

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Mr. Daniel C. Lor*

| Program Involvement (1) | Percentage Weight of Involvement | Numerical Rating (Rating x %) | Equivalent Numerical Rating |
|---|--|-------------------------------------|-----------------------------------|
| (1) | (2) | (3) | (2x3) |
| 1. Instruction | | | |
| a. Head/Dean (100%) | | 4.60 4.71 | |
| b. Students (0%) | | 0.00 | |
| TOTAL for Instruction | 75% | 4.60 4.71 | 3.45 3.53 |
| 2. Research | 0% | 0.00 | 0.00 |
| 3. Extension | 5% | 4.60 5.0 | 0.23 .25 |
| 4. Administration & Support to Operation | 20% | 4.60 4.41 4.41 | 0.92 .88 |
| 5. Production | 0% | 0.00 | 0.00 |
| TOTAL | | | 4.60 4.66 |

*Department Head, July-Dec 2020

EQUIVALENT NUMERICAL RATING:

4.60 4.66

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.60 4.66

ADJECTIVAL RATING:

Outstanding

Prepared by:

DANIEL C. LOR

Faculty & Head, DMet

Reviewed by:

ROBERTO C. GUARTE

Dean, CET

Recommending Approval:

ROBERTO C. GUARTE

Dean, CET

Approved:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs



VISAYAS
STATE UNIVERSITY



DEPARTMENT OF METEOROLOGY
1/F Annex Engineering Building
Visca Baybay City, Leyte, PHILIPPINES
Email: dmnet@vsu.edu.ph
Website: www.vsu.edu.ph

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **DANIEL C. LOR**, faculty and head of the **Department of Department of Meteorology**, College of Engineering & Technology, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July - December 2020.

DANIEL C. LOR

Faculty & Head, DMet

Date: 20 Jan 2021

ROBERTO C. GUARTE

College Dean

Date: 20 Jan 2021

Rating Equivalents:
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair
1 - Poor

| MFO No. & PAPS | Success/Performance Indicator (PI) | | Task Assigned | Actual Accomplishments | | Rating | | | | Remark (Details of the targetted output indicators with **) | % weight | |
|----------------|---|---|----------------------|------------------------|----------------------------|----------------|----------------|----------------|----------------|---|--------------------|--------------------|
| | | | | Target | Details of Accomplishments | Q ¹ | E ² | T ³ | A ⁴ | | | |
| MFO 1 | ADVANCED EDUCATION SERVICES (20%) | | | | | | | | | | | |
| | OVPI MFO 1. Graduate Degree Program Management Services | | | | | | | | | | | Not yet applicable |
| | 1 | PI 1. Percentage of graduate school faculty engaged in research work applied in any of the following: | Dept. Head & Faculty | | | | | | | | | 4% |
| | | a. pursuing advanced research degree program (Ph.D) * | | | | | | | | | | |
| | | b. basic and applied scientific research, policy research social science research) | | | | | | | | | | |
| | | c. producing technologies for commercialization or livelihood improvement | | | | | | | | | | |
| | | d. whose research resulted in an extension program | | | | | | | | | | |
| | OVPI MFO 2. Graduate Student Management Services | | | | | | | | | | Not yet applicable | |
| | | PI 1: Percentage of graduate students enrolled in research degree programs * | Dept. Head & Faculty | | | | | | | | 2% | |
| | | PI 2: Percentage of accredited graduate programs * | Dept. Head & Faculty | | | | | | | | 2% | |

