

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **SHALOM GRACE C. SUGANO**

Program Involvement (1)		Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1.	Instruction			
	a. Head (50%) from IPCR	100.00	4.56	4.56
	b. Student (50%) from Teaching Performance Eval'n. By-Students	0.00	0.00	0.00
Total for Instruction		75%	2.28	4.56
2.	Administration and Support Services	25%	5.00	1.25
TOTAL		100%	TOTAL EQUIVALENT NUMERICAL RATING	4.56

EQUIVALENT NUMERICAL RATING:

4.56

Add: Additional Points, if any:

-

TOTAL NUMERICAL RATING:

4.56

ADJECTIVAL RATING:

Very Satisfactory

Prepared by:

Reviewed by:


SHALOM GRACE C. SUGANO

Name of Faculty


ALELI A. VILLOCINO

Dean/Director

Recommending Approval:


ALELI A. VILLOCINO

Dean/Director

Approved:


BEATRIZ S. BELONIAS

Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **SHALOM GRACE C. SUGANO**, a faculty member of the **VSU INTEGRATED HIGH SCHOOL** commit to the deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **January to June 2020**.

SHALOM GRACE C. SUGANO

Instructor

Date:

Approved:

ALELI A. VILLOCINO

College Dean

Date:

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	Handles subjects/courses assigned							
	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							
	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							
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services						4		4		
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	18	23.35	5	4	5	4.67	Gen Chem II, Chem 131, English 7, Work Immersion
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	5	8	5	4	5	4.67	Gen Chem II, Chem 131, English 7, Work Immersion
		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	0	3	3	3	3.00	

	A12 . Number of trainings attended related to instruction	Attend mandated trainings	0	3	5	4	5	4.67	Module Development, Moodle Training, Google Classroom Training
	A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	5	5	5	4	4.67	Gen Chem II, Chem 131, English 7
	A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	4	18	4	5	4	4.33	Gen Chem II, Chem 131, English 7
	A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	0	2	5	4	4	4.33	
PI 8: Number of students advised: *	A16 . Number of students advised:	Acts as academic advisor to students	0	15	4	5	4	4.33	
	A17 . Number of students advised on thesis/ field practice/special problem:		0	0					
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	0	0					
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	0	0					
	A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	2	15	5	4	4	4.33	
PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advises student organizations recognized by USOO	0	0					
	A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student	0	2	5	5	4	4.67	
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	3	2	4	5	4	4.33	Gen Chem I, Practical Research

		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	2	4	4	4	4.00	Gen Chem I, Practical Research
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	15	5	4	5	4.67	Gen Chem II, English 7, Chem 131
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	23	5	4	5	4.67	Gen Chem II, English 7, Chem 131
		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	1	0					
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	4	5	4	5	4.67	Gen Chem I (STEM A & B), Practical Research (STEM A & B)
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:		0	0					
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	0	3	5	4	4	4.33	Supervisory Plan, Man Power Review, Faculty Development Plan
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	0	0					
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	0	0					

UMFO 3 . RESEARCH SERVICES									
<u>PI 1.</u> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<u>A27.</u> 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					
<u>PI 2.</u> Number of research outputs completed within the year *	<u>A 28.</u> Number of research outputs completed within the year *	Conducts and completes research oroject within the year	0	0					
<u>PI 3.</u> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<u>A 29.</u> 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	2	5	5	5	5.00	
	<i>In refereed int'l journals</i>		1	2					
	<i>In refereed nat'l/regional journals</i>		0						
<u>PI 4.</u> Number of research outputs presented in regional/national/ int'l fora/conferences	<u>A 30.</u> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic for a/conferences	0	0					
	<i>In int'l fora/conferences</i>		0						
	<i>In nat'l/regional fora/conferences</i>		0						
<u>PI 5.</u> Percent of research proposals approved *	<u>A 31.</u> Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	0	0					
<u>PI 6.</u> Additional outputs*	<u>A 32.</u> No. of research-related awards (research conducted by		0	0					

