

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: JANUARY-JUNE 2024

Name of Faculty Member:

**ALDRIN R. PALERMO**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		5.00 x 50% = 2.500	
b. Students (50%)		5.00 x 50% = 2.500	
TOTAL for Instruction	90%	5.00	4.500
2. Research			
a. Client/Director for Research			
b. Dept. Head/Center Director			
TOTAL for Research			
3. Extension			
a. Client/Director for Extension			
b. Dept. Head/Center Director			
TOTAL for Extension			
4. Production			
5. Administration/Other Services	10%	5.00 x 10% = 0.500	0.500
TOTAL	100%		5.000

EQUIVALENT NUMERICAL RATING: 5.000

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 5.000

ADJECTIVAL RATING:

**OUTSTANDING**

Prepared by:

**ALDRIN R. PALERMO**

Name of Faculty

Reviewed by:

**AL FRANJON M. VILLAROYA**

Department Head

Recommending Approval:

**GLENN G. PAJARES**

Dean, CAS

Approved by:


**ROTACIO S. GRAVOSO**


Vice President for Academic Affairs



# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ALDRIN R. PALERMO**, a faculty of \_\_\_\_\_ of the **DEPARTMENT OF PHILOSOPHY AND SOCIAL SCIENCES**, commit to deliver and agree to be rated on the following target in accordance with the indicated measures for the period **January - June 2024**.

  
**ALDRIN R. PALERMO**  
 Instructor I  
 Date: 7/15/24

Approved:   
**AL FRANJON M. VILLAROYA**  
 Head, DPSS  
 Date: 7/15/24

Date: 7/15/21										
MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - Dec)	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI MFO 3. Higher Education Management Services										
	PI 10: Total FTE, coordinated, implemented and monitored *	A 2. Actual Faculty's FTE	Handles and teaches courses assigned	18	43.65	5	5	5	5.00	
	PI 13: Percentage of courses offered with approved course syllabi	A 4. Percentage of courses offered with approved course syllabi	Teaches subjects with approved course syllabi	100%	100%	5	5	5	5.00	
	PI 14: Percentage of courses offered with IMs	A 5. Percentage of courses offered with approved IMs	Teaches subjects with approved IMs	100%	100%	5	5	5	5.00	
	PI 16: Percentage of courses offered with final grades submitted within the allowable period	A 7. Percentage of courses offered with final grades submitted within the allowable period	Submits grade sheets within allowable period	100%	100%	5	5	5	5.00	
	PI 18: Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students (TPES)	A 8. Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students (TPES)		100%	100%	5	5	5	5.00	
	PI 19: Additional Outputs	A 9. Number of INC forms with grade submitted within prescribed	Facilitates students in their completion of the subject and	1	1.00	5	5	5	5.00	
	PI 19: Additional Outputs	A 10. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	14	5	5	5	5.00	



		<b>A 11.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	4	10	5	5	5	5.00	
					SUB-TOTAL				5.00	
<b>UMFO 3 . RESEARCH SERVICES</b>					NONE					
<b>UMFO 4. EXTENSION SERVICES</b>					NONE					
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
<b>OVPI MFO 4. Curricular Program Management Services</b>										
	<b>PI 13:</b> Number of course syllabi and TOS reviewed and approved	<b>A 54.</b> Number of course syllabi and TOS reviewed and approved	Submits course syllabi and TOS for approval	2	3	5	5	5	5.00	
	<b>PI 21:</b> Additional outputs	<b>A 62.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5	15	5	5	5	5.00	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	14	26	5	5	5	5.00	
	<b>PI 3:</b> Number of committee meetings conducted	<b>A 67.</b> Number of committee meetings conducted	Acts as committee chairman	2	2	5	5	5	5.00	
	<b>PI 9:</b> Percentage of submitted DTR within 20 days after the last day of the month	<b>A 73.</b> Percentage of submitted DTR within 20 days after the last day of the month	Submits DTR within 20 days after the last day of the month	100%	100%	5	5	5	5.00	
	<b>PI 17:</b> Additional Outputs	<b>A 80.</b> Number of meetings attended	Attends meetings (departmental/institutional)	2	12	5	5	5	5.00	
					SUB-TOTAL				5.00	
Average Rating (Total Over-all rating divided by number of entries)										<b>Comments &amp; Recommendations for Development Purpose:</b> Mr. Palermo consistently goes the extra mile in his services to DPSS. He is a very passionate and talented educator. Being a LAW graduate will enhance his capabilities in both research and extension.
Additional Points:										
Approved Additional points (with copy of approval)										
FINAL RATING										
ADJECTIVAL RATING										

Evaluated & Rated by:

**AL FRANJON M. VILLAROYA**

Department Head

Date: 7/15/24

Recommending Approval

**GLENN G. PAJARES**

Dean, College of Arts and Sciences

Date: 7-16-24

Approved by:

**ROTACIO S. GRAVOSO**

Vice President for Academic Affairs

Date:





**TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING**

First Semester SY 2023-2024

Name of faculty: PALERMO, ALDRIN R.

