INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, KAY T. JUANILLO, 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 ___ AUGUST-DECEMBER 2021

KAY   LO
Instructor I
Date: 8/25/2021

JETT C. QUEBEC
Department Head
Date: 8/25/2021

MA. THERESA P. LORETO
College Dean
Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timelines s	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	N/A						
	PI 8: Number of graduate students advised *	A2. Number of students advised		Acts as academic adviser to graduate students	N/A						
		A3 . Number of students advised on thesis/special problem/dissertation									
		As GAC Chairman		Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A						
		AS GAC Member		Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A						
		A4 . Number of students entertained for consultation purposes		Entertains students seeking consultation with faculty	N/A						
	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	N/A						

		On-line ready courseware		*Prepares Instructional module/laboratory guide/workbook or a combination thereof*	N/A					
		Supplemental learning resources		*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	N/A					
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	N/A					
		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*	N/A					
		A 7 : Number of virtual classroom created and operational		*Creates virtual classroom using either Moddle or Google Classroom*	N/A					
	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*	N/A					
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*	21					
		A10 . Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	14					
		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	5					
		A12 . Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings	1					
		A13 . Number of long examinations administered and checked	exam prep	Administers and checks long examination for subjects taught	14					
		A14 . Number of quizzes administered and checked		Prepares and checks quizzes for lec and lab	10					
		A15 . Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required	2					
	PI 8: Number of students advised: *	**A16**. Number of students advised:		*Acts as academic adviser to students*	5					
		A17 . Number of students advised on thesis/ field practice/special problem:								

		As SRC Chairman	Advising/correction	Advises, and corrects research outline and thesis/SP manuscript	NONE						
		As SRC Member	Advising/correction	Advises and corrects research outline and thesis/SP manuscript	NONE						
		A18. Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	10						
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*	1						
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	2						
		On-line ready courseware		*Prepares Instructional module/laboratory guide/workbook or a combination thereof*	2						
		Supplemental learning resources		*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	10						
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	8						
		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	2						
		A 24 : Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom	2						
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	none						
		Agency/firm/Industry linkages		Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	N/A						
		A 26. Other outputs implementing the new normal due to covid 19		Designs experiential learning activities and other outputs to implement new normal	N/A						
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	none							
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	none							
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								
	In refereed int'l journals			1							
	In refereed nat'l/regional journals										
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	none							
	In int'l fora/conferences										
	In nat'l/regional fora/conferences										
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	none							
PI 6. Additional outputs*	**A 32**. No. of research-related awards (research conducted by faculty or			none							
	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	N/A							
	A 34. Number of UMs submitted to ITSO, VSU	UM preparation	Prepares and submits application for UM of technology generated out of research output	N/A							
	A 35.Other outputs implementing the new normal due to covid 19		Designs research related activities and other outputs to implement new normal	N/A							

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, SMEs, and other stakeholders facilitated and maintained		Identifies and links with probable partners for extension activities and maintains this active partnership	N/A						
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	N/A						
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	N/A						
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	N/A						
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*			none						
Peer reviewers/Panelists	*Peer reviewers/Panelists*			none						
Resource Persons	*Resource Persons*			none						
Convenor/Organizer	*Convenor/Organizer*			none						
Consultancy	*Consultant*			none						
Evaluator	*Evaluator*			none						
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	none						
PI 11. Additional outputs *	**A 42**. No. of extension-related awards (extn. conducted by faculty or student & faculty) *									

		A 43.Other outputs implementing the new normal due to covid 19		Designs extension related activities and other outputs to implement new normal	N/A							

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 theQMS 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								
	A 45. Compliance to all requirements of the program and institutional accreditations:	Minutes Preparation	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant								
	On program accreditations	Pilot Plant Manager										
	On institutional accreditations	SSF Rootcrop facility incharge										

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	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 performfing functions resulting to best practice	N/A								
	A 48.Other outputs implementing the new normal due to covid 19		Designs administration/management related activities and other outputs to implement new normal	N/A								
Total Over-all Rating												
Average Rating												
Adjectival Rating												

Eva   Recommending Approval   Approved by:

MA. THERESA P. LORETO   **BEATRIZ S. BELONIAS**

Department Head   Dean, College of Arts and Sciences   Vice President for Instruction
Date: Date: Date: