## SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Karl John A. Galvez

Program Involvement	Percentage	Numerical Rating	Equivalent
*	Weight of	(Rating x %)	Numerical
	Involvement		Rating
(1)	(2)	(3)	(2 x 3)
		1	
1. Instruction			
a. Head/Dean (50%)		2.19	
b. Students (50%)		1.67	
TOTAL INSTRUCTION	70%	3.86	2.70
2. Research	20%	4.67	0.93
3. Extension			
4. Support Operations	5%	4.67	0.23
5. Gen. Admin & Support Services	5%	4.84	0.24
TOTAL			4.11

**EQUIVALENT NUMERAL RATINGS:** 

Add: Additional Points, if ny:

4.11

TOTAL NUMERICAL RATING:

4.11

ADJECTIVAL RATING:

**Very Satisfactory** 

Prepared by:

KARL JOHN A. GALVEZ

Name of Faculty

Reviewed by:

MARIA HAZEL I. BELLEZAS 🔎

Department Head

Recommending Approval:

Dean, CME

Approved:

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 <u>DEPARTMENT OF ECONOMICS</u> 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 <u>January-Dec. 2022</u>

KARL JOHN A. GALVEZ	Approved:	MARIA HAZEL I. BELLEZAS Department Head	MOISES NEIL V. SERIÑO
Instructor I Date:		Date:	Date: 85 W

							R	ating		REMARKS (Indicators in percentage should be supported
MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Accom- plishment (Jan- June 2022)	Quality	Eficiency	Timelines	Average	with numerical values in numerators and denominators)
UMFO	1. ADVANCED EDUCATIO	ON SERVICES								
OVPI N	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							
		<u>A4</u> . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							

	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							
		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							
		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							
JMFO	2. HIGHER EDUCATION S	SERVICES								
OVPIL	JMFO 3. Higher Education	Management Services								
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	18	14.85	4.5	4.5	4.5	4.50	
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	4	3	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		3	5	5	5	5.00	
		A12. Number of trainings attended related to instruction	Attend mandated trainings	3	3	4	4	4	4.00	
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	25	25	4	4	4	4.00	

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	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	25	25	4	4	4	4.00	
	A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	20	20	4	4	4	4.00	
PI 8: Number of st advised: *	udents A16. Number of students advised:	Acts as academic adviserto students	20	25	5	5	5	5.00	
	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	2	4	4	4	4.00	
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript		3	5	5	5	5.00	
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript		4	5	5	5	5.00	
	A18 . Number of students entertained for consultation purposes	# Entertains students consulting on subject taught, thesis and grades	10	20	5	5	5	5.00	
PI 9: Number of organizations advassisted *		Advises student organizations recognized by USOO	1	2	5	5	5	5.00	
	<u>A20</u> . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities							
PI 10: Number of instructional mate developed *		Prepares and submits for review by the Technical Review Panel	2	2	4	4	4	4.00	
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	2	4	4	4	4.00	
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	2	4	4	4	4.00	

		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	2	4	4	4	4.00	
		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		3.5	3.5	3.5	3.50	
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	2	4	4	4	4.00	
P	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							
FO 3.	RESEARCH SERVICES								-1-1	
or he		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	4	4.67	
ou	I 2. Number of research utputs completed within the ear *	A 28. Number of research outputs completed within the year *	Conducts and completes research project within the year		1	5	5	4	4.67	
ou int Ch	utputs published in	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				
le le		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal				
<b>UMFO</b>	4. EXTENSION SERVIO	CES					
	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				
		A 37. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer				
		A 38. Number of extension programs/projects implemented	Implementes duly approved extension projects				