Department: Dept. of Philosophy and Social Sciences

College: College of Arts and Sciences

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Num.	Adjec.	
ScSc 12n	READINGS IN PHILIPPINE HISTORY	LEC	5.00	Outstanding	100.0%
ScSc 12n	READINGS IN PHILIPPINE HISTORY	LEC	5.00	Outstanding	100.0%
ScSc 12n	READINGS IN PHILIPPINE HISTORY	LEC	5.00	Outstanding	100.0%
ScSc 12n	READINGS IN PHILIPPINE HISTORY	LEC	5.00	Outstanding	100.0%
ScSc 12n	READINGS IN PHILIPPINE HISTORY	LEC	5.00	Outstanding	100.0%
SoSt 113	LAW-RELATED STUDIES	LEC	5.00	Outstanding	100.0%
Average Rating			5.00	Outstanding	100.00%

Source: Results of Teaching Performance Evaluation by Students filed at ODIE

Legend:

1.00 – 1.49 Poor (P)

1.50 – 2.49 Fair (F)

2.50 – 3.49 Satisfactory (S)

3.50 – 4.49 Very Satisfactory (VS)

4.50 – 5.00 Outstanding (O)

Prepared by:

VANESSA W. NAZAL

TPES in-Charge

Date: May 03, 2024

Attested by:

MA. RACHEL M. L. AURE

Director, Instruction and Evaluation

Date: May 03, 2024

Received by:

PALERMO, ALDRIN R.

Name and Signature of Faculty

Date: 5/24/24

Distribution of copies: ODIE, College, Department, Faculty

## PERFORMANCE MONITORING & COACHING JOURNAL

✓	1st	Q U A R T E R
✓	2nd	
	3rd	
	4th	

Name of Office: Dept. of Philosophy & Social Sciences

Head of Office: Al Franjon M. Villaroya

Number of Personnel: 27 (15 regular faculty & staff; 11 part-time faculty; 1 job order admin staff)


Activity Monitoring	MECHANISM			Remarks	
	Meeting		Memo		
	One-on-One	Group			
<b>Monitoring</b>  The monitoring of faculty was done through classroom observations conducted during the 2 <sup>nd</sup> semester, SY 2023-2024.		The Department Head together with a DPC member conducted the classroom observations and conducted meetings relative thereto.			Faculty and staff attendance are monitored through biometrics and logbook. They reminded to use appropriate teaching strategies and classroom management to improve performance in instruction.
<b>Coaching</b>  <b>Rose C. Capulla</b>	Ms. Capulla was called to explain her reaction to the TPES results in the 1 <sup>st</sup> semester Sy 2023-2024.  Ms. Capulla mentioned that the TPES result was mainly because of the				The faculty concerned was informed of the TPES results of the 1 <sup>st</sup> semester, SY 2023-2024 and was given advice and reminders.




	<p>challenges that she encountered recently and did not mention those because some are too personal.</p> <p><i>The Head advised Ms. Rose Capulla to introspect on her challenges, looking at it as a motivation to give extra effort in instruction. Additionally, there is a recognized need to enhance classroom policies and management, to have better TPES results.</i></p>				
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*Note: Please indicate the date in the appropriate box when the monitoring was conducted.*

Conducted by:

  
AL FRANJON M. VILLAROYA  
 Immediate Supervisor

Noted by:

