

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: JANUARY-JUNE 2023

Name of Faculty Member:

ROSE P. CAPULLA

| Program Involvement<br>(1)                           | Percentage<br>Weight of<br>Involvement | Numerical Rating<br>(Rating x %) | Equivalent<br>Numerical<br>Rating<br>(2x3) |
|--|--|----------------------------------|--|
| (1)  | (2)                                    | (3)                              | (2x3)                                      |
| 1. Instruction                                       |  |                                  |  |
| a. Head (50%)  |  | 5.00 x 100% = 5.000              |  |
| b. Students (50%) (no TPES yet for<br>2nd sem 22-23) |  | x = 0.000                        |  |
| TOTAL for Instruction                                | 85%                                    | 5.000                            | 4.250                                      |
| 2. Research  |  |                                  |  |
| a. Client/Director for Research                      |  |                                  |  |
| b. Dept. Head/Center Director                        | 5.0%                                   | 5.00 x 0.05 = 0.250              |  |
| TOTAL for Research                                   |  |                                  | 0.250                                      |
| 3. Extension   |  |                                  |  |
| a. Client/Director for Extension                     |  |                                  |  |
| b. Dept. Head/Center Director                        | 5.0%                                   | 5.00 x 0.05 = 0.250              |  |
| TOTAL for Extension                                  |  |                                  | 0.250                                      |
| 4. Production  |  |                                  |  |
| 5. Administration/Other Services                     | 5.0%                                   | 5.00 x 0.05 = 0.250              | 0.250                                      |
| TOTAL  | 100%                                   |                                  | 5.000                                      |

EQUIVALENT NUMERICAL RATING: 5.000

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 5.000

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

  
**ROSE P. CAPULLA**

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

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ROSE PASCUAL-CAPULLA, a faculty member of the DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES 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 JANUARY-JUNE 2023.

*R Capulla*

**ROSE PASCUAL-CAPULLA**

Assistant Professor IV

Date:

Approved:

*Maria Vanessa E. Gabunada*

**MARIA VANESSA E. GABUNADA**

Department Head

Date: *7-19-23*

*mt Loreto*

**MA. THERESA P. LORETO**

College Dean

Date: *JUL 25 2023*

| 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   | 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    |                       |         |            |            |         |   |



|  |  |  |   |                       |      |   |   |   |      |  |
|--|--|--|---|-----------------------|------|---|---|---|------|--|
|  | <b>PI 9:</b> Number of instructional materials developed *       | <b>A5 .</b> 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 Moodle or Google Classroom   | N/A                   |      |   |   |   |      |  |
|  | <b>PI 10 .</b> Additional outputs:                               | <b>A 8. Other outputs implementing the new normal due to covid 19</b>              | Designs experiential learning activities and other outputs to implement new normal                          | N/A                   |      |   |   |   |      |  |
| <b>UMFO 2. HIGHER EDUCATION SERVICES</b>                 |  |  |   |                       |      |   |   |   |      |  |
| <b>OVPI UMFO 3. Higher Education Management Services</b> |  |  |   |                       |      |   |   |   |      |  |
|  | <b>PI 5:</b> Total FTE, coordinated, implemented and monitored * | <b>A9.</b> Actual Faculty's FTE  | Handles and teaches courses assigned  | 21 units per semester | 41.7 | 5 | 5 | 5 | 5.00 |  |
|  |  | <b>A10 .</b> Number of grade sheets submitted within prescribed period             | Prepares gradesheet and submits on or before deadline   | 12                    | 7    | 5 | 5 | 5 | 5.00 |  |
|  |  | <b>A 11 .</b> Number of INC forms with grade submitted within prescribed period    | Facilitates students in their completion of the subject and submits completion forms with                   | NONE                  |      |   |   |   |      |  |
|  |  | <b>A12 .</b> Number of trainings attended related to instruction                   | Attend mandated trainings   | 2                     | 1    | 5 | 5 | 5 | 5.00 |  |

|  |   |  |      |      |   |   |   |      |  |
|--|---|--|------|------|---|---|---|------|--|
|  | <b>A13</b> . Number of long examinations administered and checked                   | Administers and checks long examination for subjects taught                      | 24   | 24   | 5 | 5 | 5 | 5.00 |  |
|  | <b>A14</b> . Number of quizzes administered and checked                             | Prepares and checks quizzes for lab and lab                                      | 100  | 300  | 5 | 5 | 5 | 5.00 |  |
|  | <b>A15</b> . Number of lab reports and term papers checked and graded               | Checks lab reports and term papers submitted as required                         | NONE | NONE |   |   |   |      |  |
| <b>PI 8:</b> Number of students advised: *                       | <b>A16</b> . Number of students advised:  | Acts as academic advisor to students   | N/A  |      |   |   |   |      |  |
|  | <b>A17</b> . 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                   | 2    | 2    | 5 | 5 | 5 | 5.00 |  |
|  | <b>A18</b> . Number of students entertained for consultation purposes               | Entertains students consulting on subject taught, thesis and grades              | 50   | 200  | 5 | 5 | 5 | 5.00 |  |
| <b>PI 9:</b> Number of student organizations advised/ assisted * | <b>A19</b> . Number of Student organizations advised                                | Advises student organizations recognized by USOO                                 | NONE | NONE |   |   |   |      |  |
|  | <b>A20</b> . Number of Student organizations assisted on student related activities | Assists student organizations in implementing student related activities         | NONE | NONE |   |   |   |      |  |
| <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                    |      |      |   |   |   |      |  |
|  | On-line ready courseware  | Prepares Instructional module/laboratory guide/workbook or a combination thereof | 2    | 3    | 5 | 5 | 5 | 5.00 |  |



