

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: July-December 2021

Name of Faculty Member:

MARY GRACE P. ENAYA

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%)		4.29 x 50% = 2.145	
TOTAL for Instruction	90%	4.62	4.158
2. Research	5.0%		
a. Client/Director for Research			
b. Dept. Head/Center Director		4.89 x 5% = 0.245	
TOTAL for Research			0.245
3. Extension			
a. Client/Director for Extension			
b. Dept. Head/Center Director			
TOTAL for Extension			
4. Production			
5. Administration/Other Services	5%	5.00 x 5% = 0.250	0.250
TOTAL	100%		4.653

EQUIVALENT NUMERICAL RATING: 4.653

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.653

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

MARY GRACE P. ENAYA

Name of Faculty

Reviewed by:

JETT C. QUEBEC

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, **MARY GRACE P. ENAYA**, a faculty member of the **DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES**, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JULY-DECEMBER 2021.


MARY GRACE P. ENAYA
 Instructor I
 Date:

Approved:

DR. JETT C. QUEBEC
 Department Head
 Date: January 5, 2022


DR. MA. THERESA P. LORETO
 College Dean
 Date: 2/9/2022

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	N/A					
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	N/A	N/A					
		A3 . Number of students advised on thesis/special problem/dissertation		N/A	N/A					
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	N/A					
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	N/A					

		A4 . Number of students entertained for consultation purposes	<i>Entertains students seeking consultation with faculty</i>	N/A	N/A					
	PI 9: Number of instructional materials developed *	A5 . Number of on-line ready coursewares developed and submitted for review	<i>Converts the existing instructional materials into flexible learning systems</i>	N/A	N/A					
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	N/A	N/A					
		<i>Supplemental learning resources</i>	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course</i>	N/A	N/A					
		<i>Assessment tools</i>	<i>Prepares assessment tools such as long exam, quizzes, problems sets, etc.</i>	N/A	N/A					
		A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	<i>Submits the course ware duly reviewed by TRP for editing by MMDC editor</i>	N/A	N/A					
		A 7 : Number of virtual classroom created and operational	<i>Creates virtual classroom using either Moodle or Google Classroom</i>	N/A	N/A					
	PI 10 . Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	<i>Designs experiential learning activities and other outputs to implement new normal</i>	N/A	N/A					
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	18 per semester	28.05	5	5	5	5.00	
		A10 . Number of grade sheets submitted within prescribed period	<i>Prepares gradesheet and submits on or before deadline</i>	5	7	5	5	5	5.00	
		A 11 . Number of INC forms with grade submitted within prescribed period	<i>Facilitates students in their completion of the subject and submits completion</i>	0	4	5	5	5	5.00	

		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	9	5	5	5	5.00	<p>Title: ANG GUBAT: PLAYWRIGHT WORKSHOP WITH CERTIFICATE Institution: Forest Sustainability Lab, DLABS Date: June 5, 2021-July 24, 2021 Platform: Zoom</p> <p>Title: Understanding Corpus Linguistics WITH CERTIFICATE Institution: Department of Liberal Arts and Behavioral Sciences, Visayas State University Date: September 22, 2021 Platform: Zoom</p> <p>Title: Choosing the Right Journal for Your Research Articles WITH CERTIFICATE Institution: Elsevier Date: October 5, 2021 Platform: Zoom</p> <p>Title: VSU Faculty Onboarding: Welcome Academic Year 2021-2022 WITH CERTIFICATE Institution: VSU System, Department of Computer Science and Technology, Visayas State University, Visca, Baybay City, Leyte Philippines Date: August 16-18, 2021 Platform: Live via VSU Workplace: Academic Staff</p> <p>Title: Choosing the Language(s) of the Law: Global Analysis WITH CERTIFICATE Institution: University of Santo Tomas in Partnership with Graduate School and English Language Studies Date: November 27, 2021 Platform: Zoom</p> <p>Title: Globalization: Interdependency of Asia Pacific Nations vis-a-vis South China Sea Political tension and Covid-19 Management WITH CERTIFICATE Institution: Department of Liberal Arts and Behavioral Sciences, Visayas State University, Visca Date: November 10, 2021</p>
		A13. Number of examinations administered and checked	Administers and checks examination for subjects taught	5	14	5	5	5	5.00	Humn 13n-Philippine Popular Culture (M082, M833, M934, M945); Eing 122-Creative Writing (T388, T378); CAEd 152-Creative Industries as Culture and Arts Practice (W285)
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	28	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	N/A	N/A					