  
GLENN G. PAJARES  
 Next Higher Supervisor

**"Exhibit H"**

**TRACKING TOOL FOR MONITORING TARGETS**

**(January-June 2024)**

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS			REMARKS
				Jan- March 2024	April- June 2024		
<b>MFO 2. Higher Education Services</b>							
PI 1. Number of FTE coordinated and implemented	Teaches GE and AB Philo courses/subjects	Ms. Mary Ann G. Cobico Dr. Rose Capulla Dr. Jerry D. Imbong Mr. Al Franjon M. Villaroya Ms. Bethlehem A. Ponce Ms. Angelie Genotiva Mr. Errol Fernandez Dr. Guiraldo C. Fernandez, Jr. Mr. Dean Ruffel Flandez Mr. Aldrin Palermo Mr. John Martin Diao Ms. Ianvie Norean Miaga Ms. Alaina Larrazabal Dr. Glenn Pajares Dr. Max Teody Quimilat	January-June 2024	/	/		Actual accomplishments exceeded the targets
		Part-timers Boja, Kizzy Mae Cañezo, Xaviery Ric Lina, Kim Brian Rodriguez, Gerry Taripe, Elromer Torrente, Rhonah Rose Tripoli, Amor May Bargamento, Enrico Abelardo, Gella Mae Amigo, Jim Rhodel	February-May 2024	✓	✓		




		Manacpo, Nicole Ivy					
PI 4. Student Advising and Consultation Services Coordinated	Assists students through academic advising to college students	Mr. Al Franjon Villaroya Dr. Glenn Pajares Mr. John Martin Diao Dr. Guiraldo Fernandez, Jr. Dt. Jerry Imbong	January-May 2024	✓	✓		The faculty provided interventions for the improvement of the students' performance
PI 5. Number of instructional materials developed/revised and utilized	Develops/revises instructional materials (Syllabus and Table of Specifications)	All faculty members	January-May 2024	✓	✓		Followed the format prescribed by the university
PI 6. Number of grade sheets submitted on prescribed period	Assesses students and submits grades to measure students' performance	All Faculty Members	May 2024		✓		Due for submission at the end of semester
<b>MFO3. Research Services</b>							
PL2. Number of Articles Published in Peer Reviewed Journal	Submits articles for publication	Dr. Jerry D. Imbong Dr. Guiraldo C. Fernandez, Jr.			✓		Published in international and national/local peer-reviewed journals
<b>MFO5. Extension Services</b>							
PI 5. Number of Extension Projects Conducted	Serves as project leader and component leaders	Mr. Errol Fernandez Mr. Al Franjon Villaroya Mr. John Martin Diao Dr. Bethlehem Ponce Ms. Angelie Genotiva Mr. Dean Ruffel Flandez Dr. Rose Capulla Dr. Guiraldo C. Fernandez	January-June 2024	✓	✓		1. Capacity Building of Intro to Philosophy of the Human Person 2. Saving Minamanwa: An Initiative to Preserve Minamanwa and the Mamanwa Indigenous Knowledge System and Practices 3. Digital Storytelling for Primary Level (Project Digital World)
<b>MFO 5. Support to Operations</b>	Participates in all activities conducted by the department, college and the university	Faculty and Staff	January-June 2024	✓	✓		Participated actively in all activities
PI 4. Number of in-house seminars/trainings/workshops/reviews conducted/attended	Attends/participates to trainings	Dr. Jerry Imbong Ms. Ianvie Noreen Miaga Mr. John Martin Diao Mr. Beljun Enaya	January-June 2024	✓	✓		Faculty and staff actively participated in



	Performs other functions assigned by the head, dean and the university	Faculty and Staff	January-June 2024	✓	✓		Performed other functions duly assigned to the faculty and staff
<b>MFO 6. General Administration and Support Services (GASS)</b>							
PI 1. Number of rooms, and surroundings maintained/cleaned	Supervises in the maintenance of building facilities; cleans dept classrooms and surroundings	Mr. Aldrin Palermo Mr. Cirilo Alipar, Jr.	January-June 2024	✓	✓		
PI 3. Number of hours spent on monitoring	Spends one (1) hour per week or 40 hours per year in monitoring on in logging in/out, and on classes handled by DPSS faculty".	Dr. Al Franjon Villaroya DPC Members	January-June 2024	✓	✓		
PI 4. Number of hours spent on coaching	Spends 1 hour per month or 5 hours per year in coaching (by individual/group)	Dr. Al Franjon M. Villaroya	January-May 2024	✓	✓		
	Conducts regular meeting with DLABS staff/faculty at least six (6) times a year	Dr. Al Franjon M. Villaroya	January-June 2024	✓	✓		
PI 5. Number of hours spent on performance tracking	Assigns the faculty members faculty workload and/or work assignments	Dr. Al Franjon M. Villaroya	January 2024	✓			
PI 7. Number of documents attended and served	Signs and approves request letter, grade sheets, syllabi, and other pertinent documents	Dr. Al Franjon M. Villaroya	January-June 2024	✓	✓		
PI 8. Zero percent complaint from client served	Zero complaints from clients served	All Faculty and Staff	January-June 2024	✓	✓		no valid complaints
PI 9. Number of applicants screened and recommended	Screens and recommends applicants for 2 <sup>nd</sup> sem 2023-2024	Head & Department Personnel Committee	January 2024	✓			
<b>P9 Additional Outputs</b>							
Number of documents prepared and submitted on time	Preparation and submission of office requests and recommendations, faculty workload reports, Daily Time Record (DTR), leave	Administrative Staff	January-June 2024	✓	✓		Actual accomplishments meets targets

