

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: JOHN MARTIN A. DIAO


Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Faculty	30%	4.67	1.40
b. Students	70%	4.33	3.03
TOTAL for Instruction	90%		3.99
2. Research	2.5%	0.00	0.00
3. Extension	2.5%	3.00	0.08
4. Production	2.5%	5.00	0.13
5. Administration/Other Services	2.5%	5.00	0.13
TOTAL			4.314

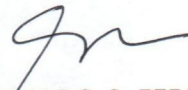
EQUIVALENT NUMERICAL RATING: 4.314

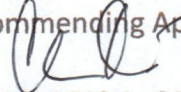
Add: Additional Points, if any: _____

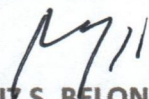
TOTAL NUMERICAL RATING: 4.314

ADJECTIVAL RATING: Very Satisfactory

Prepared by: 
JOHN MARTIN A. DIAO
Name of Faculty

Reviewed by: 
GUIRALDO C. FERNANDEZ, JR.
Department Head

Recommending Approval: 
CANDELARIO L. CALIBO
Dean, CAS

Approved by: 
BEATRIZ S. BELONIAS
Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, JOHN MARTIN A. DIAO of the Department of Liberal Arts and Behavioral Sciences 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 - DEC 2019.

JOHN MARTIN A. DIAO

Ratee

Approved: GUIRALDO C. FERNANDEZ, JR.

Head of Unit

MFO No.	Description of MFO & PAPs	Success/Performance Indicators	Activities/ Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	
MF01	Higher Education	Full Time Equivalent	Teaching	Assigned in Philosophy and Social Science subjects	18.00	44.25	4.3	4.33	4.33	4.33	
		Number of Instructional Materials Developed/Revised and Utilized	Revising	ISO format Syllabus		1	5	5	4	4.67	
		Student Advising and Consultation Services									
		* Number of hours / week spent on student consultation	Students' Consultation	Advising	3	5	5	5	5	5	
				SUB-TOTAL						14.00	
MF02	Research	Number of Outputs Presented in Regional/National/International/Conferences	Raw manuscripts	Paper Presenter / Moderator / Host	1	0	0	0	0	0.00	
				SUB-TOTAL						0.00	
MF04	Extension	Number of trainings/seminars attended			1	1	5	5	5	5.00	41st UGAT International Conference
				SUB-TOTAL						5.00	
MF04	Support to Students/ Production	Number of quizzes prepared and checked	quizzes	production of quizzes	30	107	5	5	5	5.00	8 sections (7 sections for Understanding the Self; 1 section for Ethics)
		Number of midterm and final exams prepared and checked.	midterm and finals output	preparation of midterms and finals output instructions	8	16	5	5	5	5.00	8 sections (7 sections for Understanding the Self; 1 section for Ethics)
		Number of oral recitations graded/evaluated	oral recitation	evaluation of oral recitations	8	8	5	5	5	5.00	8 sections (7 sections for Understanding the Self; 1 section for Ethics)
		Number of midterm and final gradesheets submitted	midterm and final gradesheet	submission of gradesheets	16	16	5	5	5	5.00	8 sections (7 sections for Understanding the Self; 1 section for Ethics)

				SUB-TOTAL						20.00	
MF05	General Administration & Support Services	Number of participation on the events/program in the dept, college, university. and other offices		Participant	1	3	5	5	5	5.00	2 DLABS Lecture Series,41st UGAT International Conference November 7-9, 2019
		Number of committees served		Lecturers Committee	1	2	5	5	5	5.00	DLABS Lecture Series, UGAT Conference
		Number of meetings attended		Attendee	5	8	5	5	5	5.00	Department Meetings, UGAT Conference Meetings, USSO Meetings, VSUFA Meeting,
Total Over-all Rating				SUB-TOTAL						15.00	
										54.00	

Average Rating (Total Over-all rating divided by number of entries)		4.50
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.50
ADJECTIVAL RATING		Very Satisfactory

Comments & Recommendations for Development Purpose:
 Mr. Diao serves the department well doing what is expected of him as a faculty member of DLABS. Yet, he should always keep in his mind that there is always room for improvement. He should also engage in research/extension; submit outputs for publication and present papers in conferences.

Evaluated & Rated by:

GUIRALDO C. FERNANDEZ, JR.

Department Head

Date: _____

Recommending Approval:

CANDELARIO L. CALIBO

College Dean

Date: _____

Approved:

BEATRIZ S. BELONIAS

Vice-President for Instruction

Date: _____

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **JOHN MARTIN A. DIAO**

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 (Understanding the Self, The Contemporary World, Ethics, Introduction to Philosophy and Ethics)	Attendance sheets, midterm and final grade sheets, students' performance evaluation result	Jan 2019	Dec 2019	Dec 2019	Impressive	Outstanding	
2	Assist students' concerns through scheduled consultation	Outstanding students' performance evaluation result	Jan 2019	Dec 2019	Dec 2019	Impressive	Outstanding	
3	Prepare materials and activities for the handled courses	PowerPoint presentations, assessment activities	Jan 2019	Dec 2019	Dec 2019	Impressive	Outstanding	
4	Submit midterm grades and final grades	Submitted grades to the university registrar	Jan 2019	Dec 2019	Dec 2019	Impressive	Outstanding	
5	Publish written essays	Published manuscript and publication incentive form to the department secretary						
6	Participation and attendance in local / international conferences	Certificates of recognition and / or certificate of participation; travel reports	Jan 2019	Dec 2019	Dec 2019	Impressive	Outstanding	
7	Participate in all activities conducted by the department, college, and the university	Attendance sheet; certificates	Jan 2019	Dec 2019	Dec 2019	Impressive	Outstanding	
8	Perform other functions assigned by the department head	Certificate of the trainings and workshops	Jan 2019	Dec 2019	Dec 2019	Impressive	Outstanding	

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

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

Prepared by:

DR. GUIRALDO C. FERNANDEZ, JR.

Department Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JOHN MARTIN A. DIAO

Performance Rating: OUTSTANDING

AIM: To finish the coursework in his Master's degree program and be able to take comprehensive exam despite hectic teaching schedule.

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

Date: January 10, 2019

Target Date: July 30, 2019

Step/s:

- a) Advised John Martin Diao to finish his coursework during the summer term.
- b) Advised John Martin Diao to apply for a comprehensive exam for the first semester.

RESULT: Mr. Diao is currently finishing his research paper in one of his subjects in his master's degree program coursework.

Date: August 1, 2019

Target Date: December 30, 2019

Next Step/s:

- a) Mr. Diao was able to finish his last course for the coursework of his master's degree program during the summer term. Due to the hectic teaching schedule coupled with 12 units of coursework during the second semester, he got an Incomplete (INC) grade in his Graduate Research course.

OUTCOME:

- a) This INC grade of Mr. Diao led to his inability to take the comprehensive examination for the first semester. Thus, he is advised to comply with his INC prior to the opening of the second semester.


Final Step/Recommendation:

- a) Advised Mr. Diao to continue working on his research in order for him to comply for his INC and be able to take the comprehensive examination for the second semester.

Prepared by:


GUIRALDO C. FERNANDEZ, JR.
Department Head

Conforme:


JOHN MARTIN A. DIAO
Name of Ratee/Faculty/Staff