

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **CHARLINDO S. TORRION**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)		Equivalent Numerical Rating (2 x 3)
1. Instruction				
a. Head/Dean (50%)		4.83 x 0.5	2.415	
b. Students (50%)		4.25 x 0.5	2.125	
Total for Instruction	100%	4.52		4.54
2. Research				
a. Client/Dir. for Research (50%)				
b. Dept. Head/Center Director (50%)				
Total for Research	NA			
3. Extension				
a. Client/Dir. for Extension (50%)				
b. Dept Head/Center Director (50%)				
Total for Extension	NA			
4. Administration	NA			
5. Production	NA			
<b>TOTAL</b>				<b>4.54</b>

## EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

**TOTAL NUMERICAL RATING:**

**ADJECTIVAL RATING:**

4.54

4.54

Outstanding

## Rating

Equivalents:

5 - Outstanding

4 - Very

Satisfactory

3 - Satisfactory

2 - Fair

1 - Poor

Prepared by:

**CHARLINDO S. TORRION**  
Faculty

Reviewed by:

**ROBERTO C. GUARTE**  
Dean, College of Engineering &  
Technology

Recommending Approval:

**ROBERTO C. GUARTE**  
Dean, College of Engineering

Approved:

**BEATRIZ S. BELONIAS**  
VP, Instruction



**VISAYAS**  
STATE UNIVERSITY



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### INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **CHARLINDO S. TORRION**, a faculty member and department head of the DEPARTMENT OF METEOROLOGY commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **January to June 2019**.

**CHARLINDO S. TORRION**

Ratee & Department Head

Date: October 15, 2019

**ROBERTO C. GUARTE**

College Dean

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

MFO No.	MFO & PAPS/Description	Success/Performance Indicator (PI)	Task Assigned	Target	Actual Accomplishments	Rating				Remark(s)
						Quality	Efficiency	Timeliness	Average	
<b>UMFO 2.</b>	<b>HIGHER EDUCATION SERVICES</b>									
	<b>OVPI MFO 1. Curriculum Program Management Services</b>									
	<b>PI 1: Total FTE Monitored</b>	Instruction	Teaches Math, ESci and Physics subjects	8.00	33.37	5	5	5	5.00	
	<b>PI 2: Percentage of undergraduate curricular program compliant to CMO approved and offered</b>	Revision of the existing BSMeteorology curriculum	Writing & for approval to BOR of the BS Met Curriculum	1.00	1.00	5	5	5	5.00	
	<b>PI 8: Number of academe/industry linkages</b>	Linkage with industries	Communicate, coordinate & meeting	1.00	2.00	5	5	5	5.00	
	<b>PI 11: Number of instructional materials</b>									
	a. OBE - compliant syllabi	Write an OBE compliant syllabus	Writes & implement the approved OBE compliant syllabus	1.00	1.00	5	5	5	5.00	
	b. Teaching guides/Student guides/Laboratory Manuals	Developed Teaching guide	Implements the use of the teaching guide	1.00	1.00	5	5	5	5.00	
	c. Complete sets of teacher-developed audio visual materials (power points, videos, computer games, etc)	Developed complete set of the power point teaching materials	Uses the complete set of the developed teaching materials	1.00	1.00	4	5	5	4.67	
	<b>PI 12: Number of instruction-related awards</b>									
	<i>Submission of Student Performance Based on Course Outcomes (CQI Form 6)</i>	Submission of the Student Performance	Submits the Student Performance using the CQI Form 6	1.00	1.00	5	5	5	5.00	
	<i>Group Consultation of Student Advisees by their</i>	Consultation	Consultants/suggest/advises students	2.00	2.00	5	5	5	5.00	
						<b>39</b>	<b>40</b>	<b>40</b>	<b>39.67</b>	