	application, cash advance and reimbursement, procurement, contracts, appointments, payroll, class; roster, grade sheet, and other documents.						
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Prepared by:

  
**AL. FRANJON M. VILLAROYA**  
 Department Head



**PERFORMANCE MONITORING FORM**Name of Employee: **Aldrin R. Palermo**

<b>Task No.</b>	<b>Task Description</b>	<b>Expected Output</b>	<b>Date Assigned</b>	<b>Expected Date to Accomplish</b>	<b>Actual Date accomplished</b>	<b>Quality of Output*</b>	<b>Over-all assessment of output**</b>	<b>Remarks/ Recommendation</b>
1	Handles and teaches social science and Legal Aspects in Tourism and Hospitality subjects/courses assigned (ScSc 12n, ScSc 16 & THTy 108)	Virtual Classroom of the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	January 2024	July 2024	June 2024	Impressive	Outstanding	
2	Assist students' concerns through student's consultation	Improved student performance	January 2024	July 2024	June 2024	Impressive	Outstanding	
3	Prepares revised course syllabi updates in THTy 108	Approved course syllabi	January 2024	July 2024	June 2024	Impressive	Outstanding	
4	Prepares instructional module/learning guide in ScSc12n, ScSc 16 & THTy 108	Approved learning guide	January 2024	July 2024	June 2024	Impressive	Outstanding	
5	Update virtual classroom using Google Classroom	Updated virtual classroom in ScSc 12n, ScSc 16, and THTy 108	January 2024	July 2024	June 2024	Impressive	Outstanding	
6	Perform other functions assign by the department	DLABS Socio-Cultural Committee member DLABS Physical Facilities chairman	January 2024	July 2024	June 2024	Impressive	Outstanding	
7	Perform other functions assign by the University and other departments	Conduct classes with students in ScSc 12n, ScSc 16 and THTy 108 for the month of January to July 2024, Second semester of AY 2023-2024	January 2024	July 2024	June 2024	Impressive	Outstanding	
8	Perform other functions assign by the University	Coach of VSU Badminton Men Varsity Team since 2016 to present	January 2024	July 2024	June 2024	Impressive	Outstanding	

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

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

Prepared by:

  
**AL FRANJON M. VILLAROYA**  
 Department Head



**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: **Aldrin R. Palermo**

Performance Rating:

Aim: To continue graduate study in a reputable institution and improve teaching effectiveness.

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

Date: January 1, 2024

Target Date: December 31, 2024

First Step:

- a) Encouraged him to continue and finish his master's study in a reputable institution preferably in the Philippines by 2024.
- b) Advised him to clearly inform students of his class policies which may be repeated in the next class session during the first week of semester e.g., arranged schedule, tardiness, absences etc.

Result:

- a) He has enrolled in a master's program at the University of San Jose-Recoletos in Cebu City.
- b) He is now in his last year in his master's program.
- c) He has obtained an outstanding rating in his previous TPES (Second Semester A.Y. 2023-2024).

Date: January 01, 2024

Target Date: End of second semester

Next Step:

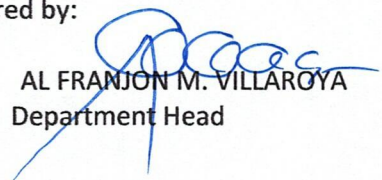
- a) He was advised to finish his master's program by 2024
- b) He was advised to improve his teaching performance based on most recent student evaluation results by reviewing weak points.

Outcome:


- a) Done with his Comprehensive Exam in his Master's program.
- b) Done with his proposal hearing last January 8, 2024.
- c) He is currently finishing his final manuscript for final defense to be schedule this July 2024.

Final Step/Recommendation: NA

Prepared by:

  
AL FRANJON M. VILLAROYA  
Department Head

Conforme:

  
ALDRIN R. PALERMO  
Faculty