

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: JULY-DECEMBER 2024

Name of Faculty Member:

ROSE P. CAPULLA

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.40 x 50% = 2.200	
b. Students (50%)		4.17 x 50% = 2.085	
TOTAL for Instruction	80%	4.29	3.428
2. Research	5.0%		
a. Client/Director for Research			
b. Dept. Head/Center Director		3.60 x 5% = 0.180	
TOTAL for Research			0.180
3. Extension	10.0%		
a. Client/Director for Extension			
b. Dept. Head/Center Director		3.82 x 10% = 0.382	
TOTAL for Extension			0.382
4. Production			
5. Administration/Other Services	5%	4.30 x 5% = 0.215	0.215
TOTAL	100%		4.205

EQUIVALENT NUMERICAL RATING: 4.205

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.205

ADJECTIVAL RATING:

VERY SATISFACTORY

Prepared by:


ROSE P. CAPULLA

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, **ROSE PASCUAL-CAPULLA**, a faculty member of the **DEPARTMENT OF PHILOSOPHY AND SOCIAL SCIENCES** commit to the deliver and following targ agree to be rated on the following targets in accordance with the indicated measures for the period **July - December 2024**.


ROSE P. CAPULLA
Associate Professor I
Date: January 3, 2024

Approved:

AL FRANJON M. VILLAROYA
Head, DPSS
Date: January 4, 2024

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 6: Number of programs accredited	A 1. Number of programs accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	1.00	4	4	4	4.00	
	PI 10: Total FTE, coordinated, implemented and monitored *	A 2. Actual Faculty's FTE	Handles and teaches courses assigned	18 units per semester	39.00	5	5	5	5.00	
	PI 11: Number of new revised curricular proposals submitted	A 3. Number of new revised curricular proposals submitted	Contributes to the submission of a new revised curricular proposals	1	None	3	3	3	3.00	
	PI 15: Number of Instructional Materials approved	A 6. Number of Instructional Materials approved	Prepares and submits IMs for review and approval	1	1.00	4	4	4	4.00	
	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	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 10. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	24	100	5	5	5	5.00	
		A 11. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	24	100	5	5	5	5.00	
		A 14. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	4	4	4	4.00	
					AVERAGE				4.44	
UMFO 3 . RESEARCH SERVICES										
	PI 1: Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A 15. 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	2	2	4	4	4	4.00	
	PI 2: Number of research outputs completed within the year *	A 16. Number of research outputs completed within the year *	Conducts and completes research project within the year	2	2	4	4	4	4.00	
	PI 3: Number of research outputs presented in regional/national/ int'l fora/conferences	A 17. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic fora/conferences	2	1	3.5	3.5	3.5	3.5	
		a. International		2	1	3.5	3.5	3.5	3.5	
		b. National		1	None	3	3	3	3.00	
		c. Regional or Institutional Conferences								
					AVERAGE				3.60	
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 (MOUs/MOAs)	A 32. 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	2	2	4	4	4	4.00	
PI 2: Number of trainees weighted by the length of training	A 33. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	2	1	3.5	3.5	3.5	3.5	
PI 3: Number of extension programs and projects	A 34. Number of extension programs and projects		2	2	4	4	4	4.00	
PI 4: Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and relevance	A 35. Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses	1	1	4	4	4	4.00	
PI 5: Number of technical/expert services rendered	A 36. Number of technical/expert services rendered as/in:	Provides the technical and expert services requested by beneficiaries							
	<i>a. Peer reviewer of journal/book</i>								
	<i>b. Review of research and extension proposal</i>		2	2	4	4	4	4.00	
	<i>c. Resource speaker/person (panelist, discussant, judge in academic and research competition, moderator in conferences, convenor, facilitator)</i>		2	2	4	4	4	4.00	
	<i>d. accreditor</i>		NA						
	<i>e. consultancy</i>		1	0	3	3	3	3.00	
PI 6: Number of extension proposals submitted	A 37. Number of extension proposals submitted	Prepares extension project proposals and submits for review	1	2	5	5	5	5.00	