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	PI 4. Percentage of	A 39. Percentage of beneficiaries who	Provides quality and relevant training courses and advisory									
	beneficiaries who rated	rated the training course/s and	services									
	the training course/s and	advisory services as satisfactory or										
	advisory services as	higher in terms of quality and relevance										
	satisfactory or higher in											
	terms of quality and	n .										
	relevance	6 40 N 1 54 1 1 1 1 1 1	Provides the technical and				-					 
	PI 5. Number of	A 40 . Number of technical/expert	expert services requested by							12.		
	technical/expert services	services as/in:	beneficiaries									
	Research Mentoring	Research Mentor										
	Peer	Peer reviewers/Panelists									100	
	reviewers/Panelists					31, su E						
	Resource Persons	Resource Persons										
	Convenor/Organizer	Convenor/Organizer										
	Consultancy	Consultant										
	Evaluator	Evaluator										
	DI O Demont of outcasion	A 44 Percent of extension presents	Prepares extension project									
		A 41. Percent of extension proposals approved *	proposals, submits and follow up its approval for immediate									
	proposals approved *	l approved	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	Designs extension related									
		new normal due to covid 19	activities and other outputs to									
LIBATI	O F CUIDDODT TO	DEBATIONS	implement new normal									
UNIF	5. SUPPORT TO C										w	
		nd Institutional Accreditation Services										
		A 44. Compliance to all requirements of	Ensures that all the QMS core		zero non- conformity		5	5	4	4.67		
	requirements thru the	theQMS core processes of the university	processes of the university are complied with in the	conformit	Comormity							
	established/adequate	under ISO 9001:2015*	performance of his/her	,								
	implementation,		functions as faculty member									
	maintenance and improvement of the QMS of											
	the core processes of the											
	College/department under											
	ISO 9001:2015*											
	1.22 330 1120 12											 

UMFO	O 6. General Admin	A 45. Compliance to all requirements of the program and institutional accreditations:  On program accreditations On institutional accreditations  & Support Services	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	100% complaint	5	5	4	4.67	
	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	4	4.67	
	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							
		I .	Designs administration/management related activities and other outputs to implement new							
		No. of monthly/special meeting attended	Monthly meeting attended	5	6	5	5	5	5.00	
	Total Over-all Rating								111.33	
	Average Rating								4.45	
	Adjectival Rating								VS	

Evaluated & Rated by:

MARIA HAZEL I. BELLEZAS

Department Head Date:

Recommending Approval

MOISES NEIL V. SERIÑO
Dean CME
Date:

Comments & Recommendations for Development Purpose:

Encourage to finish his masteral degree.

Approved by:

BEATRIZ S. BELONIAS Vice President for Academic Affairs

Date: \_

### 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	Prepares 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	Jan. 1, 2022	June 30I, 2022	June 30, 2022	Impressive	Very Satisfactory	
2	Prepares instructional module/e-learning materials for online classes	Very Satisfactory	Jan.1, 2022	Jan. 1, 2022	June 30, 2022	Impressive	Very Satisfactory	
3	Attends online meetings and virtual webinars and performs functions as member of different committee of the department	Very Satisfactory	Jan. 1, 2022	June 30, 2022	Jan. 1-June 30, 2022	Impressive	Very Satisfactory	
4	Performs other functions	Very Satisfactory	Jan. 1, 2022	June 30, 2022	Jan. 1-June 30, 2022	Impressive	Very Satisfactory	

<sup>\*</sup>Either very impressive, impressive, needs improvement, poor, very poor

Prepared by:

MARIA HAZEL I. BELLEZAS

**Unit Head** 

<sup>\*\*</sup>Outstanding, very satisfactory, unsatisfactory, poor

#### **EMPLOYEE DEVELOPMENT PLAN**

Name of Employee Performance Rating

Karl John A. Galvez
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:

Jan. 2022

Target Date: June 2022

First Step:

Required Mr. Galvez to prepare and update course syllabi, IM, teaching guides and course content relevant to the current trends and needs of the undergraduate courses assigned.

Result:

Updated graduate course syllabi

Date:

April 2022

Target Date: June 2022

Next Step:

Improve further the Instructional Materials developed.

Final Step/Recommendation:

Mr. Galvez has pepared and improved instructional materials developed.

Prepared by:

MARIA HAZEL I. BELLEZAS

**Unit Head** 

Conforme:

KARL JOHN A. GALVEZ

Ratee