SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Rating Period:JULY-DECEMBER 2023

Name of Faculty Member: **MICHAEL CARLO C. VILLAS**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.96 x 50% = 2.480	
b. Students (50%)		4.00 x 50% = 2.000	
TOTAL for Instruction	80%	4.48	3.584
2. Research	10%		
a. Client/Director for Research			
b. Dept. Head/Center Director		5.00 X 10% = 0.500	
TOTAL for Research			0.500
3. Extension	10%		
a. Client/Director for Extension			
b. Dept. Head/Center Director		5.00 X 10% = 0.500	0.500
TOTAL for Extension			
4. Production			
5. Administration/Other Services			
TOTAL	100%		**4.584**

EQUIVALENT NUMERICAL RATING: 4.584
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: **4.584**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

MICHAEL CARLO C. VILLAS
Name of Faculty

Reviewed by:

MARIA VANESSA E. GABUNADA
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 <u>DEPARTMENT OF ARTS, LANGUAGES, AND LITERATURE</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>JULY-DECEMBER 2023</u>

MICHAEL CARLO C. VILLAS
Assistant Professor IV
Date:
0 4 JAN 2024

Approved:

MARIA VANESSA E. GABUNADA
Department Head
Date: 1 0 JAN 2024

MA. THERESA P. LORETO
College Dean
Date: JAN 2 3 2024

FTE/sem

4.0
2.5

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
UMFO 1. ADVANCED EDUCATION SERVICES											
OVPI MFO 2. Graduate Student Management Services											
	PI 4: Total FTE coordinated, implemented & monitored*	**A1.** Actual Faculty's FTE	Lectures/Discussion	LTNG 211: Teaching Literature; ENGL 229: Western Literary Works	18 units	17.27	5	5	5	5.00	
	PI 8: Number of graduate students advised *	**A2.** Number of students advised	Consultation	Acts as academic adviser to graduate students	1	5	5	5	5	5.00	
		A3 . Number of students advised on thesis/special problem/dissertation									
		As GAC Chairman		Advises and corrects research outline and thesis/SP/dissertation manuscript	1	NONE					
		AS GAC Member		Advises and corrects research outline and thesis/SP/dissertation manuscript	1	2	5	5	5	5.00	
		A4 . Number of students entertained for consultation purposes		Acts as Chair of the Dept. Graduate Admission Committee	1	5	5	5	5	5.00	

					Target	Accomplishment	Q	E	T	Ave	
	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	1	5	5	5	5.00	
		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	5	5	5	5.00	
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	22	5	5	5	5.00	
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	4					
		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 Moddle or Google Classroom	1	1	5	5	5	5.00	
	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	NONE					
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		Litr 135, Elng 122, LTNG 211, ENGL 229	18	10.8	5	5	5	5.00	
		A10 . Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	1	10	5	5	4	4.67	
		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	1	5	5	5	5.00	
		A12 . Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings	1	1	5	5	5	5.00	
		A13 . Number of long examinations administered and checked	exam preparation and checking	Administers and checks long examination for subjects taught	5	5	5	5	4	4.67	
		A14 . Number of quizzes administered and checked		Prepares and checks quizzes for lec and lab	5	5	5	5	4	4.67	
		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 adviser to students	N/A	28	5	5	5	5.00	
		A17 . Number of students advised on thesis/ field practice/special problem:			N/A						
		As SRC Chairman	Advising/correction	Advises, and corrects research outline and thesis/SP manuscript	N/A	3	5	5	5	5.00	

							Q	E	T		
		As SRC Member	Advising/correction	Advises and corrects research outline and thesis/SP manuscript	N/A	3	5	5	5	5.00	
		A18. Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	5	124	5	5	5	5.00	
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised		Advises student organizations recognized by USOO	NONE	1	5	5	5	5.00	Baybay Writers Collective
		A20. Number of Student organizations assisted on student related activities		Assists student organizations in implementing student related activities	NONE	1	5	5	5	5.00	Baybay Writers Collective
	PI 10: Number of instructional materials developed *	A 21 : Number of on-line course ware developed and submitted :									
		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	1	5	5	5	5.00	
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	7	5	5	5	5.00	
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	10	5	5	5	5.00	
		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	2	NONE					
		A 24 : Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom	2	1	5	5	5	5.00	
	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	NONE					
		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	NONE					
										4.96	
UMFO 3 . RESEARCH SERVICES											

PI	A		Task	Q		E	T	A	Avg	Remarks
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	1	5	5	5	5.00	Variants of Cebuano and Waray in Selected Towns in Leyte Islands
PI 2. Number of research outputs completed within the year *	**A 28.** Number of research outputs completed within the year *		Conducts and completes research project within the year	1	0					The above research is still ongoing.
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	0					The above research is still ongoing.
			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	1	0					The above research is still ongoing.
			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	1	1	5	5	5	5.00	Variants of Cebuano and Waray in Selected Towns in Leyte and Samar Islands
PI 6. Additional outputs*	**A 32.** No. of research-related awards (research conducted by faculty or student w/ faculty)			NONE	NONE					
	A 33. Number of journal articles/scientific paper received and reviewed as peer-reviewer		Acts as peer reveiewer of journal articles/scientifif papers, reviews the paper received and returns duly reviewed paper	NONE	NONE					
	A 34. Number of UMs submitted to ITSO, VSU	UM preparation	Prepares and submits application for UM of technology generated out of research output	NONE	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	NONE					
									5.00	
UMFO 4. EXTENSION SERVICES										

