SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS
Rating Period: JANUARY-JUNE 2022

Name of Faculty Member: **DEAN RUFFEL R. FLANDEZ**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.98 x 50% = 2.490	
b. Students (50%)	70 %	4.29 x 50% = 2.145	
TOTAL for Instruction	85%	4.64	3.245
2. Research	10.0%		
a. Client/Director for Research			
b. Dept. Head/Center Director		4.67 x 10% = 0.467	
TOTAL for Research			0.467
3. Extension	10.0%		
a. Client/Director for Extension			
b. Dept. Head/Center Director		5.00 x 10% = 0.500	
TOTAL for Extension			0.500
4. Production			
5. Administration/Other Services	10%	5.00 x 10% = 0.500	0.500
TOTAL	100%		4.712

EQUIVALENT NUMERICAL RATING: 4.712
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: **4.712**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

DEAN RUFFEL R. FLANDEZ
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, <u>DEAN RUFFEL R. FLANDEZ</u>, a faculty member of the <u>DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES</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 JANUARY-JUNE 2022

DEAN RUFFEL R. FLANDEZ	Approved: **JETT C. QUEBEC**	**MA. THERESA P. LORETO**
Assistant Professor I	Department Head	College Dean
Date: July 8, 2022	Date: July 8, 2022	Date: 8/4/2022

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	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	Handles subjects/courses assigned	NA	NA					NA
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	NA	NA					NA
		A3. Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	NA	NA					NA
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	NA	NA					NA
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	NA	NA					NA
	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	NA	NA					NA
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	NA	NA					NA
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	NA	NA					NA

		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	NA	NA					NA
		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	NA	NA					NA
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	NA	NA					NA
	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	NA	NA					NA

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	31.35	5	5	5	5.00	Handled 7 classes of ScSc12n- Readings in Philippine History
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	12	7	5	5	4.5	4.83	Submitted gradesheets before July 15, 2022 (deadline)
		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	6	5	5	5	5.00	Changed deferred grades of 21 students, and facilitated 1 completion of an INC mark
		A12 . Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	Attended online webinar on "Local Heritage Promotion and Preservation" organized by MSU-IIT last May 30, 2022
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	7	5	5	5	5.00	from 7 classes of ScSc 12n
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	35	5	5	5	5.00	from 7 classes of ScSc 12n
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	NA						NA
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviserto students	NA						NA
		A17 . Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	NA						NA
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	NA						NA

	PI	Activity	Task	Target	Accomp.				Score	Remarks
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	20	35	5	5	5	5.00	entertains concerns of students from emails and messenger (7 classes)
	PI 9: Number of student organizations advised/ assisted *	**A19**. Number of Student organizations advised	Advises student organizations recognized by USOO	1	0					
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	0						
	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	1						
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	3	NONE					
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	10	10	5	5	5	5.00	for 7 ScSc12n classes
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	20	27	5	5	5	5.00	for 7 ScSc12n classes, 10 LTs, 14 ATs, 2 ME, 1 Final Output
		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	NONE					
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	2	5	5	5	5.00	ScSc12n VSUEE, Google Classroom for virtual classes
	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	3	NONE					
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	NA						NA
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	NA						NA
					SUB-TOTAL				4.98	
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	0	0					
	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					

PI	Activity	Task						Average	Remarks
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					
	In refereed int'l journals		1	0					
	In refereed nat'l/regional journals		1	0					
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	1	5	5	4	4.67	Submitted one paper for a journal, still undergoing peer review
	In int'l fora/conferences		0	0					
	In nat'l/regional fora/conferences		1	0					
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						
PI 6. Additional outputs*	**A 32**. No. of research-related awards (research conducted by faculty or student w/ faculty)								
	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*	NA						NA
	A 34. Number of UMs submitted to ITSO, VSU	*Prepares and submits application for UM of technology generated out of research output*	NA						NA
	A 35.Other outputs implementing the new normal due to covid 19	*Designs research related activities and other outputs to implement new normal*	NA						NA
				SUBT-TOTAL				4.67	
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, and other stakeholders facilitated and maintained	*Identifies and links with probable partners for extension activities and maintains this active partnership*	NA						NA
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*	NA						NA
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*	NA	1	5	5	5	5.00	Component Leader for "Saving Minamanwan: An Initiative to Preserve Minamanwa anf the Mamanwa Indigenous Knowledge System and Practices"