| MFO No. & PAPS | Success/Performance Indicator (PI) | Task Assigned | Actual Accomplishments | | Rating | | | | Remark (Details of the targetted output indicators with **) | % weight |
|----------------|--|----------------------|------------------------|----------------------------|----------------|----------------|----------------|----------------|---|----------|
| | | | Target | Details of Accomplishments | Q ¹ | E ² | T ³ | A ⁴ | | |
| | PI 3: Number of graduate degree specializations offered and monitored * | Dept. Head & Faculty | | | | | | | | 2% |
| | PI 4: Total FTE coordinated, implemented & monitored* | Dept. Head & Faculty | | | | | | | | 2% |
| | PI 5: Percentage increase in number of graduate students enrolled * | Dept. Head & Faculty | | | | | | | | 2% |
| | PI 6: Percentage increase in number of students who graduated within prescribed period * | Dept. Head & Faculty | | | | | | | | 2% |
| | PI 7: Number of graduate students awarded with honors/distinction * | Dept. Head & Faculty | | | | | | | | 2% |
| | PI 8: Number of graduate students advised * | Dept. Head & Faculty | | | | | | | | 2% |
| | PI 9: Number of instructional materials developed * | Dept. Head & Faculty | | | | | | | | |
| | On-line ready courseware | | | | | | | | | |
| | Flexible instructional materials | | | | | | | | | |
| | Assessment tools | | | | | | | | | |
| | PI 10: Number of virtual classrooms created and operationalized | | | | | | | | | |
| MFO 2 | HIGHER EDUCATION SERVICES (50%) | | | | | | | | | |
| | PI 1. Percentage of first time licensure exam takers that pass the licensure exams * | Dept. Head & Faculty | | | | | | | Not Applicable | 7.5% |
| | PI 2. Percentage of graduates (2 years prior) that are employed * | Dept. Head & Faculty | | | | | | | Not Applicable | 2.5% |
| | PI 3. Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs * | Dept. Head & Faculty | | | | | | | Not Applicable | 2.5% |
| | PI 4. Percentage of undergraduate programs with accreditations * | Dept. Head & Faculty | | | | | | | Not Applicable | 2.5% |

[illegible]


[illegible]

[illegible]

| MFO No. & PAPS | Success/Performance Indicator (PI) | Task Assigned | Actual Accomplishments | | Rating | | | | Remark (Details of the targetted output indicators with **) | % weight |
|----------------|---|----------------------------------|------------------------|----------------------------|----------------|----------------|----------------|----------------|---|----------|
| | | | Target | Details of Accomplishments | Q ¹ | E ² | T ³ | A ⁴ | | |
| MFO 5 | Support to Operations | | | | | | | | | |
| | OVPI MFO 1. Faculty Development Services | | | | | | | | | |
| | PI 1: Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted * | Dept. Head & Faculty | | | | | | | | 0.625% |
| | OVPI MFO 2. Faculty Recruitment/Hiring Services | | | | | | | | | |
| | PI 2: Number of faculty recruited/hired based on needed competencies and aligned with ISO standards * | Dept. Head & Faculty | | | | | | | | 0.125% |
| | OVPI MFO 3. Faculty Evaluation Services | | | | | | | | | |
| | PI 3: Number of seminars/trainings/ conventions/workshops coordinated for entire university * | Dept. Head & Faculty | | | | | | | | 0.25% |
| | PI 4: Number of seminars/trainings/ conventions/workshops coordinated outside of the university * | Dept. Head & Faculty | | | | | | | | 0.25% |
| | PI 5: Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated * | Dept. Head & Faculty | 80% | No TPES results yet | | | | | | 0.75% |
| | PI 6: Number of in-house seminars/trainings/ workshops/reviews conducted * | Dept. Head & Faculty | 1 | 2.00 | 4.0 | 4.0 | 5.0 | 4.3 | Webinars | 0.25% |
| | PI 7: Additional outputs * | Dept. Head & Faculty | | | | | | | | |
| | Number of faculty/staff awards/honors received related to operations support | | | | | | | | | 0.25% |
| | 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* | Dept. Head & Faculty | 1 | 1.00 | 4.0 | 5.0 | 4.0 | 4.3 | Zero non-conformity (No NC) | 2.50% |
| MFO 6 | General Admin. & Support Services (GASS) | | | | | | | | | |
| | PI 1. Submission of College/Department PPMP for the following year within | Dept. Head | 1 | 1.00 | 5.0 | 4.0 | 5.0 | 4.7 | | 1% |
| | PI 2. Zero percent complaint from clients served | Dept. Head & all faculty & staff | 1 | No complain | 4.0 | 5.0 | 5.0 | 4.7 | | 2% |
| | PI 3. Number of coaching sessions among faculty & staff** | Dept. Head | 1 | 2.00 | 4.0 | 5.0 | 4.0 | 4.3 | | |