	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic adviser to students</i>	1	17	5	5	4	4.67	ABENOJA, LOJEE JIMENEZ; ABLEN, FRANCES ANGELA MAGDADARO; ABELA, NEHEMIAH GIDEON QUERO; ALISON, ZHYKA AURA ARINGO; AUMAN, IMEE REGOLACION; TAGON, HONEY PIE OLIVINA; VARGAS, SHEILLA NAMOC; TORNO, ARCHIE GARCIANO; SARSONAS, JOSHUA; VELOSO, DREW DAVE JABALLA; TOLEDO, RALPH CAYANONG; VALIDA, ERICCA VILLAMOR; ZACARIAS, SALVE AGNER; SOROÑO, RAMON RYAN FAUSTINO; TAÑARE, REGINE LAMBANG; SY, JELLY DUMANIUG; NUDALO, ESTHER AQUILYN ESTREMOS
		A17. Number of students advised on thesis/ field practice/special problem:		1	4	5	5	4	4.67	BAYO, TRIXIE TUBO; BISMANOS, RG ANGEL SABALZA; DE PAZ EFREN JOSEPH GODEZ; NEGAD, CHELSY GWEEN ANCAJAS
		<i>As SRC Chairman</i>	<i>Advises, and corrects research outline and thesis/SP manuscript</i>	N/A	N/A					
		<i>As SRC Member</i>	<i>Advises and corrects research outline and thesis/SP manuscript</i>	N/A	N/A					
		A18. Number of students entertained for consultation purposes	<i>Entertains students consulting on subject taught, thesis, and grades</i>	5	15	5	5	4	4.67	Humn 13n-Philippine Popular Culture (M082, M833, M934, M945); Eng 122-Creative Writing (T388, T378); CAEd 152-Creative Industries as Culture and Arts Practice (W285)
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	<i>Advises student organizations recognized by USOO</i>	N/A	N/A					
		A20. Number of Student organizations assisted on student related activities	<i>Assists student organizations in implementing student related activities</i>	N/A	N/A					
	PI 10: Number of instructional materials developed *	A 21 : Number of online course ware developed and submitted :	<i>Prepares and submits for review by the Technical Review Panel</i>	1	1	5	5	5	5.00	Humn 13n-Philippine Popular Culture (M082, M833, M934, M945); Eng 122-Creative Writing (T388, T378); CAEd 152-Creative Industries as Culture and Arts Practice (W285)
		<i>On-line ready courseware</i>	<i>Prepares Instructional module</i>	1	3	5	5	5	5.00	
		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	5	10	5	5	5	5.00	Humn 13n-Philippine Popular Culture (M082, M833, M934, M945); Eng 122-Creative Writing (T388, T378); CAEd 152-Creative Industries as Culture and Arts Practice (W285)

		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	10	5	5	5	5.00	Humn 13n-Philippine Popular Culture (M082, M833, M934, M945); Eng 122-Creative Writing (T388, T378); CAEd 152-Creative Industries as Culture and Arts Practice (W285)
		A 23 : Number of on-line course ware reviewed by TRP & edited by MMDC	Submits the course ware duly reviewed by TRP for editing by MMDC editor	1	1	5	5	5	5.00	Humn 13n - PHILIPPINE POPULAR CULTURE
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	4	7	5	5	5	5.00	Humn 13n-Philippine Popular Culture (M082, M833, M934, M945); Eng 122-Creative Writing (T388, T378); CAEd 152-Creative Industries as Culture and Arts Practice (W285)
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:	Prepares documents and /or program profile and other materials required during program institutional accreditation							
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	N/A	N/A					
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	1	3	5	5	5	5.00	Humn 13n-Philippine Popular Culture (M082, M833, M934, M945); Eng 122-Creative Writing (T388, T378); CAEd 152-Creative Industries as Culture and Arts Practice (W285)
					AVERAGE				4.95	
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	0	0					
	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	0	0					
	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							
		In refereed int'l journals		N/A	N/A					


		<i>In refereed nat'l/regional journals</i>		N/A	N/A					
	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 for a/conferences							
		<i>In international conferences</i>		1	1	5	4	5	4.67	<p>Title of Paper: The Image of Leyte Island in the Beyer Collection of the National Library of the Philippines</p> <p>Conference Organization: 43rd Annual Conference of the Ugnayang Pang-Aghamtao, Inc (UGAT) Anthropologies of (De)Colonization and Beyond (international conference)</p> <p>Date: December 7-10, 2021 via Zoom</p> <p>Presenter with Romeo J. Toring Jr., Hilda A. Pedrera, Precious Elaine D. Tubigan, Daniel Joseph T. Tan</p>
		<i>In national/regional conferences</i>		1	1	5	5	5	5	<p>Title of Paper: Sabi Nila at Ayon sa Amin, "Lisod Sabton!": Ang mga Etnikong Estereotipo At Pansariling Estereotipo sa mga Cebuano at Waray sa Visayas State University</p> <p>Conference Organization: Buwan ng Wika 2021 na may temang Filipino at mga Katutubong Wika sa Dekolonisasyon ng Pag-iisip ng mga Pilipino: Kumperensiya Buwan ng Wika 2021 Wika, Midya, at Kultura</p> <p>Date: August 28, 2021 via Zoom</p> <p>Presenter with Romeo J. Toring Jr., Leslie Anne L. Liwanag, Hilda A. Pedrera, Precious Elaine D. Tubigan,</p>
	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	N/A	N/A					
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)		N/A	N/A					