	PI 7: Number of extension proposals approved	A 38. Number of extension proposals approved	Follow ups submitted and reviewed extension proposals	1	2	5	5	5	5.00	
	PI 8: Number of extension proposals implemented	A 39. Number of extension proposals implemented	Implements duly approved extension projects	1	1	4	4	4	4.00	
	PI 9: Number of extension outputs presented in int'l, national, regional or institutional conferences	A 40. Number of extension outputs presented in:	Prepares, submits and presents extension paper in conferences	1	0	3	3	3	3.00	
		a. <i>International</i>		1	None	3	3	3	3.00	
		b. <i>National</i>		1	None	3	3	3	3.00	
		c. <i>Regional or Institutional Conferences</i>			None					
	PI 10: Number of extension activities conducted	A 41. Number of extension activities conducted	Conducts extension program activities	1	1	4	4	4	4.00	
	PI 17: Amount of research	A 48. Amount of extension money	Requests for extension money							
	PI 18: Additional outputs *	A 49. No. of extension-related awards (extn. conducted by faculty or student & faculty) *								
					AVERAGE				3.82	
UMFO 5. SUPPORT TO OPERATIONS										
OVPI MFO 1. Faculty Development Services										
	PI 7: Number of trainings, seminars, and conferences attended	A 50. Number of training, seminars, and conferences attended (international, national, regional/institutional)	Attends training, seminars, and conferences attended (international, national, regional/institutional)	3	5	5	5	5	5.00	
		<i>International</i>		2	1	3.5	3.5	3.5	3.5	
		<i>National</i>		1	0	3	3	3	3.00	
		<i>Regional/Institutional</i>			4	5	5	5	5.00	
OVPI MFO 4. Curricular Program Management Services										

PI 12: Number of IMs reviewed by the DIMRC	A 53. Number of IMs reviewed by the DIMRC	Submits IMs for review	1	1	4	4	4	4.00	
PI 13: Number of course syllabi and TOS reviewed and approved	A 54. Number of course syllabi and TOS reviewed and approved	Submits course syllabi and TOS for approval	1	2	5	5	5	5.00	
PI 21: Additional outputs	A 62. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	100	100	5	5	5	5.00	
UMFO 6. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES									
PI 3: Number of committee meetings conducted	A 67. Number of committee meetings conducted	Acts as committee chairman	2	1	3.5	3.5	3.5	3.50	
PI 9: Percentage of submitted DTR within 20 days after the last day of the month	A 73. 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%	4	4	4	4.00	
PI 17: Additional Outputs	A 80. Number of meetings attended	Attends meetings (departmental/institutional)	5	10	5	5	5	5.00	
				AVERAGE				4.3	

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

Evaluated & Rated by:

AL FRANJON M. VILLAROYA

Department Head

Date: 1/4/25

Recommending Approval

GLENN G. PAJARES

Dean, College of Arts and Sciences

Date: JAN 24 2025

Comments & Recommendations for Development

Purpose Continue to be of help to the department by performing your tasks and functions in instructions, research, innovation, and extension.

Approved by:

ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date: JAN 30 2025

PERFORMANCE MONITORING & COACHING JOURNAL

✓	1st	Q U A R T E R
✓	2 nd	
	3 rd	
	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	Others (Pls. specify)	
	One-on-One	Group			
Monitoring The monitoring of faculty was done through classroom observations conducted during the 1 st semester, SY 2024-2025.		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.
Coaching Mr. Beljun P. Enaya	Mr. Enaya was called to explain his reaction to the TPES results in the 2nd semester Sy 2023-2024. Mr. Enaya said that he could not exactly point out the reason for an “S” remark on				The faculty concerned was informed of the TPES results of the 2 nd semester, SY 2023-2024 and was given advice and reminders.


	<p>his one 1 class. Accordingly, he said it is probably that the class who gave him the S remark found it hard to catch up with the discussion, since he gave equal expectations to all his classes.</p> <p><i>The Head advised Mr. Enaya to understand that VSU students are heterogenous.</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

(July-December 2024)

[illegible]

		Abelardo, Gella Mae					
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	July - December 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	August-December	✓	✓		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	December		✓		Due for submission at the end of semester
MFO3. Research Services							
PL2. Number of Articles Published in Peer Reviewed Journal	Submits articles for publication	Dr. Jerry D. Imbong			✓		Published in international and national/local peered journals
MFO5, Extension Services							
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. Glenn Pajares Mr. Beljun Enaya Dr. Guiraldo C. Fernandez	July-December 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. STEPS – A Student and Teacher Enhancement Project for the Seminars in Leyte
MFO 5. Support to Operations	Participates in all activities conducted by the department, college and the university	Faculty and Staff	July-December	✓	✓		Participated actively in all activities
PI 4. Number of in-house seminars/trainings/workshops/reviews conducted/attended	Attends/participates to trainings	All Faculty & Staff	July-December	✓	✓		Faculty and staff actively participated in

	Performs other functions assigned by the head, dean and the university	Faculty and Staff	July-December 2024	✓	✓		Performed other functions duly assigned to the faculty and staff
MFO 6. General Administration and Support Services (GASS)							
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.	July-December 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	July-December 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	July-December 2024	✓	✓		
	Conducts regular meeting with DLABS staff/faculty at least six (6) times a year	Dr. Al Franjon M. Villaroya	July-December 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	August 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	July-December 2024	✓	✓		
PI 8. Zero percent complaint from client served	Zero complaints from clients served	All Faculty and Staff	July-December 2024	✓	✓		no valid complaints
PI 9. Number of applicants screened and recommended	Screens and recommends applicants for 2 nd sem 24-25	Head & Department Personnel Committee	December 2024		✓		
P9 Additional Outputs							
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	July-December 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

