

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: DAISY P. ACORITAY

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.96 x 50% = 2.479	
b. Students (50%)		3.60 x 50% = 1.800	
TOTAL for Instruction	90%	4.28	3.851
2. Research			
a. Client/Director for Research			
b. Dept. Head/Center Director			
TOTAL for Research			
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%		4.351

EQUIVALENT NUMERICAL RATING: 4.351

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.351

ADJECTIVAL RATING: VERY SATISFACTORY

Prepared by:

DAISY P. ACORITAY

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

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, DAISY P. ACORITAY, 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 JANUARY-JUNE 2021

Daisy P. Acoritay
DAISY P. ACORITAY

Assistant Professor 1

Date: July 16, 2021

Approved:

Jett C. Quebec
JETT C. QUEBEC

Department Head

Date:

mtphret

MA. THERESA P. LORETO

College Dean

Date: *Aug - 10, 2021*

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	LTNG221: Language Testing	2	2					
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	2	N/A					No one was assigned to me
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	N/A					No one was assigned to me
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	N/A					No one was assigned to me
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	1	2	4.5	5	5	4.83	
	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	1	2	5	5	5	5.00	
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	5	5	5	5.00	

	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	4	5	5	5	5.00	
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	5	4.5	5	5	4.83	
	A 6 : 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	
	A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	1	5	5	5	5.00	
	PI 10. Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	1	1	4.5	5	5	4.83	
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	Purposive Communication, Language Policies and Programs, Language in Literary Text	18	31.05	5	5	5	5.00
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	8	11	5	5	5	5.00
		A11. 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	NONE	27	5	5	5	5.00
		A12. Number of trainings attended related to instruction	Attend mandated trainings	2	4	5	5	5	5.00
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	6	6	5	5	5	5.00
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	24	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	NONE				
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	10	10	4.5	5	4.5	4.67
		A17. Number of students advised on thesis/ field practice/special problem:		NONE	NONE				

		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1	NONE					No one was assigned to me as my advisee.
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	1	NONE					No one was assigned to me as my advisee.
		<u>A18</u> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	10	5	5	4.5	4.83	
	<u>PI 9</u> : Number of student organizations advised/ assisted *	<u>A19</u> . Number of Student organizations advised	Advises student organizations recognized by USOO	NONE	NONE					
		<u>A20</u> . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	NONE	NONE					
	<u>PI 10</u> : Number of instructional materials developed *	<u>A 21</u> : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	2	2	5	5	5	5.00	
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	2	5	5	5	5.00	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	4	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	5	5	5	5	5.00	
		<u>A 23</u> : 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	2	2	5	5	5	5.00	
		<u>A 24</u> : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	2	6	5	5	5	5.00	
	<u>PI 11</u> . Additional outputs	<u>A 25</u> . 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	NA	2	5	5	5	5.00	Preliminary Survey Visit ABELS and MSLT Program/ RQUAT for MSLT program
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	N/A	1	5	5	5	5.00	UPTITUDE TRAINING INC.

		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	2	NONE						
					AVERAGE					4.96	
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	N/A	N/A						
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research or project within the year	1	N/A						
	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	N/A						
		<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	1	N/A						
		<i>In int'l fora/conferences</i>		1	N/A						
		<i>In nat'l/regional fora/conferences</i>		1	N/A						
	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	1							
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)		1	N/A						
		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	1	N/A						
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	N/A	N/A						

		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	1	N/A						Writeshop in Development of Reference Books and Teacher's Guides in Mother Tongue from Kindergarten to Grade 3, on April 9-13, 2021, at DepEd Baybay City
					AVERAGE					NA	
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	N/A	1	5	5	5	5.00	UPTITUDE TRAINING INC.	
	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	N/A	N/A						
	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	Implementes duly approved extension projects	N/A	N/A						
	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	N/A	N/A						
	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	N/A	N/A						
	Research Mentoring	Research Mentor		NONE	N/A						
	Peer reviewers/Panelists	Peer reviewers/Panelists		NONE	N/A						
	Resource Persons	Resource Persons		1	N/A						
	Convenor/Organizer	Convenor/Organizer		1	N/A						
	Consultancy	Consultant		1	N/A						
	Evaluator	Evaluator		1	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	1	N/A					
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *		1	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	1	N/A					
					AVERAGE				5.00	
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	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	100% compliant	100% compliant	5	5	5	5.00	
		On program accreditations	Prepares documents and /or program profile and other materials required during program/institutional accreditation	1	2	5	5	5	5.00	Preliminary Survey Visit ABELS and MSLT Program/ RQUAT for
		On institutional accreditations		N/A						
					AVERAGE				5.00	
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							
	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					
		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					

