


SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS
Rating Period: July-December 2021

Name of Faculty Member: MICHAEL CARLO C. VILLAS

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3) (4)
1. Instruction			
a. Head (50%)		4.98 x 50% = 2.490	
b. Students (50%)		3.50 x 50% = 1.750	
TOTAL for Instruction	95%	4.24	4.028
2. Research			
a. Client/Director for Research			
b. Dept. Head/Center Director			
TOTAL for Research			
3. Extension			
a. Client/Director for Extension			
b. Dept. Head/Center Director			0.000
TOTAL for Extension			
4. Production			
5. Administration/Other Services	5%	5.00 x 5% = 0.250	0.250
TOTAL	100%		4.278

EQUIVALENT NUMERICAL RATING: 4.278
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.278

ADJECTIVAL RATING: VERY SATISFACTORY


Prepared by:

MICHAEL CARLO C. VILLAS
Name of Faculty

Reviewed by:

JETT C. QUEBEC
Department Head


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, MICHAEL CARLO C. VILLAS, 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 JULY-DECEMBER 2021


MICHAEL CARLO C. VILLAS
Asst. Prof. III
Date: 01-21-2021

Approved:

JETT C. QUEBEC
Department Head
Date: January 5, 2022


MA. THERESA P. LORETO
College Dean
Date: 2/9/2022

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 &	A1. Actual Faculty's FTE	Handles subjects/courses assigned	1	2	5	5	5	5.00	LTNG 211
	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								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation	N/A	N/A					
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	N/A					
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	1	5	5	5	5	5.00	LTNG 211
	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	5	5	5	5	5.00	LTNG 211

		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	5	5	5	5	5.00	LTNG 211
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	5	5	5	5	5.00	LTNG 211
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	5	5	5	5	5.00	LTNG 211
		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	none	none					
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	1	5	5	5	5.00	MSLT
	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	N/A					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	18	23.85	5	5	5	5.00	Litr 118, Fing 11, LTNG 211
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	1	7	5	5	4	4.67	Litr 118, Fing 11, LTNG 211
		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	1	12	5	5	4	4.67	Litr 118, Fing 11, LTNG 211
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	2	5	5	5	5.00	Litr 118, Fing 11, LTNG 211

		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	5	5	5	5	5	5.00	Litr 118, Fing 11, LTNG 211
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	5	15	5	5	5	5.00	Litr 118, Fing 11, LTNG 211
		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	N/A	N/A					
		A17 . Number of students advised on thesis/ field practice/special problem:		N/A	N/A					
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	N/A	N/A					
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	N/A	N/A					
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5		5	5	4	4.67	
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advises student organizations recognized by USOO	NONE	NONE					
		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	5	5	5	5	5	5.00	Fing 12, ELST 110, Litr 118
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	5	5	5	5	5.00	Fing 12, ELST 110, Litr 118
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	5	5	5	5	5.00	Fing 12, ELST 110, Litr 118

		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	5	5	5	5	5.00	Fing 12, ELST 110, Litr 118
		A 23 : Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course were duly reviewed by TRP for editing by MMDC editor	2	5	5	5	5	5.00	Fing 12, ELST 110, Litr 118
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	5	5	5	5	5.00	Fing 12, ELST 110, Litr 118
	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	NA					Postponed due to COVID
		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	1	5	5	5	5	5.00	Litr 118
					AVERAGE				4.95	

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	NA					Put on hold due to COVID
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research orproject within the year	1	NA					Put on hold due to COVID

	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	NA					Put on hold due to COVID
		<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 scientific for a/conferences	1	NA					Put on hold due to COVID
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>								
	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	NA					Put on hold due to COVID
	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	NONE						
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	1	NA					Delayed due to publishers' concerns
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	1	N/A					Unrealized due to COVID
	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	1	N/A					Unrealized due to COVID
	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	1	N/A					Unrealized due to COVID
	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	1	N/A					Unrealized due to COVID
	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	1	NA					Postponed until students can submit drafts of thesis proposals
	Research Mentoring	Research Mentor		NONE						
	Peer reviewers/Panelists	Peer reviewers/Panelists		NONE						
	Resource Persons	Resource Persons								
	Convenor/Organizer	Convenor/Organizer		NONE						
	Consultancy	Consultant		NONE						
	Evaluator	Evaluator		NONE						

	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) *		NONE						
		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 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	5	5	5	5.00	
		A 45. Compliance to all requirements of	Prepares required documents and	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	no valid complaint	no 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 clients/agencies *	Initiates/introduces improvements in performing functions resulting to best practice	NONE	NONE					
		A 48. Other outputs implementing the	Designs administration/management related	NONE	NONE					
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients							

	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					
					AVERAGE				5.00	
	Total Over-all Rating									
	Average Rating									
	Adjectival Rating									

Average Rating (Total Over-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: Prof. Villas is a very intellectual and motivated faculty of DLABS. His prowess in the field of Literature benefits the whole department. A doctorate degree is a welcome development.

Evaluated & Rated by:



JETT C. QUEBEC

Department Head

Date: January 5, 2022

Recommending Approval



MA. THERESA P. LORETO

Dean, College of Arts and Sciences

Date: 2/9/2022

Approved by:



BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 2/15/22

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: Michael Carlo C.Villas

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	Teach three (3) courses (FLng 11, Litr 118, LTNG 211)	Learning guides, midterm and final gradesheets per course, virtual classrooms	July 2021	December 2021	December 2021	Impressive	Outstanding	
2	Assist students' concerns through student consultations	Improved students' performance	July 2021	December 2021	December 2021	Impressive	Outstanding	
3	Class preparation	Prepare learning guides, assessment activities, and virtual classrooms	July 2021	December 2021	December 2021	Impressive	Outstanding	
4	Submission of midterm grades and final grades	Submit grades to the university registrar	July 2021	December 2021	December 2021	Impressive	Outstanding	
5	Participate in all activities conducted by the department, college and the university	Attendance sheets and certificates, if necessary	July 2021	December 2021	December 2021	Impressive	Outstanding	
6	Perform other functions assigned by the department head	Certificate of the trainings and workshops	July 2021	December 2021	December 2021	Impressive	Outstanding	

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

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

Prepared by:


JETT C. QUEBEC

Department Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Michael Carlo C. Villas

Performance Rating:

Aim: To have his proposal and final defense for the degree, Ph.D. in Comparative Literature, participate in research and extension projects, and develop context-specific, culturally sensitive teaching materials.

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

Date: January 1 2022

Target Date: One year from today

First Step:

- a) Encourage him to continue working on his dissertation so as to finish within the year
- b) Require him to participate in research and extension projects

Result:

He is currently working on his doctoral dissertation and is expected to finish his degree on December 2022.

Date: January 2022

Target Date: December 2022


Next Step:

He will be advised to finish his doctoral dissertation by December 2022. He will develop effective teaching strategies based on student and peer evaluation.

Outcome: Ph.D. in Comparative Literature

Final Step/Recommendation: Present papers in national and international conferences; Publish in peer-reviewed, Scopus-indexed, and CHED-accredited journals.

Prepared by:


JETT C. QUEBEC
Department Head

Conforme:


MICHAEL CARLO C. VILLAS
Faculty