|                                   |  |   |  |      |       |   |   |   |      |  |
|-----------------------------------|--|---|--|------|-------|---|---|---|------|--|
|                                   |  | Supplemental learning resources   | Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught                          | 6    | 5     | 5 | 5 | 5 | 5.00 |  |
|                                   |  | Assessment tools  | Prepares assessment tools such as long exam, quizzes, problems sets, etc.  | 8    | 10    | 5 | 5 | 5 | 5.00 |  |
|                                   |  | <b>A 23.</b> Number of on-line course were reviewed by TRP & edited by MMDC editor                                      | Submits the course were duly reviewed by TRP for editing by MMDC editor  | 1    | 1     | 5 | 5 | 5 | 5.00 |  |
|                                   |  | <b>A 24.</b> Number of virtual classroom created and operational  | Creates virtual classroom using either Moodle or Google Classroom  | None | None  |   |   |   |      |  |
|                                   | <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 | None | None  |   |   |   |      |  |
|                                   |  | Agency/firm/Industry linkages   | Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU                           | N/A  | N/A   |   |   |   |      |  |
|                                   |  | <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   | 2    | 10    | 5 | 5 | 5 | 5.00 |  |
|                                   |  |   |  |      | TOTAL |   |   |   | 5.00 |  |
| <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  | 5    | 5     | 5 | 5 | 5 | 5.00 |  |
|                                   | <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  | 1    | 2     | 5 | 5 | 5 | 5.00 |  |

|                                   |  |   |   |     |       |   |   |   |      |  |
|-----------------------------------|--|---|---|-----|-------|---|---|---|------|--|
|                                   | <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  | 2   | 2     | 5 | 5 | 5 | 5.00 |  |
|                                   |  | <i>In refereed int'l journals</i>   |   | 1   | 2     | 5 | 5 | 5 | 5.00 |  |
|                                   |  | <i>In refereed nat'l/regional journals</i>  |   |     |       |   |   |   |      |  |
|                                   | <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   | 2   | 1     | 5 | 5 | 5 | 5.00 |  |
|                                   |  | <i>In int'l fora/conferences</i>  |   | 1   | 0     |   |   |   |      |  |
|                                   |  | <i>In nat'l/regional fora/conferences</i>   |   | 1   | 0     |   |   |   |      |  |
|                                   | <b>PI 5.</b> Percent of research proposals approved *  | <b>A 31.</b> Percentage of of research proposals prepared, submitted and approved   | Prepares research proposals, submits and follows up its approval for immediate implementation                           |     | 1     | 5 | 5 | 5 | 5.00 |  |
|                                   | <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 | 3   | 3     | 5 | 5 | 5 | 5.00 |  |
|                                   |  | <b>A 34.</b> Number of UMs submitted to ITSQ-VSU  | Prepares and submits application for IJM of   | N/A | N/A   |   |   |   |      |  |
|                                   |  | <b>A 35.</b> Other outputs implementing the new normal due to covid-19  | Designs research related activities and other outputs   | 2   | 1     | 5 | 5 | 5 | 5.00 |  |
|                                   |  |   |   |     | TOTAL |   |   |   | 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              | 1   | 1     | 5 | 5 | 5 | 5.00 |  |



|   |  |  |   |                     |       |   |   |   |      |  |
|---|--|--|---|---------------------|-------|---|---|---|------|--|
|   | <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                                   | 1                   |       |   |   |   |      |  |
|   | <b>PI 3.</b> Number of extension   | <b>A 38.</b> Number of extension   | Implementes duly approved extension projects  | 1                   | 1     | 5 | 5 | 5 | 5.00 |  |
|   | <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                                  | 1                   |       |   |   |   |      |  |
|   | <b>PI 5.</b> Number of   | <b>A 40.</b> Number of technical/expert  | Provides the technical and expert services requested  | N/A                 | N/A   |   |   |   |      |  |
|   | Research Mentoring   | Research Mentor  |   | NONE                | NONE  |   |   |   |      |  |
|   | Peer reviewers/Panelists   | Peer reviewers/Panelists   |   | NONE                | 3     | 5 | 5 | 5 | 5.00 |  |
|   | Resource Persons   | Resource Persons   |   | 1                   |       |   |   |   |      |  |
|   | Convenor/Organizer   | Convenor/Organizer   |   | 1                   |       |   |   |   |      |  |
|   | Consultancy  | Consultant   |   | 0                   |       |   |   |   |      |  |
|   | Evaluator  | Evaluator  |   | NONE                |       |   |   |   |      |  |
|   | <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 | 1                   | 1     | 5 | 5 | 5 | 5.00 |  |
|   | <b>PI 11.</b> Additional outputs *   | <b>A 42.</b> No. of extension-related awards (extn. conducted by faculty or student & faculty) *   |   | 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                        |                     |       |   |   |   |      |  |
|   |  |  |   |                     | TOTAL |   |   |   | 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  | <b>A 44.</b> 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                           | zero non-conformity |       |   |   |   |      |  |

