

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

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%)		2.19	
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:

4.11

Add: Additional Points, if ny:

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:


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 January-Dec. 2022


KARL JOHN A. GALVEZ

Instructor I

Date: _____

Approved:


MARIA HAZEL I. BELLEZAS

Department Head

Date: _____


MOISES NEIL V. SERIÑO

College Dean

Date: 8/5/22

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Accomplishment (Jan-June 2022)		Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
							Quality	Efficiency	Timelines	Average	
UMFO 1. ADVANCED EDUCATION SERVICES											
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 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	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	

		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 students advised: *	A16. Number of students advised:	<i>Acts as academic advisor to students</i>	20	25		5	5	5	5.00	
		A17. Number of students advised on thesis/ field practice/special problem:									
		<i>As Thesis/Field Practice/Special Problem Adviser</i>	Advises, and corrects research outline and thesis/SP manuscript	2	2		4	4	4	4.00	
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript		3		5	5	5	5.00	
		<i>As SRC Member</i>	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 student organizations advised/ assisted *	A19. Number of Student organizations advised	<i>Advises student organizations recognized by USOO</i>	1	2		5	5	5	5.00	
		A20. Number of Student organizations assisted on student related activities	<i>Assists student organizations in implementing student related activities</i>								
	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	4	4	4.00	
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	2	2		4	4	4	4.00	
		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	2	2		4	4	4	4.00	

[illegible]

	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 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	4	4.67	

		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% complaint		5	5	4	4.67	
		On program accreditations									
		On institutional accreditations									
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	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 performing 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								
		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	

Comments & Recommendations for Development Purpose:

Encourage to finish his masteral degree.

Evaluated & Rated by:

MARIA HAZEL I. BELLEZAS

Department Head

Date: _____

Recommending Approval

MOISES NEIL V. SERIÑO

Dean CME

Date: 8/5/21

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 30, 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	

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

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:



MARIA HAZEL I. BELLEZAS
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: 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 prepared and improved instructional materials developed.

Prepared by:


MARIA HAZEL I. BELLEZAS
Unit Head

Conforme:


KARL JOHN A. GALVEZ
Ratee