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: Rose Pascual-Capulla

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	Actual Faculty's FTE	Handles and teaches courses assigned.	July 2024	December 30, 2024	December 30, 2024	Very Impressive	Outstanding	
2	Submission of grade sheets within prescribed period.	Prepares grade sheet and submits on or before deadline	July 2024	December 30, 2024	December 30, 2024	Very Impressive	Outstanding	
3	Administering and checking of long examinations and quizzes, entertaining of students for consultation purposes, preparing on-line ready coursewares reviewed & edited (modules), assessment tools, supplemental reading resources (PPt. and reading assignments).	Administers and checks of long examinations and quizzes, entertains students for consultation purposes, prepares on-line ready course wares reviewed & edited (modules), assessment tools, supplemental reading resources (PPt. and reading assignments).	July 2024	December 30, 2024	December 30, 2024	Very Impressive	Outstanding	
4	Doing research works	Conducts and completes research project within the year	July 2024	December 30, 2024	December 30, 2024	Very Impressive	Outstanding	

5	Doing research works for the last three years	Conducts research for possible utilization by industry or other beneficiaries	January 2021-2024	December 30, 2024	December 30, 2024	Very Impressive	Outstanding	
6	Publication of research outputs in internationally-referred or CHED recognized journal within the year (2%) *	Writes publishable materials out of research outputs and submits for publication	July 2022-2024	December 30, 2024	December 30, 2024	Very Impressive	Outstanding	
7	Extension proposals approved	Prepares extension project proposals, submits and follow up its approval for immediate implementation	February 2023	May 2024	Finished	Very Impressive	Outstanding	

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

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

Prepared by:


AL FRANJON VILLAROYA
Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Rose Pascual-Capulla

Performance Rating: Very Satisfactory

Aim: To pursue postdoctoral degree studies, continue my research proposal and one extension project (we just waited for the budget), and improve teaching strategies.

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

Date: July 2024

Target Date: December 2024

First Step:

- a) Encouraged to publish her dissertation in Scopus indexed journal as she is always busy resulting in its postponement.
- b) Required her to be involved in research or extension projects which the Department has started to work on.

Result:

She has already submitted her dissertation for its publication and is still waiting for the result. She has already sent her application to Massachusetts University but unluckily only 1 will be picked up for the applied category and there are plenty of applicants but at least she tried and was given the comment "despite its real strengths," (the result came out already last December). She will apply for another one. She has already finished her extension project entitled "Digital Storytelling for Primary Level (Project Digital World)" and the other extension project is still pending (waiting for the budget) with other Philosophy and Social Science associate professors. It may commence next year (2025). Her other research project proposal is yet to be finished hopefully in mid 2025 which she started in November 2024.

Date: July 2024

Target Date: December 2024

Next Step:

Waiting for the result (will take probably a year) for her dissertation submitted already in the Humanities Diliman Journal. Continue working on the next extension project and hopefully will propose a research project before the end of the year (2025), if time permits. Employ more teaching strategies based on the evaluation of the students.

Outcome: NA

Final Step/Recommendation: NA

Prepared by:


AL FRANJON M. VILLAROJA
Department Head

Conforme: 
ROSE P. CAPULLA
Faculty



TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

Second Semester AY 2023-2024

Name of faculty: CAPULLA, ROSE P.

Department: Dept. of Philosophy and Social Sciences

College: College of Arts and Sciences

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Numerical	Adjectival	
ScSc 16	LIFE AND WORKS OF RIZAL	LEC	4.00	Very Satisfactory	80.0%
ScSc 16	LIFE AND WORKS OF RIZAL	LEC	5.00	Outstanding	100.0%
ScSc 16	LIFE AND WORKS OF RIZAL	LEC	4.00	Very Satisfactory	80.0%
ScSc 16	LIFE AND WORKS OF RIZAL	LEC	4.00	Very Satisfactory	80.0%
ScSc 16	LIFE AND WORKS OF RIZAL	LEC	4.00	Very Satisfactory	80.0%
ScSc 16	LIFE AND WORKS OF RIZAL	LEC	4.00	Very Satisfactory	80.0%
Average Rating			4.17	Very Satisfactory	83.33%

Source: *Results of Teaching Performance Evaluation by Students filed at IEO*

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: 11-06-2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: 11-11-2024

Received by:

CAPULLA, ROSE P.

Name and Signature of Faculty

Date: 11/6/24

Distribution of copies: IEO, College, Department, Faculty (all in original signature)

