

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member:

ERROL C. FERNANDEZ

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Faculty	100%	5.00	5.00
b. Students	0%		0.00
TOTAL for Instruction	95%		4.75
2. Research	2.5%	0.00	0.00
3. Extension	2.5%	5.00	0.13
4. Production			
5. Administration/Other Services			
TOTAL			4.875

EQUIVALENT NUMERICAL RATING: 4.875

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.875

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

Reviewed by:

ERROL C. FERNANDEZGUIRALDO C. FERNANDEZ, JR.

Name of Faculty

Department Head

Recommending Approval:

CANDELARIO L. CALIBO

Dean, CAS

Approved by:

BEATRIZ S. BELONIAS

Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ERROL C. FERNANDEZ, a faculty member of the DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES, 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 2020.

ERROL C. FERNANDEZ

Instructor I

Date:

Approved:

GUIRALDO C. FERNANDEZ, JR.

Department Head

Date:

CANDELARIO L. CALIBO

College Dean

Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
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						
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	NA						
		A3 . Number of students advised on thesis/special problem/dissertation		NA						
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	NA						
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	NA						
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	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						
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	NA						
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	NA						
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	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						
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	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						
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 units per semester	39.9	5	5	5	5.00	Ethics
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	10	7	5	5	5	5.00	Ethics (2nd sem only)

		A11 . 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	0					
		A12 . Number of trainings attended related to instruction	Attend mandated trainings	2	4	5	5	5	5.00	Moodle Classroom and guides on LG making
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	10	3	5	5	5	5.00	Ethics
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	25	7	5	5	5	5.00	Ethics
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	None						
	PI 8: Number of students advised: *	A16 . Number of students advised:	Acts as academic advisor to students	NA						
		A17 . Number of students advised on thesis/ field practice/special problem:		NA						
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	NA						
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	NA						
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	8	5	5	5	5.00	
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advises student organizations recognized by USOO	None						
		A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	None						
	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							

		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	3	2	5	5	5	5.00	Readings in Philippine History and Life and Works of Rizal
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3	5	5	5	5	5.00	Ethics, Readings in Philippine History
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	6	5	5	5	5.00	Readings in Philippine History and Ethics
		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	3	2	5	5	5	5.00	Readings in Philippine History and Life and works of Rizal
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	10	0					
	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	NA						
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	NA						
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	2	0					
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	1	0					

	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, SMEs, and other stakeholders facilitated and maintained	Identifies and links with probable partners for extension activities and maintains this active partnership	1	1	5	5	5	5.00	
	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	1	0					
	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	Implements duly approved extension projects	1	1	5	5	5	5.00	Teacher's Training/Workshop for the Teaching of the Philosophy of the Human Person (on-going)
	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	1	0					
	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	NA						
	<i>Research Mentoring</i>	<i>Research Mentor</i>		None						
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>		None						
	<i>Resource Persons</i>	<i>Resource Persons</i>		1	0					
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>		1	0					
	<i>Consultancy</i>	<i>Consultant</i>		1	0					
	<i>Evaluator</i>	<i>Evaluator</i>		1	0					

	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	1	0					
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *		1	none					pandemic
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	1	0					
UMFO 5. SUPPORT TO OPERATIONS										
	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*	A 44. Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member	Zero non-conformity	zero non-conformity					
		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% compliant	100% compliant					
		On program accreditations		NA						
		On institutional accreditations		NA						
UMFO 6. General Admin. & Support Services										
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients		Zero % complaint					
	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 performing functions resulting to best practice	None						

		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	None						
	Total Over-all Rating									60.00
	Average Rating									5.00
	Adjectival Rating									O

Average Rating (Total Over-all rating divided by number of entries)	5.00
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	5.00
ADJECTIVAL RATING	OUTSANDING

Evaluated & Rated by:

GURALDO C. FERNANDEZ, JR.

Department Head

Date:

Recommending Approval

CANDELARIO L. CALIBO

Dean, College of Arts and Sciences

Date:

Comments & Recommendations for Development Purpose: Mr. Fernandez serves the department with enthusiasm and integrity. His deidication to assigned tasks are beyond measure. He needs though to finish his masters degree.

Approved by:

BEATRIZ S. BELONIAS

Vice President for Instruction

Date: 11/27/2020

Exhibit I


PERFORMANCE MONITORING FORMName of Employee: **Errol C. Fernandez**

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 one (1) course (Phlo 11 Ethics)	Will provide attendance sheets of assigned classes, midterm and final gradesheets per course, and achieve an outstanding result in students' performance evaluation	January 2020	June 2020	June 2020	Very Impressive	Outstanding	
2	Assist students' concerns through students consultation	Will improve students' performance	January 2020	June 2020	June 2020	Very Impressive	Outstanding	
3	Class preparation	Will prepare visual aids, quizzes, and activities	January 2020	June 2020	June 2020	Very Impressive	Outstanding	
4	Submission of midterm grades and final grades	Grades will be submitted to the university registrar	January 2020	June 2020	June 2020	Very Impressive	Outstanding	
5	Participate in all activities conducted by the department, college and the university	Attendance sheet; will present certificates if possible	January 2020	June 2020	June 2020	Very Impressive	Outstanding	
6	Perform other functions assigned by the department head	Certificate of the trainings and workshops	January 2020	June 2020	June 2020	Very Impressive	Outstanding	

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

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

Prepared by:


GUIRALDO C. FERNANDEZ, JR.
 Department Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Errol C. Fernandez

Performance Rating: Outstanding

Aim: To pursue graduate studies for the degree Master of Arts in History, engage in research or extension projects and improve teaching strategies.

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

Date: January 1 2020

Target Date: One year from today

First Step:

- a) Encouraged to continue working on his master's thesis to finish within the school year.
- b) Required him to be involved on research or extension projects which the Department has started to work on.

Result:

He is currently working on his master's thesis and is expected to finish his degree on June 2021. Moreover, he is one of the co—component leaders of the extension project on the teaching of the Philosophy of the human person to senior high school students.

Date: January 2020

Target Date: August 2020

Next Step:

He was advised to finish his Master's Thesis by the end of June 2021. Employ more teaching strategies based on the evaluation of the students.

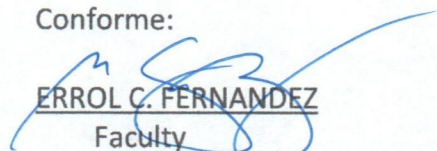
Outcome: NA

Final Step/Recommendation: NA

Prepared by:


GUIRALDO C. FERNANDEZ, JR.
Department Head

Conforme:


ERROL C. FERNANDEZ
Faculty