| MFO No. & PAPS | Success/Performance Indicator (PI) | Task Assigned | Actual Accomplishments | | Rating | | | | Remark (Details of the targetted output indicators with **) | % weight |
|--|---|----------------------------------|------------------------|---|----------------|----------------|----------------|--------------------------|---|----------|
| | | | Target | Details of Accomplishments | Q ¹ | E ² | T ³ | A ⁴ | | |
| | PI 4. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets** | Dept. Head | 3 | 3.00 | 4.0 | 5.0 | 4.0 | 4.3 | | |
| | PI 5. Number of monthly/special faculty & staff meetings conducted** | Dept. Head | 2 | 6.00 | 4.0 | 5.0 | 4.0 | 4.3 | | |
| | PI 3: Additional Outputs | Dept. Head & all faculty & staff | | | | | | $\frac{30.9}{7} = 4.414$ | | |
| | Number of Best practices/new initiatives in academic units' management replicated/benchmarked by other depts/agencies * | | | | | | | | explain here briefly why consider said department practice can be considered as a best practice | 2% |
| Total Over-all Rating | | | | | | | | 73.7 | | |
| Average Rating (Total Over-all rating divided by 16) | | | 4.604 | Comments & Recommendation for Development Purpose: Mr. Lor is doing very good as head of the department of Meteorology and his teaching assignments. However, he needs to finish his MS Degree. He should be given to complete his MS degree. | | | | | | |
| Additional Points: | | | | | | | | | | |
| | | | 4.604 | | | | | | | |
| FINAL RATING | | | | | | | | | | |
| ADJECTIVAL RATING | | | Outstanding | | | | | | | |


Evaluated & Rated by:


ROBERTO C. GUARTE
 Dean, CET
 Date: 20 Jan 2021

Recommending Approval:


ROBERTO C. GUARTE
 Dean, CET
 Date: 20 Jan 2021

Approved by:


BEATRIZ S. BELONIAS
 Vice President, Academic Affairs
 Date: 1/28/21

1- Quality 2- Efficiency 3- Timeliness 4- Average

* To indicate in the remarks column the details of the targetted outputs for easy review and calibration.

** No percentage weight for ranking purposes since these are activities only expected to be performed at the department level

PERFORMANCE MONITORING & COACHING JOURNAL
July-December 2020

| | | |
|---|-----|---------------------------------|
| | 1st | Q U A R T E R |
| | 2nd | |
| X | 3rd | |
| X | 4th | |

Name of Office: Department of Meteorology

Head of Office: ROBERTO C. GUARTE

Number of Faculty: 1 Faculty (DC Lor) Signature: _____

Date: 20 Jan 2021

| Activity Monitoring | MECHANISM | | | Remarks | |
|--|--|---|------|-------------------------------|--|
| | Meeting | | Memo | | Others (Pls. specify) |
| | One-on-One | Group | | | |
| I. MONITORING | | | | | |
| Monitoring of the submission of the Instructional Materials and Outcomes-Based Syllabus for the flexible learning produced by the faculty in the department. | Reminded heads to strictly monitor the production of the instructional materials including the outcomes-based syllabus for the flexible learning | Included in the ManCom and College wide meeting (Google / Zoom meeting) | | Email to the department heads | Instructional materials were in the learning hub for distribution to students c/o OVPSAS. Copy of the instructional material and syllabus are available at OIMD. |
| Monitoring whether the faculty in the department are effectively delivering their classes based on the Outcomes-Based | Reminded heads to strictly monitor the delivery of classes during this flexible time for learning | Included in the ManCom and College wide meeting (Google / Zoom meeting) | | Email to the department heads | Department heads gave their feedbacks in this new mode of learning. |

| Activity Monitoring | MECHANISM | | | | Remarks |
|---|---|---|------|-----------------------|---|
| | Meeting | | Memo | Others (Pls. specify) | |
| | One-on-One | Group | | | |
| Syllabus for the flexible learning | | | | | |
| Monitoring in the submission of the OPCR / IPCR | Reminded heads for the submission of OPCR / IPCR using the template cascaded to the colleges then to the departments. | Included in the ManCom and College wide meeting (Google / Zoom meeting) | | | OPCR/ IPCR submitted to OVPPRGAS. |
| Monitoring of attendance of the faculty and staff in the department | Reminded heads to monitor the attendance of the faculty and staff in their respective departments. | Included in the ManCom and College wide meeting (Google / Zoom meeting) | | | Daily time log sheet is used to monitor the attendance of the faculty and staff including the head of the department. |
| Monitoring as to the preparedness for the ISO internal audit including the surveillance external audit. | Reminded DC Lor, that DMet should be prepared for the ISO internal audit and the external audit. | Included in the ManCom and College wide meeting (Google / Zoom meeting) | | | DMet was internally audit for ISO. The department is compliant and is continually preparing for the external audit. |

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

Conducted by:

ROBERTO C. GUARTE

Dean, College of Engineering & Technology

Noted by:

BEATRIZ S. BELONIAS

VP, Academic Affairs