

Exhibit K

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**

Name of Faculty Member: JOY A. BELLEN

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
6. Instruction			
a. Head/Dean (50%)		4.88	(2.44)
b. Students (50%)		3.80	(1.90)
Total for Instruction	80%	(4.34)	3.47
7. Research			
8. Extension	10%	5.00	0.50
9. Administration	10%	5.00	0.50
10. Production			
TOTAL			4.47

EQUIVALENT NUMERICAL RATING: 4.47

Add. Additional Points, if any

TOTAL NUMERICAL RATING: 4.47

ADJECTIVAL RATING: Very Satisfactory

Prepared by:


JOY A. BELLEN
Name of Faculty

Reviewed by:


JOEL Q. MABALHIN
Department Head

Recommending Approval:



BAYRON S. BARREDO
College Dean


Approved:



BEATRIZ S. BELONIAS
VP for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JOY A. BELLEN**, a faculty member of the DEPARTMENT OF TEACHER EDUCATION 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 July - December 2023.


JOY A. BELLEN
 Assistant Professor
 Date: 01-05-2024

Approved:

JOEL Q. MABALHIN
 Department Head
 Date: 01-05-2024


BAYRON S. BARREDO
 College Dean
 Date: 01-05-2024

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	Teach graduate courses							
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students							
		A3. Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							
	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							

On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof								
Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught								
Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.								
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								
A 7 : Number of virtual classroom created and operational		Creates virtual classroom using either Moodle or Google Classroom								
	<u>PI 10</u> . Additional outputs:	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	Designs experiential learning activities and other outputs to implement new normal							
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	<u>PI 5:</u> Total FTE, coordinated, implemented and monitored *	<u>A9.</u> Actual Faculty's FTE	Handles and teaches courses assigned	36	39.9	5	5	5	5.00	
		<u>A10.</u> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	6	5	5	5	5.00	
		<u>A 11.</u> 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	2	10	5	5	5	5.00	
		<u>A12.</u> Number of trainings attended related to instruction	Attend mandated trainings							
		<u>A13.</u> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	5	4	5	5	4.67	
		<u>A14.</u> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	2		5	5	4	4.67	
		<u>A15.</u> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	4	19	5	5	4	4.67	
	<u>PI 8:</u> Number of students advised: *	<u>A16.</u> Number of students advised:	Acts as academic adviser to students	20	77	5	5	5	5.00	

		A17 . Number of students advised on thesis/ field practice/special problem:								
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript							
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript							
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	20	55	5	5	5	5.00	
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	<i>Advises student organizations recognized by USSO</i>							
		A20 . Number of Student organizations assisted on student related activities	<i>Assists student organizations in implementing student related activities</i>							
	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							
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/ workbook or a combination thereof</i>							
		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>							
		<i>Assessment tools</i>	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		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							
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom							
	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							

		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
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							
	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							
	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	1						
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>								
	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 scientific fora/conferences							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>								
	PI 5. Percent of research proposals approved *	A 31. Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)								
		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							

	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							
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. 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							
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	5	5	5	5.00	NSTP Office	
		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	5	5	5	5.00	NSTP Office	
		On program accreditations								
		On institutional accreditations								
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	5	5	5	5.00	NSTP Office	
	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							
		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/ management related activities and other outputs to implement new normal							
		Number of faculty/staff/students trained to facilitate NSTP trainings	Trained student facilitators for CWTS							
			Trained faculty/staff for CWTS Coordinators							
	Total Over-all Rating							59.01		
	Average Rating							4.92		

Adjectival Rating								Outstanding
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Evaluated & Rated by:

Joel Q. Mabalin
JOEL Q. MABALHIN

Department Head

Date: 01-05-2024

Recommending Approval

Bw.
BAYRON S. BARREDO

Dean, CoEd

Date: 01-05-2024

Approved by:

Beatriz S. Belonias
BEATRIZ S. BELONIAS

Vice President for Instruction

Date: 02/29/24

Comments and Recommendations for
Development Purpose:

*A dedicated instructor, and
a good extensionist.
Congratulations!*

PERFORMANCE MONITORING FORM

Name of Employee: JOY A. BELLEN

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 graduate & undergraduate courses	12 FTE	3 rd week of August 2023	Before the end semester	December 2023	Very Impressive	Outstanding	39.9 FTE undergraduate courses
2	Writes publishable materials out of research outputs and submits for publication	Publish 1 research output	3 rd week of August 2023	Before end of the semester	December 2023			None during the evaluation period
3	Conduct Extension Activity	Conduct 1 Extension Activity	3 rd week of August 2023	Before end of the Semester	December 2023	Very Impressive	Outstanding	Conducted 1 Extension Activity

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

** Outstanding, very satisfactory, satisfactory, unsatisfactory

Prepared by:


JOEL Q. MABALHIN
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JOY A. BELLEN

Performance Rating: 4.92

Aim: Increases involvement in research and extension activities
Produces instructional materials on handled
Present & Publish Research

Proposed Interventions to Improve Performance:

Date: June, 2023

Target Date: July-December, 2023

First Step:

Attend Seminars, Trainings, and workshops

Develop at least one Instructional Material

Write Research Proposals for Funding

Result:

Date: June, 2023

Target Date: July-December, 2023

Next Step:

Conduct In-service Trainings

Submit Instructional Materials fo ISBN or copyright

Approved Proposals for Funding

Outcome: Published Books/ instructional materials and Research

Final Step/Recommendation:

Conduct Research, Trainings and Extension Activities

Prepared by:


JOEL Q. MABALHIN
Unit Head

Conforme:


JOY A. BELLEN
Name of Ratee Faculty/Staff