SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Rating Period: JULY-DECEMBER 2023

Name of Faculty Member: **MARY ANN G. COBICO**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		5.00 x 50% = 2.500	
b. Students (50%)		4.00 X 50% = 2.000	
TOTAL for Instruction	70%	4.50	3.150
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	30%	5.000 x 30% = 1.500	1.500
TOTAL	100%		**4.650**

EQUIVALENT NUMERICAL RATING: 4.650
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: **4.650**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

MARY ANN G. COBICO
Name of Faculty

Reviewed by:

AL FRANJON M. VILLAROYA
Department Head

Recommending Approval:

MA. THERESA P. LORETO
Dean, CAS

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARY ANN G. COBICO, a faculty member of the DEPARTMENT OF PHILOSOPHY AND SOCIAL 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-DECEMBER 2023.

Approved:

MARY ANN G. COBICO
Assistant Professor I
Date: January 4, 2024

AL FRANJON M. VILLAROYA
Department Head
Date: January 8, 2024

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Efficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in
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		N/A						
		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	18 per semester	29.25	5	5	5	5.00	with affiliation as Guidance Counselor and designation as Head of the Career and Job Placement Services
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	10	10	5	5	5	5.00	
		A 11. Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits	N/A	N/A					
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	0	3	3	3	3.00	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	10	10	5	5	5	5.00	
		A14. Number of quizzes administered	Prepares and checks quizzes for lec	20	20	5	5	5	5.00	
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	NONE	N/A					
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviserto students	N/A	N/A					
		A17. Number of students advised on thesis/ field practice/special problem:		N/A	N/A					
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	N/A	N/A					
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	N/A	N/A					
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	20	112	5	5	5	5.00	through email, messenger and in-person
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by DSO	N/A	N/A					
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	N/A	N/A					

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	N/A	N/A					
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	N/A	N/A					
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	10	10	5	5	5	5.00	
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	20	5	5	5	5.00	
	A 22 : 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	N/A					
	A 23 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	N/A	N/A					
PI 11. Additional outputs	**A 24**. Number of Additional outputs accomplished:	Reviews syllabus as member of the department's Technical Review Panel	N/A	N/A					
		Reviews TOS as member of the	N/A	N/A					
	Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	1	5	5	5	5.00	
	Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	N/A	N/A					
	A 25. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	N/A	N/A					
				AEVRAGE				5.00	
UMFO 3 . RESEARCH SERVICES									

	PI	Activity	Description								
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	**A26.** 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	N/A	N/A						
	PI 2. Number of research outputs completed within the year *	**A 27.** Number of research outputs completed within the year *	Conducts and completes research oroject within the year	N/A	N/A						
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	**A 28.** 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	N/A	N/A						
		In refereed int'l journals		N/A	N/A						
		In refereed nat'l/regional journals		N/A	N/A						
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	**A 29.** Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic for a/conferences	N/A	N/A						
		In int'l fora/conferences		N/A	N/A						
		In nat'l/regional fora/conferences		N/A	N/A						
	PI 5. Percent of research proposals approved *	**A 30.** Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	N/A	N/A						
	PI 6. Additional outputs*	**A 31.** No. of research-related awards (research conducted by faculty or student w/ faculty)		NONE	NONE						
		A 32. 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	NONE	NONE						
		A 33. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	N/A	N/A						
		A 34. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	NONE	NONE						
					AVERAGE				NONE		

UMFO 4. EXTENSION SERVICES

	PI	Activity	Description								
	PI 1. Number of active	**A 35.** Number of active partnerships	Identifies and links with probable	N/A	N/A						
	PI 2. Number of trainees weighted by the length of training	**A 36.** Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	N/A	N/A						
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	**A 37.** Number of extension programs/projects implemented	Implementes duly approved extension projects	N/A	N/A						
	PI 4. Percentage of	**A 38.** Percentage of beneficiaries who	Provides quality and relevant training	N/A	N/A						

	PI	Activity	Description			Q	E	T	Average	Remarks
	PI 5. Number of technical/expert services	A 39. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries	N/A	N/A					
	Research Mentoring	Research Mentor		NONE	NONE					
	Peer	Peer reviewers/Panelists		NONE	NONE					
	Resource Persons	Resource Persons		NONE	NONE					
	Convenor/Organizer	Convenor/Organizer		NONE	NONE					
	Consultancy	Consultant		NONE	NONE					
	Evaluator	Evaluator		NONE	NONE					
	PI 8. Percent of extension proposals approved *	A 40. Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation	NONE	NONE					
	PI 11. Additional outputs *	A 41. No. of extension-related awards (extn. conducted by faculty or student & faculty) *		NONE	NONE					
		A 42.Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	NONE	NONE					
					AVERAGE				NONE	