Total Over-all Rating									
Average Rating									
Adjectival Rating									

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

Comments & Recommendations for Development Purpose: Ms. Acoritay is mindful of her deliverables which is expected of her as a faculty member of DLABS. Finishing her doctorate degree would be a welcome development for the department.

Evaluated & Rated by:


JETT QUEBEC

Department Head

Date:


Recommending Approval


MA. THERESA P. LORETO

Dean, College of Arts and Sciences

Date: Aug. 10, 2021

Approved by:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 8/13/21

PERFORMANCE MONITORING FORM

Name of Employee: Daisy P. Acoritay

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks
1	Teaches Purposive Communication, English in Literary Text, Language Planning and Program	Delivered lessons on Purposive Communication among First Year students, English in Literary Text, Language Planning and Program	March 2021	July 2021	July 2021	Impressive	Outstanding	
2	Prepares Learning Guide for Purposive Communication, relevant instructional materials and assessment for the English in Literary Text and Language Planning and Program	She gives the students sound lessons, appropriate instructional materials, and effective assessment procedures. She conducts relevant classroom activities to help students improve their communication skills, analytical skills, and research abilities.	March 2021	July 2021	July 2021	Impressive	Outstanding	
3	Class preparation	Prepare relevant language learning materials, quizzes, and activities	March 2021	July 2021	July 2021	Impressive	Outstanding	
4	Submission of midterm grades and final grades	Provides a copy of the academic results for the middle and final terms.	March 2021	July 2021	July 2021	Impressive	Outstanding	
5	Participate in all activities conducted by the department, college and the university	Attendance sheet; will present certificates if possible	March 2021	July 2021	July 2021	Impressive	Outstanding	
6	Perform other functions assigned by the department head	Certificate of the trainings and workshops	March 2021	July 2021	July 2021	Impressive	Outstanding	
7	Proposed Linkage with the Uptitude Training Incorporated	Successfully signed a MOA with Uptitude Training Incorporated	March 2021	July 2021	July 2021	Very 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: DAISY P. ACORITAY, M.E.

Performance Rating:

Aim: Improve student evaluation ratings in all classes, attend research conferences in language studies and education either national or international field. Also, she has to pursue finish her doctorate.

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

Date: January 2021

Target Date: One year from the date of a one-on-one meeting with students and involved in the international, national, and local language studies and education research conferences to present research papers qualified for publication.

First Step:

Review the lessons in Purposive Communication, Language pedagogy, and linguistics and adapt them to the needs of the students.

Result:

The faculty was able to offer teaching and learning support to students. In addition to the safety measures to avoid COVID-19, the teacher also offered the requisite steps to adopt leniency towards the academic requirements of students.

Date: June 2021

Target Date: End- of first semester

Next Step:

Review her language teaching strategies and techniques for the different types of learners in the university. Then, evaluate the available language teaching strategies and evaluation instruments for the students in the classrooms. Submit copies of e-class records that reflect the academic response. Provide copies or links of the appropriate journals in all her classes.

Outcome:

There was adoption made appropriate language teaching and evaluation strategies in her classrooms with the use of the appropriate assessment tools. Links were sent to the students for additional reading materials and tools. Due to the pandemic, the faculty and students were unable to meet in the classroom for face-to-face conversation, so, both the students and the faculty have to meet on the available video conference applications to interact.

Final Step/Recommendation:

The Faculty will continue to study at the CNU Graduate School and submit related research papers in language studies for publication.

Prepared by:

JETT C. QUEBEC, Ph.D.

Unit Head

Conforme:

Daisy P. Acoritay

DAISY P. ACORITAY

Employee