		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	0	0						
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	0	0						
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	0	0						
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	2	0						
	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	100	0						
	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	Implements duly approved extension projects	0	0						
	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	1	0						
	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	1	2	5	5	5	5.00	IJI, Cogent Education	
	Research Mentoring	Research Mentor		1	1	5	5	5	5.00		
	Peer reviewers/Panelists	Peer reviewers/Panelists		0							

	Resource Persons	Resource Persons		0						
	Convenor/Organizer	Convenor/Organizer		0						
	Consultancy	Consultant		0						
	Evaluator	Evaluator		0	1	5	5	5	5.00	Chairman, En Banc Online Review for Higher Education Commodity Research Proposal
	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	0	0					
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *		0	0					
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	0	0					
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	0	zero non-conformity					
		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	75%	100% compliant					
		On program accreditations								
		On institutional accreditations								
UMFO 6. General Admin. & Support Services										

	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	0	Zero % complaint	5	5	5	5.00	
	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	0						
		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	0	1	5	5	5	5.00	VSUIHS Learning Continuity Plan
Total Over-all Rating									100.33	
Average Rating									4.56	
Adjectival Rating						Very Satisfactory				

Evaluated & Rated by:

SHALOM GRACE C. SUGANO

Department Head

Date:

Recommending Approval

ALELI A. VILLOCHINO

Dean, College of Education

Date:

Approved by:

BEATRIZ S. BELONIAS

Vice President for Instruction

Date: 12/16/20

Comments & Recommendation for Development Purpose:

takes on challenging tasks willingly. Is respected & recognized by her colleagues + staff as a leader who leads with grace in the workplace.

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **SHALOM GRACE C. SUGANO**


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 General Chemistry II and Practical Research for Senior High School	Delivered quality learning to students in the junior and senior high school	January 2020	June 2020	December 2020	Very impressive	Outstanding	
2	Revised syllabi in Science IIIA and Research I for junior high and general Chemistry II for Senior High School	Revised syllabi that addresses the needs of learners.	January 2020	June 2020	June 2020	Very impressive	Very Satisfactory	
3	Revise course outline in Science IIIA and Research I for junior high and General Chemistry II for Senior High School	Revised course outline that addresses the needs of learners	June 2020	June 2020	June 2020	Very impressive	Outstanding	
4	Develop teaching aid like ppt presentations in Science IIIA and Research I for junior high and General Chemistry II for Senior High School	Made a more comprehensive power point presentation	June 2020			Very Impressive	Very Satisfactory	

5	Develop teaching guide/ handouts	Developed teaching guide and handouts suitable to senior high school students	June 2020	Very impressive	Outstanding	
6	Assist in school-related activities	Supervised and monitored teachers and students in school activities like consultation with parents, quarter Examinations, Culmination Programs, local Division, Regional and national Events	August to December 2020	Very impressive	Outstanding	
7	Field study students assisted	Assisted Fifteen (15) field study students from the College of Education	September to November 2020	Very impressive	Outstanding	
8	Submit reports and other requirements	Signed CSR, submit grade sheets , OPCR, IPCR	August to December 2020	Very impressive	Outstanding	
9	Supervise Performance of Teachers	Supervise and monitor Teachers' performance	August to December 2020	Impressive	Very Satisfactory	To conduct class observation
10	Publish Research paper/Article	Published research paper in international peer-reviewed journal (Scopus-indexed; ISI)	November 2020	Very Impressive	Outstanding	
11	Administration Function	Designated and functioned as VSUIHS Principal	July to December 2020	Very Impressive	Outstanding	

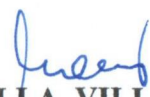
* Either very impressive, impressive, needs improvement, poor, very poor

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

Prepared by:


SHALOM GRACE C. SUGANO
Principal, VSUIHS

Approved by:


ALELI A. VILLOCINO
Dean, College of Education