

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

Rating Period: JULY-DECEMBER 2023

Name of Faculty Member:

**PAULA NADREA M. PAQUIBULAN**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.95 x 50% = 2.475	
b. Students (50%)		4.00 x 50% = 2.000	
TOTAL for Instruction	90%	4.475	4.028
2. Research	5%		
a. Client/Director for Research			
b. Dept. Head/Center Director		5.00 x 5% = 0.250	
TOTAL for Research			0.250
3. Extension	5%		
a. Client/Director for Extension			
b. Dept. Head/Center Director		5.00 x 5% = 0.250	
TOTAL for Extension			0.250
4. Production			
5. Administration/Other Services			
TOTAL	100%		<b>4.528</b>

EQUIVALENT NUMERICAL RATING: 4.528

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.528

ADJECTIVAL RATING:

**VERY SATISFACTORY**

Prepared by:

**PAULA NADREA M. PAQUIBULAN**

Name of Faculty

Reviewed by:

**MARIA VANESSA E. GABUNADA**

Department Head

Recommending Approval:

**MA. THERESA P. LORETO**

Dean, CAS

Approved by:


**BEATRIZ S. BELONIAS**


Vice President for Academic Affairs


"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, PAULA NADREA MORALES-PAQUIBULAN, a faculty member of the DEPARTMENT OF ARTS, LANGUAGES, AND LITERATURE 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

  
**PAULA NADREA M. PAQUIBULAN**  
 Instructor I  
 Date: 04 JAN 2024

Approved:   
**MARIA VANESSA E. GABUNADA**  
 Department Head  
 Date: 17 0 JAN 2024

  
**MA. THERESA P. LORETO**  
 College Dean  
 Date: JAN 23 2024

FTE/sem

4.0  
2.5

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and
							Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES					NA						
OVPI MFO 2. Graduate Student Management Services											
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE			NA						
	PI 8: Number of graduate students advised *	A2. Number of students advised			NA						
		A3. Number of students advised on thesis/special problem/dissertation			NA						
		As GAC Chairman			NA						
		AS GAC Member			NA						
		A4. Number of students entertained for consultation purposes			NA						
	PI 9: Number of instructional materials developed *	A5. Number of on-line ready coursewares developed and submitted for review			NA						



	On-line ready courseware			NA						
	Supplemental learning resources			NA						
	Assessment tools			NA						
	A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC editor			NA						
	A 7 : Number of virtual classroom created and operational			NA						
	PI 10 . Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19		NA						
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE		Handles and teaches courses assigned	18	32.25	5	5	5	5.00
		A10 . Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	2	10	5	5	4	4.67
		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	0	2	5	5	5	5.00
		A12 . Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings	1	2	5	5	5	5.00
		A13 . Number of long examinations administered and checked	exam preparation and checking	Administers and checks long examination for subjects taught	2	8	5	5	4	4.67
		A14 . Number of quizzes administered and checked		Prepares and checks quizzes for lecture	2	30	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	0				
	PI 8: Number of students advised: *	A16 . Number of students advised:		Acts as academic adviser to students	1	10	5	5	5	5.00
		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	0	4	5	5	5	5.00
		As SRC Member	Advising/correction	Advises and corrects research outline and thesis/SP manuscript	0	8	5	5	5	5.00
		A18 . Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades.	0	213	5	5	5	5.00
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised		Advises student organizations recognized by USSO	0	0				

		<b>A20</b> . Number of Student organizations assisted on student related activities		Assists student organizations in implementing student related activities	0	0						
	<b>PI 10</b> : Number of instructional materials developed *	<b>A 21</b> : Number of on-line course ware developed and submitted :		Prepares and submits for review by the Technical Review Panel	0	0						
		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	0	3	5	5	5	5.00		
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	0	16	5	5	5	5.00		
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	0	16	5	5	5	5.00		
		<b>A 23</b> : 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	0	0						
		<b>A 24</b> : Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom	0	3	5	5	5	5.00		
	<b>PI 11</b> . Additional outputs	<b>A 25</b> . 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	0	0						
		Agency/firm/Industry linkages		Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	0	0						
		<b>A 26</b> . Other outputs implementing the new normal due to covid 19		Designs experiential learning activities and other outputs to implement new normal	0	0						
											4.95	
<b>UMFO 3 . RESEARCH SERVICES</b>												
	<b>PI 1</b> . Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27</b> . 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	0	0						
	<b>PI 2</b> . Number of research outputs completed within the year *	<b>A 28</b> . Number of research outputs completed within the year *		Conducts and completes research project within the year	0	0						
	<b>PI 3</b> . Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29</b> . 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	0	0						



		<i>In refereed int'l journals</i>			0	0						
		<i>In refereed nat'l/regional journals</i>			0	0						
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *		Prepares, submits and presents research paper in scientific for a/conferences	0	2	5	5	5	5.00		
		<i>In int'l fora/conferences</i>			0	2	5	5	5	5.00		
		<i>In nat'l/regional fora/conferences</i>										
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of research proposals prepared, submitted and approved		Prepares research proposals, submits and follows up its approval for immediate implementation	0	0						
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)										
		<b>A 33.</b> 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	0	0						
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	UM preparation	Prepares and submits application for UM of technology generated out of research output	0	0						
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19		Designs research related activities and other outputs to implement new normal	0	0						
										5.00		
<b>UMFO 4. EXTENSION SERVICES</b>												
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> 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	0	0						
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training		Conducts trainings among beneficiaries of technologies for transfer	0	0						
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented		Implements duly approved extension projects	0	0						