|  |  |   |  |                |                    |   |   |   |      |  |
|--|--|---|--|----------------|--------------------|---|---|---|------|--|
|  |  | A 45. Compliance to all requirements of the program and institutional accreditations                                    | Prepares required documents and complies all requirements as prescribed                        | 100% Compliant |                    |   |   |   |      |  |
|  |  | On program accreditations   |  |                |                    |   |   |   |      |  |
|  |  | On institutional accreditations   |  |                |                    |   |   |   |      |  |
| <b>UMFO 6. General Admin. &amp; Support Services</b> |  |   |  |                |                    |   |   |   |      |  |
|  | PI 2. Zero percent complaint from clients served | A 46. Customerly friendly frontline services  | Provides customer friendly frontline services to clients                                       | no complaint   | no valid 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           | None           |                    |   |   |   |      |  |
|  |  | A 48. Other outputs implementing the new normal due to covid 19   | Designs administration/management related activities and other outputs to implement new normal | None           |                    |   |   |   |      |  |
|  |  | A.49. Number of meetings attended   | Attends dept meetings  | 2              | 3                  | 5 | 5 | 5 | 5.00 |  |
|  |  |   |  |                | TOTAL              |   |   |   | 5.00 |  |
|  | Total Over-all Rating                            |   |  |                |                    |   |   |   |      |  |
|  | Average Rating                                   |   |  |                |                    |   |   |   |      |  |
|  | Adjectival Rating                                |   |  |                |                    |   |   |   |      |  |

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

**Comments & Recommendations for Development Purpose:** Dr. Capulla is recommended to engage in research and extension.

Evaluated & Rated by:

  
**MARIA VANESSA. E. GABUNADA**

Department Head  
Date: 7-19-23

Recommending Approval

  
**MA. THERESA P. LORETO**

Dean, College of Arts and Sciences  
Date: JUL 25 2023

Approved by:

  
**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs  
Date:



### 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.  | January 2023  | June 30, 2023               | June 30, 2023            | Very Impressive    | Outstanding                     |                         |
| 2        | Submission of grade sheets within prescribed period.   | Prepares grade sheet and submits on or before deadline   | January 2023  | June 30, 2023               | June 30, 2023            | 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 | January 2023  | June 30, 2023               | June 30, 2023            | Very Impressive    | Outstanding                     |                         |

|   |   |  |                   |                  |                         |                 |             |  |
|---|---|--|-------------------|------------------|-------------------------|-----------------|-------------|--|
|   |   | course wares reviewed & edited (modules), assessment tools, supplemental reading resources (Ppt. and reading assignments). |                   |                  |                         |                 |             |  |
| 4 | Doing research works  | Conducts and completes research project within the year  | January 2023      | June 30, 2023    | June 30, 2023           | Very Impressive | Outstanding |  |
| 5 | Doing research works for the last three years   | Conducts research for possible utilization by industry or other beneficiaries  | January 2020-2023 | June 30, 2023    | June 30, 2023           | 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   | January 2022-2023 | June 30, 2023    | June 30, 2023           | Very Impressive | Outstanding |  |
| 7 | Extension proposals approved  | Prepares extension   | February 2023     | June - July 2023 | June 2023, the revision | Very Impressive | Outstanding |  |



|  |  |  |  |  |                                   |  |  |  |
|--|--|--|--|--|-----------------------------------|--|--|--|
|  |  | project proposals, submits and follow up its approval for immediate implementation |  |  | of the Extension Project Proposal |  |  |  |
|--|--|--|--|--|-----------------------------------|--|--|--|

\* 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: Rose Pascual-CapullaPerformance Rating: Outstanding

Aim: To finish the revisions of her dissertation for the degree PhD in Philippines Studies – Language, Culture and Media; Reinstate and resume teaching in the second semester of S.Y. 2022-2023.

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

Date: December 1, 2022Target Date: One semester from today

First Step:

- a) Encouraged her to finish the revision of her dissertation
- b) Required her to reinstate and resume teaching after the one semester extension of her study leave.

Result:

She has reinstated on December 1, 2022, and resumed teaching while doing the revisions of her dissertation.

Date: June 2023Target Date: End of second semester

Next Step:

She was advised to participate in conferences and trainings as presenter/resource speaker, organize seminar-workshops as well as encouraged to submit dissertation chapters for possible publications.

Outcome: NA

Final Step/Recommendation: NA

Prepared by:

  
MARIA VANESSA E. GABUNADA  
Department Head

Conforme:

  
ROSE PASCUAL-CAPULLA  
Name of Ratee/Faculty/Staff