number of midterm and final exams prepared and checked.		Phlo 11, ScSc 11n, ScSc 12n, Phlo 14	4	4	5	5	5	5.00	
		Number of oral recitations graded/evaluated		Phlo 11, ScSc 11n, ScSc 12n, Phlo 14	4	4	4	4	4	4.00	
		Number of midterm and final gradesheets submitted		Phlo 11, ScSc 11n, ScSc 12n, Phlo 14	4	4	5	5	5	5.00	
				<b>SUB-TOTAL</b>						<b>14.00</b>	



MF05	General Admin & Support Services	Number of participation on the events/program in the dept, college, univ. and other offices		Participant	1	2	5	5	5	5.00	
		Number of committees served		Member & Chair	1	3	5	5	5	5.00	Social Science Curriculum Committee (member), Tree Planting Coordinator and Cleanliness, Beautification, Maintenance and Physical Facilities (member).
		Number of meetings attended	Meetings		2	4	5	5	5	10.00	
				<b>SUB-TOTAL</b>						<b>15.00</b>	

Average Rating (Total Over-all rating divided by number of entries)		4.81
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.81
ADJECTIVAL RATING		Outstanding

**Comments & Recommendations for Development**  
**Purpose:** Mr. Balotol serves the department well doing what is expected of him as a faculty member of DLABS. Yet, he should always keep in his mind that there is always room for improvement. He should also engage in research/extension; submit outputs for publication and present papers in conferences.

Evaluated & Rated by:

**GUIRALDO C. FERNANDEZ, JR.**

Department Head

Date: \_\_\_\_\_

Recommending Approval:

**CANDELARIO L. CALIBO**

College Dean

Date: \_\_\_\_\_

Approved:

**BEATRIZ S. BELONIAS**

Date: \_\_\_\_\_

## PERFORMANCE MONITORING FORM

Name of Employee: **Ruben O. Balotol Jr**

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, ScSc11n, ScSc15)	Quizzes, seatworks, group activities per course. Attendance sheets of the assigned classes, grade sheet per courses taught	August 2019	November 2019	November 2019	Impressive	Outstanding	Provide more student-centered activities to enhance collaborative learning
2	Assist students' concerns through students consultation	Clarified student concerns. Improved student performance	August 2019	November 2019	November 2019	Impressive	Outstanding	Utilize online platforms to enhance student communication
3	Prepares course syllabi updates	Approved course syllabus in ScSc11n	August 2019	November 2019	November 2019	Impressive	Outstanding	Follow OBE format as prescribed
4	Submission of midterm and prepare final grades	Grades submitted to registrar	August 2019	November 2019	November 2019	Impressive	Outstanding	
6	Participate in all activities conducted by the department, college and the university	Attendance, participation in departmental and institutional activities	August 2019	November 2019	November 2019	Impressive	Outstanding	Participates actively in all activities
7	Perform other functions assigned by the Department head and university administrators	Fulfilled the tasks assigned in various committees.	August 2019	November 2019	November 2019	Impressive	Outstanding	Accomplished various tasks
8	Attendance and paper presentations in various conferences	Certificate of appearance, certificate of attendance and certificate of recognition	August 2019	November 2019	November 2019	Very Impressive	Outstanding	Submitted a paper for publication

\* 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: Ruben O. Balotol Jr

Performance Rating: Outstanding

Aim: To pursue graduate studies for the degree Master of Arts in Philosophy, engage in research, publication or extension projects and improve teaching strategies

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

Date: **August 1, 2019**

Target Date: **One year from today**

First Step:

- a) Encouraged him to enroll in the University of San Jose-Recoletos MA Philosophy Program.
- b) Required him to be involved on research or extension projects which the Department has started to work on.

Result:

He is currently writing his MA Thesis which will be finished by the end of January, 2020.

Date: **August 1, 2019**

Target Date: **July 2020**

Next Step:

He was advised to finish his Master's Thesis by the end of July 2020. And employ more teaching strategies based on the evaluation of the students.

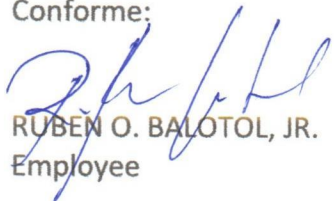
Outcome: NA

Final Step/Recommendation: NA

Prepared by:

  
GUIRALDO C. FERNANDEZ, JR.  
Department Head

Conforme:

  
RUBEN O. BALOTOL, JR.  
Employee