MFO No.	MFO & PAPS/Description	Success/Performance Indicator (PI)	Task Assigned	Target	Actual Accomplishments	Rating				Remark(s)
						Quality	Efficiency	Timeliness	Average	
UMFO 3.	RESEARCH SERVICES									
	PI 5: Number of research papers (oral presentation, In int'l fora/conferences	Present Poster	Presented Poster at Indonesia	1.00	1.00	4	5	5	4.67	
						4	5	5	4.67	
UMFO 4.	EXTENSION SERVICES									
	PI 2: Number of trainings conducted	Conducted Training	Conducted the Youth Conference on Climate & Weather	1.00	1.00	4	5	5	4.67	
	PI 4: Number of beneficiaries served									
	Groups	Served student leaders beneficiaries	Served the student leaders	1.00	1.00	4	5	5	4.67	
	Individuals									
						8	10	10	9	
UMFO 5.	SUPPORT TO OPERATIONS (STO)									
OVPI MFO 1. Faculty Development Services										
	PI 1: Number of faculty pursuing advanced degree programs	Advance Study of the faculty	Recommend extension of faculty for study leave	1.00	3.00	5	5	4	4.67	
						5	5	4	4.67	
OVPI MFO 2. Faculty Recruiting/Hiring Services										
OVPI MFO 3. Faculty Evaluation Services										
	PI 3: Number of seminars/trainings/conventions/workshops organized/ coordinated for the	Youth Conference	Coordinate Speakers for the Youth Conference during VSU Anniversary	1.00	1.00	4	5	5	4.67	
	PI 4: Number of seminars/trainings/conventions/workshops outside the	Attendance to the training	Participated in the training held in Indonesia	1.00	0.01	5	5	5	5.00	
	PI 5: Percentage of faculty rated by students with at least very satisfactory rating of the subjects evaluated	Teaching Performance Evaluation by Students	Evaluation in all subjects taught in the rating period	1.00	1.00	5	5	5	5.00	
	PI 6: Number of college/department - level seminars/trainings/workshops/reviews conducted/attended/facilitated	Attendance to the training	Participated during the training	1.00	1.00	5	5	5	5.00	
						19	20	20	19.67	
UMFO 6.	GENERAL ADMINISTRATION & SUPPORT SERVICES									
	MFO 1. Administrative and Facilitative Services									
	PI 1: Number of colleges, departments & support units supervised, monitored & coordinated	Supervising/ Monitoring	Supervise and monitor one (1) department	1.00	1.00	5	5	5	5.00	
	PI 2: Number of management meetings conducted	Monthly meeting	Meeting with Staff (tele conferencing)	1.00	3.00	4	4	4	4.00	
	PI. Forged linkage outside of the university	L inked with Weather Philippines	Established linkage	1.00	1.00	5	5	5	5.00	
	MFO 2. Frontline Services									
	PI 1. Efficient and customer-friendly frontline service	Supervising/ Monitoring	Supervises 2 administrative staff	1.00	1.00	5	5	5	5.00	
	PI 2. Additional Outputs/Best Practices									
	Establishing of the administrative office of the DMet	Supervising/ Monitoring	Supervises the administrative staff and the laborers	1.00	1.00	4	4	5	4.33	





**PERFORMANCE MONITORING & COACHING JOURNAL**  
January – June 2019

X	1st	Q U A R T E R
X	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4th	

Name of Office: Department of Meteorology

Head of Office: CHARLINDO S. TORRION

Number of Personnel: 2 ( Lorna B. Abamo & Felix C. Abanera)

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	<ul style="list-style-type: none"><li>• Checking of attendance (spot checking)</li></ul>				The staff logged in the attendance log book. They were present in their post especially the admin clerk and asked permission when they go out from their post to transact other business in different offices.
Coaching	Not Applicable				The staff knew their functions.

*Note: Please indicate the date in the appropriate box when the monitoring was conducted.*

Conducted by:

  
**CHARLINDO S. TORRION**  
Head, Department of Meteorology

Noted by:

  
**ROBERTO C. CUARTE**  
Dean, College of Engineering

**TRACKING TOOL FOR MONITORING TARGETS**  
(For 2 Administrative Staff)

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	
OVPI MFO I. Curriculum Program Management Services								
PI 1. Total FTE Monitored	1. Computes FTE of the faculty	Lorna B. Abamo	Jan 2019			x		Computed FTE of the faculty as soon as OVPI return the approved IFW to the Dept
UMFO 6. General Administration & Support Services								
MFO 1. Administrative & Facilitative Services	1. Preparation and following up of Purchase Request for the DMet	Lorna B. Abamo	February 2019		x	x	x	BAC should give updates of the PR submitted
	2. Submits & Follow up the Purchase Request	Felix C. Abanera	Feb-June 2019	X	X	x	x	
	3. Preparation/ and drafting of communications	Lorna B. Abamo	January – June					Communications are drafted as the need arises
	3. Facilitate the Teaching Performance Evaluation by students	Lorna B. Abamo	April 2019			X		Facilitates the evaluation of the faculty as assigned by OVPI
	4. Facilitates reproduction of exams and IMS of faculty	Lorna B. Abamo	January – June 2019					Exams & Materials are reproduced for the students' use
MFO 2. Student management services	1. Prepare documents need by the instructor & students	Lorna B. Abamo	January – June 2019					Documents to prepare depends on the need of the instructor & students

Prepared by:

  
**CHARLINDO S. TORRIOR**  
Head, Department of Meteorology