UMFO 5. SUPPORT TO OPERATIONS

OVPI MFO 4. Program and institutional Accreditation Services

	PI	Activity	Description			Q	E	T	Average	Remarks
	PI 8.Compliance to all requirements thru the	A 43. Compliance to all requirements of theQMS core processes of the	Ensures that all the QMS core processes of the university are	zero non-conformity	zero non-conformity	5	5	5	5.00	
		A 44. Compliance to all requirements of the program and institutional	Prepares required documents and complies all requirements as	100% compliant	100% compliant	5	5	5	5.00	
		On program accreditations	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	100% compliant	5	5	5	5.00	
		On institutional accreditations		100% compliant	100% compliant	5	5	5	5.00	

UMFO 6. General Admin. & Support Services (GASS)

	PI	Activity	Description			Q	E	T	Average	Remarks
	PI 2. Zero percent complaint from clients served	A 45. Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero complaint	Zero complaint	5	5	5	5.00	
ODS STO 1	ISO 9001:2015 aligned documents and compliant processes	PI 2. Number of quality procedures/guidelines revised/updated/registered at QAC	Quality procedure/guideline revised and/or registered	3	4	5	5	5	5	reviewed
		PI 3. Percentage implementation of processes in accordance with existing approved quality proceduresSucce	Processes implemented according to QP	2	2	5	5	5	5	
ODS STO 4		PI 8. Number of new systems/innovations/proposals introduced and implemented	Prepares proposal for immediate implementation	1	1	5	5	5	5	integration of mental health activity in the curriculum (collaboration of DPSS and DSO)
	Innovations & new Best									

	Innovations & new Best Practices Development Services	PI 9. Number of request for expert services in seminars/workshops served/provided	Provides expert services in the form of seminars/workshops	2	4	5	5	5	5	guest in DYDC, conducted Work Ethics seminar to BSHM Interns, Bullying and Social Netiquette, Self Awareness
ODS GASS 1	Administrative Support Services	PI 13. Number of formal/informal linkages with external agencies maintained	Identifies and links with external agencies	2	2					DOLE, Jobs180.com
		PI 14. Number of council/board/committee assignments served/functions performed	Performs committee assignments	1	2	5	5	5	5	Co.Chairman in the QS Star Assessment-Employability Category, Chairman, Student Organization Evaluation Committee
ODS GASS 2	Student Welfare Services	PI 17. Number of guidance activities conducted	Conduct of guidance activities	3	3	5	5	5	5	
		PI 18. Percentage of student counselled	Counseling and follow-up	2% of the current student population under my assigned college	3%	5	5	5	5	35/1000 College of Arts and Sciences
ODS GASS 5	Student Career and Job Placement Services	PI 29. Number of career development seminars/webinars, jobs fair and other recruitment activities conducted to students	Conduct of career development and job placement services	2	3	5	5	5	5	Character Enhancement, Work Ethics, Acadedmic Portfolio
		PI 30. Number of established informal linkages with industries/employers	Identifies and links with industries/employers to provide job opportunities to graduating students/graduates	0	0					done in the first half
					AVERAGE				5.00	

Average Rating (Total Over-all rating divided by number of entries)		**Comments & Recommendations for Development Purpose:** Ms. Cobico is a valuable addition to DPSS, and her dedication to guidance counseling is commendable. It is recommended that she also actively engages in research and extension activities.
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

Evaluated & Rated by:

AL FRANJON M. VILLAROYA
Department Head
Date: January 8, 2024

Recommending Approval

MA. THERESA P. LORETO
Dean, JAN 1 9 2024

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 01/24/24

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **MARY ANN G. COBICO**

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 the GE courses (Understanding the Self)	Will provide attendance sheets of assigned classes, midterm and final grade sheets per course, and achieve an outstanding result in students' performance evaluation	August 2023	December 2023	December 2023	Impressive	Outstanding	
2	Assist students' concerns through students' consultation	Will improve students' performance	August 2023	December 2023	December 2023	Impressive	Outstanding	
3	Class preparation	Will prepare learning guides, quizzes, and activities	August 2023	December 2023	December 2023	Impressive	Outstanding	
4	Submission of midterm grades and final grades	Grades will be submitted to the university registrar	August 2023	December 2023	December 2023	Impressive	Outstanding	
5	Participate in all activities conducted by the department, college and the university	Attendance sheet; will present certificates if possible	August 2023	December 2023	December 2023	Impressive	Outstanding	
6	Perform other functions assigned by the department head	Certificate of the training and workshops	August 2023	December 2023	December 2023	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

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Mary Ann G. Cobico**

Performance Rating:

Aim: To 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 2024   Target Date: December 2024

First Step:

  a) Involve in research or extension projects which the Department has started to work on.
  b) Simplify discussions more so that students with different levels of intellectual abilities will be able to comprehend
  c) Employ different teaching strategies to suit the learning styles of the students

Date: January 2024   Target Date: December 2024

Next Step:

  To write her thesis manuscript into publishable research articles and submit to reputable peer referred journals.

Final Step/Recommendation: NA

Prepared by:

AL FRANJON M. VILLAROYA
Department Head

Conforme:

MARY ANN G. COBICO
Faculty