	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> 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	0	0						
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> Number of technical/expert services as/in:		Provides the technical and expert services requested by beneficiaries	0	0						
	Research Mentoring	Research Mentor										
	Peer reviewers/Panelists	Peer reviewers/Panelists										
	Resource Persons	Resource Persons										
	Convenor/Organizer	Convenor/Organizer			0	3	5	5	5	5.00		
	Consultancy	Consultant										
	Evaluator	Evaluator										
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *		Prepares extension project proposals, submits and follow up its approval for immediate implementation	0	0						
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extrn. conducted by faculty or student & faculty) *			0	0						
		<b>A 43.</b> Other outputs implementing the new normal due to covid 19		Designs extension related activities and other outputs to implement new normal	0	0						
											5.00	
<b>UMFO 5. SUPPORT TO OPERATIONS</b>												
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>												
	<b>PI 8.</b> 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*	<b>A 44.</b> Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*			zero non-conformity							Zero % non-conformity
		<b>A 45.</b> Compliance to all requirements of the program and institutional accreditations:	Minutes Preparation		100% compliant							100% compliant



[illegible]

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:**

Department Head  
Date: 10 JAN 2024

Dean, College of Arts and Sciences  
Date: JAN 23 2024

BEATRIZ S. BELONIAS

*Vice President for Academic Affairs*

Date: Feb 14, 2024

**PERFORMANCE MONITORING FORM**

Name of Employee: **PAULA NADREA MORALES-PAQUIBULAN**

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) major course of AB English Language Studies: ELSt 104 (1 section), (1) cognate course: Litr. 135 (1 section) (midyear 2022-2023)  Teach one (4) major course of AB English Language Studies: ELSt 200.1 (1 section), ELSt 200.2 (1 section) ELSt 106 (2 sections), ELDS 121 (2 sections), Engl 121 (1 section), (1) GE course: Comm. 11 (1 section) (1 <sup>st</sup> sem. 2023-2024)	Regular attendance in the assigned classes, grade sheet per courses taught, and good results of student performance evaluation	July 2023	December 2023	December 2023	Impressive	Outstanding	
2.	Create virtual classrooms	Virtual Classrooms in the eLearning site and Google Classroom for Comm. 11	August 2023	December 2023	December 2023	Impressive	Outstanding	
3.	Prepare course syllabi updates	Approved course syllabi in ELSt 106, ELSt 104, Litr. 135, Engl 121, ELDs 121, and Comm 11	July 2023	December 2023	December 2023	Impressive	Outstanding	
4.	Prepare Instructional Materials	Developed and utilized module for ELSt 104 and Litr. 135. Engl. 121, ELDs 121, ELSt 106. Prepared IMs and assessments tools for virtual classes for Comm 11	July 2023	December 2023	December 2023	Impressive	Outstanding	
5.	Allot time for student consultation	Spent 8-10 hrs. a week for online consultation	July 2023	December 2023	December 2023	Impressive	Outstanding	
6.	Submit midterm grades and final grades	Grades submitted to registrar	July 2023	December 2023	December 2023	Impressive	Outstanding	
7.	Participate in all activities conducted by the department, college and the university	Attendance in DLABS anniversary celebration, Departmental meetings,	July 2023	December 2023	December 2023	Impressive	Outstanding	



		Languages and Literature Section meetings, Web and news committee meeting, Faculty Onboarding, webinars, and Virtual Academic Adviser Orientation						
8.	Act as an academic adviser	Advise, validate, and approve student advisees' enrollment	July 2023	August 2023	August 2023	Impressive	Outstanding	
9.	Supervise students in their thesis writing	Aid students in writing their thesis	August 2023	December 2023	December 2023	Impressive	Outstanding	
10.	Aid in making decisions in the department as a DPC member	Implementation of agreed actions	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:

**MARIA VANESSA E. GABUNADA**

Unit Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Paula Nadrea Morales-Paquibulan

Performance Rating: Outstanding

Aim: To share the result of her thesis in international conferences and for a and to enroll in a doctoral degree program

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

Date: August 2024

Target Date: One year from today

First Step:

a) Encouraged her to present her thesis to international fora/conferences

Result:

She was able to present parts of her thesis at two international conferences.

Date: January 2023

Target Date: End of second semester (AY 2023-2024)

Next Step:

Encouraged her to pursue a doctor's degree in line with her field.

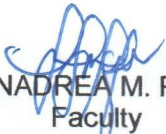
Outcome: NA

Final Step/Recommendation: NA

Prepared by:

  
MARIA VANESSA E. GABUNADA  
Department Head

Conforme:

  
PAULA NADREA M. PAQUIBULAN  
Faculty