	PI	A		Activity							Remarks
	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	1	5	5	5	5.00	Arete, Ateneo de Manila University
	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	1	5	5	5	5.00	Capacitate IPED teachers handling IPED program regarding Philippine IPs and Mamanwa IKSP
	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	2	5	5	5	5.00	Saving Minamanwa; Sugat: Stories and Science for Sustainability
	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	1	5	5	5	5.00	Capacitate IPED teachers handling IPED program regarding Philippine IPs and Mamanwa IKSP
	PI 5. *Number of technical/expert services*	**A 40**. *Number of technical/expert services as/in:*			N/A	N/A					
	Research Mentoring	*Research Mentor*			NONE	NONE					
	Peer reviewers/Panelists	*Peer reviewers/Panelists*			NONE	1	5	5	5	5.00	19th Lamiraw Regional Creative Writing Workshop
	Resource Persons	*Resource Persons*				1	5	5	5	5.00	Post-Haiyan Ecologies: A Roundtable Discussion on the 10th Anniversary of Typhoon Haiyan, Arete, AdMU
	Convenor/Organizer	*Convenor/Organizer*			NONE	NONE					
	Consultancy	*Consultant*			NONE	NONE					
	Evaluator	*Evaluator*			NONE	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		NONE					

	PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *		Designs extension related activities and other outputs to implement new normal	NONE	NONE					
		A 43. Other outputs implementing the new normal due to covid 19		Designs extension related activities and other outputs to implement new normal							
										5.00	

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 theQMS core processes of the university under ISO 9001:2015*			zero non-conformity						Zero % non-conformity
		A 45. Compliance to all requirements of the program and institutional accreditations:	Minutes Preparation	100% compliant							100% compliant
		On program accreditations	Pilot Plant Manager		N/A						
		On institutional accreditations	SSF Rootcrop facility incharge		N/A						

UMFO 6. General Admin. & Support Services (GASS)

	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services									Zero % non-conformity
	PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *			NONE						
		A 48.Other outputs implementing the new normal due to covid 19			NONE						
	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 accomplishes his department tasks competently. He also performs well in his classes. He is advised to finish his Ph.D. soon.

Evaluated & Rated by:

MARIA VANESSA E. GABUNADA
Department Head

Date: **1 0 JAN 2024**

Recommending Approval

MA. THERESA P. LORETO
Dean, College of Arts and Sciences

Date: **JAN 2 3 2024**

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Date: **Feb 14 2024**

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 four (4) courses (Litr 135, ELNG 122, LTNG 211, ELNG 229)	Attendance sheets of assigned classes, midterm and final gradesheets per course, and outstanding result in students' performance evaluation	July 2023	December 2023	December 2023	Impressive	Outstanding	
2	Assist students' concerns through student consultations	Improved students' performance	July 2023	December 2023	December 2023	Impressive	Outstanding	
3	Class preparation	Prepare visual aids, quizzes, and activities	July 2023	December 2023	December 2023	Impressive	Outstanding	
4	Submission of midterm grades and final grades	Submit grades to the university registrar	July 2023	December 2023	December 2023	Impressive	Outstanding	
5	Participate in all activities conducted by the department, college, and the university	Attendance sheets and certificates, if necessary	July 2023	December 2023	December 2023	Impressive	Outstanding	
6	Perform other functions assigned by the department head	Certificate of the trainings and workshops	July 2023	December 2023	December 2023	Impressive	Outstanding	

* Either very impressive, impressive, needs improvement, poor, very poor
** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

MARIA VANESSA E. GABUNADA
Department Head

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Michael Carlo C. Villas

Performance Rating:

Aim: To have his final defense for the degree, Ph.D. in Comparative Literature, attend research and extension training, and design a learning guide for ELSt 110 (Language of Literary Texts).

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

Date: December 2024   Target Date: One year from today

First Step:

a) Encourage him to continue working on his dissertation to finish within the year.
b) Require him to continue his research on Cebuano and Variants in Leyte and Samar and his extension project, "Sugat: Stories and Science for Sustainability" and develop research and extension proposals.
c) Require him to design a learning guide for ELST 110 (Language of Literary Texts).

Result:

He is currently working on his doctoral dissertation and is expected to finish his degree by December 2024.

Date: December 2024   Target Date: One year from today

Next Step:

He will be advised to finish his doctoral dissertation by December 2024. 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 journals indexed in Scopus, Web of Science, and ASEAN Citation.

Prepared by:

MARIA VANESSA E. GABUNADA
Department Head

Conforme:

MICHAEL CARLO C. VILLAS
Faculty