		<u>A 33.</u> 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	N/A	N/A					
		<u>A 34.</u> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	N/A	N/A					
		<u>A 35.</u> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	1	5	5	5	5	5.00	Secured minutes of the meeting and other evidence of faculty meetings through online platform. Also, handled the Zoom events of the webinars of the department.
					AVERAGE				4.89	
UMFO 4. EXTENSION SERVICES										
	<u>PI 1.</u> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<u>A 36.</u> 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	N/A	N/A					
	<u>PI 2.</u> Number of trainees weighted by the length of training	<u>A 37.</u> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries	N/A	N/A					
	<u>PI 3.</u> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<u>A 38.</u> Number of extension programs/projects implemented	Implements duly approved extension projects	N/A	N/A					
	<u>PI 4.</u> Percentage of beneficiaries who rated the training course/s and	<u>A 39.</u> Percentage of beneficiaries who rated the training course/s and advisory	Provides quality and relevant training courses and advisory services	0% compli	100% compliant					
	<u>PI 5.</u> Number of technical/expert services	<u>A 40.</u> Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
	Research Mentoring	Research Mentor		N/A	N/A					
				N/A	N/A					
	Peer reviewers/Panelists	Peer reviewers/Panelists		N/A	N/A					

	Resource Persons	Resource Persons		N/A	N/A					
	Convenor/Organizer	Convenor/Organizer		N/A	N/A					
	Consultancy	Consultant		N/A	N/A					
	Evaluator	Evaluator		N/A	N/A					
	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	N/A	N/A					
	PI 11. Additional outputs *	A 42. No. of extension-related awards		N/A	N/A					
		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	A 44. Compliance to all requirements of the QMS core processes of the	Ensures that all the QMS core processes of the university are complied with in the	zero non-conformity	zero non-conformity	5	5	5	5.00	
		A 45. Compliance to all requirements of	Prepares required documents and	0% compliance	100					
		On program accreditations		N/A	N/A					
		On institutional accreditations		N/A	N/A					
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	NONE	Zero % non-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	NONE					
		Administrative Functions related to Instruction: Department Secretary	Prepares minutes of department meetings	1	3	5	5	5	5.00	November 4, 2021; November 24, 2021; December 9, 2021
		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	NONE					
					AVERAGE				5.00	

Total Overall Rating									
Average Rating									
Adjectival Rating									
Average Rating (Total Over-all rating divided by number of entries)					Comments & Recommendations for Development Purpose: Mrs. Enaya is an artistic mind. Her dedication to the department is without doubt. A higher degree is a welcome development.				
Additional Points:									
Approved Additional points (with copy of approval)									
FINAL RATING									
ADJECTIVAL RATING									

Evaluated & Rated by:


DR. JETT C. QUEBEC

Department Head

Date: January 5, 2022


Recommending Approval


DR. MA. THERESA P. LORETO

Dean, College of Arts and Sciences

Date: 2/9/2022

Approved by:


DR. BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 2/15/22

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: Mary Grace P. Enaya

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 two (7) courses (4 Humn 13n, 2 ELng 122, 1 CAEd 152)	Will provide attendance sheets of assigned classes, midterm and final gradesheets per course, and achieve an outstanding result in students' performance evaluation	September 2021	The semester is not yet over	The semester is not yet over	Impressive	Outstanding	
2	Assist students' concerns through student consultation	Will improve students' performance	September 2021	The semester is not yet over	The semester is not yet over	Impressive	Outstanding	
3	Class preparation	Will prepare visual aids, quizzes, and activities	September 2021	The semester is not yet over	The semester is not yet over	Impressive	Outstanding	
4	Submission of midterm grades and final grades	Grades will be submitted to the university registrar	September 2021	The semester is not yet over	The semester is not yet over	Impressive	Outstanding	
5	Paper presentations/attendance in conferences	Certificate of appearance and certificate of participation	September 2021	The semester is not yet over	The semester is not yet over	Impressive	Outstanding	
6	Participate in all activities conducted by the department, college and the university	Attendance sheet; will present certificates if possible	September 2021	The semester is not yet over	The semester is not yet over	Impressive	Outstanding	
7	Perform other functions assigned by the department head	Certificate of the trainings and workshops, provide minutes of the meeting	September 2021	The semester is not yet over	The semester is not yet over	Impressive	Outstanding	
8	Attend meetings and write the minutes of meeting	Will provide the minutes of meeting each meeting	September 2021	The semester is not yet over	The semester is not yet over	Impressive	Outstanding	

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

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

Prepared by:


JETT C. QUEBEC
 Department Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARY GRACE P. ENAYA

Performance Rating: OUTSTANDING

Aim: To engage in research, and other activities/projects in the department

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

Date: January 2022

Target Date: December 2022

Step/s:

- a) Reminded Ms. Enaya to publish journal articles
- b) Reminded Ms. Enaya to attend webinars

RESULT:

- a) Waiting for the progress report of Ms. Enaya on the journal articles, and webinars

Prepared by:



JETT C. QUEBEC
Department Head

Conforme:



MARY GRACE P. ENAYA

Name of Ratee/Faculty/Staff