PI	Activity	Description							
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*	NA						NA
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		NA						NA
Peer reviewers/Panelists	Peer reviewers/Panelists		NA						NA
Resource Persons	Resource Persons		NA						NA
Convenor/Organizer	Convenor/Organizer		NA						NA
Consultancy	Consultant		NA						NA
Evaluator	Evaluator		NA						NA
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*	NA						NA
PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *		NA						NA
	A 43.Other outputs implementing the new normal due to covid 19	*Designs extension related activities and other outputs to implement new normal*	NA						NA
				SUB-TOTAL				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	A 44. Compliance to all requirements of the QMS core processes of the university	*Ensures that all the QMS core processes of the university are*	100%						
	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%						
	On program accreditations								
	On institutional accreditations								
	On program accreditations								
	On institutional accreditations								

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	Zero % 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 depts/agencies *	*Initiates/introduces improvements in performfing functions resulting to best practice*	NA						
		A 48. Other outputs implementing the new normal due to covid 19	*Designs administration/management related activities and other outputs to implement new normal*	NA						
		A 48. Other outputs implementing the new normal due to covid 19	*Designs administration/management related activities and other outputs to implement new normal*	NA						
			Dept. Personnel Committee Member and Secretary	2	8	5	5	5	5.00	Online meetings and served as panel during online teaching demo and interview; minutes of DPC meetings
					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: Mr. Flandez serves the department with integrity and commitment. His contribution to the department is second to none. He is an expert in the field of artwork and computers. A doctorate degree is a welcome development.

Evaluated & Rated by:

JETT C. QUEBEC
Department Head
Date: July 8, 2022

Recommending Approval

MA. THERESA P. LORETO
Dean,College of Arts and Sciences
Date: 8/4/2022

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: _____

PERFORMANCE MONITORING FORM

Name of Employee: **DEAN RUFFEL R. FLANDEZ**

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	Teaches courses: • ScSc12n – Readings in Philippine History	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	January 2022	January - June 2022	July 2022	Impressive	Outstanding	
2	Assisting student concerns	Aid in student concerns about ScSc 12n	January 2022	January - June 2022	July 2022	Impressive	Outstanding	
3	Prepares and revised course syllabi, learning guides and virtual classroom in all subjects taught	Printed learning guide, and existing virtual classrooms conforming set standards by OIMD	January 2022	January - June 2022	January 2022	Impressive	Outstanding	
4	Checked student outputs	Collated and checked students submitted output (ScSc12n and ScSc16)	January 2022	January - June 2022	July 2022	Impressive	Outstanding	
5	Participate in all activities conducted by the department, college and the university	Attendance, certificates if applicable	January 2022	January - June 2022	July 2022	Impressive	Outstanding	

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

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

Prepared by:

JETT C. QUEBEC
Unit Head

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **DEAN RUFFEL R. FLANDEZ**

Performance Rating:

Aim:
- To adapt to the needs of the teaching and learning set-up both in face-to-face and online
- To complete his graduate study
- To present in an international or national conference or be a resource speaker in trainings and seminar
- To work together with co-faculty in a research study or an extension project
- To publish a research article in a peer-reviewed journal

Proposed Interventions to Improve Performance and Competence and Qualification to assume higher responsibilities:
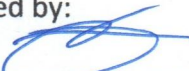
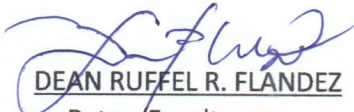Date: JULY 2022   Target Date: DECEMBER 2022

-Review teaching effectiveness, evaluate, and update the teaching manuals
-Enroll dissertation writing I
-Create a research proposal with the other faculty member
-Submit research study to a peer-reviewed, Scopus indexed journals

_____
_____

Outcome: NA

_____

Prepared by:

JEFF C. QUEBEC
Department Head

Conforme:

DEAN RUFFEL R. FLANDEZ
Ratee/Faculty