

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **MERRY JEAN A. CAPARAS**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean	45%	4.47	2.01
b. Students	15%	5.00	0.75
Total for Instruction	<b>60%</b>	<b>4.73</b>	<b>2.76</b>
2. Research	20%	4.75	0.95
3. Extension	20%	4.47	0.89
4. Administration	-	-	-
<b>TOTAL</b>			<b>4.61</b>

EQUIVALENT NUMERICAL RATING: 4.61  
 Add: Additional Points, if any: --  
 TOTAL NUMERICAL RATING: 4.61

ADJECTIVAL RATING: **Outstanding**

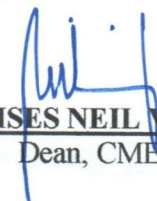
Prepared by:

Reviewed by:

  
**MERRY JEAN A. CAPARAS**  
 Name of Faculty

  
**LILIAN B. NUÑEZ**  
 Department Head

Recommending Approval:

  
**MOISES NEIL V. SERIÑO**  
 Dean, CME

Approved:

  
**BEATRIZ S. BELONIAS**  
 Vice President- Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MERRY JEAN A. CAPARAS**, a faculty member of the **Institute for Strategic Research and Development Studies**, commit 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 2023**.

Prepared:

Approved:

**MERRY JEAN A. CAPARAS**  
Instructor I  
Date: 4 July 2023

**LILIAN B. NUÑEZ**  
Director, ISRDS  
Date: July 4, 2023

**MOISES NEIL V. SERIÑO**  
Dean, CME  
Date: 7/14/23

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										4.48
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	2	3	4	5	5	4.67	DSOC 221; LAMP 221; DSOC 241
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	1	0					
		A3. Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	NA	NA					
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	1	4	4	4	4	



		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	10	6	5	4	5	4.67	3 MS DevSoc; 2 MS Forestry; 1 MS AgEcon
	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	1	4	5	5	4.67	DSOC 241 Gender, Work, and Food in Rural Society
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	0	0					
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5	13	4	5	5	4.67	(1) Powerpoint presentation for DSOC 252 (5) Powerpoint presentations for DSOC 241 (7) Reading Assignment for DSOC 241
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	11	4	5	5	4.67	(2) commentary papers for DSOC 241 (2) students presentations for DSOC 241 (7) Discussion Papers for DSOC 241
		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	0	0					
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	1	4	4	4	4	DSOC 241 Gender, Work, and Food in Rural Society
	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	0	0					
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										4.47
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	2	2	5	4	5	4.67	Soci11 (Sociology with Family Planning); ScSc13n (The Contemporary World)

		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	4	6	5	5	5	5	Final Gradesheets for: Soci11 (Sociology with Family Planning); DSOC 241 Gender, Work, and Food in Rural Society ; DSOC 221 and LAM 221 (Sociology of Agriculture Midterm Gradesheets for: ScSc13n (The Contemporary World) and DSOC 241 Gender, Work, and Food in Rural Society
		<b>A11.</b> 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					
		<b>A12.</b> Number of trainings attended related to instruction	Attend mandated trainings	2	3	4	4	4	4	Faculty On-boarding; Harmonizing Understanding of Gender Concepts and Collection of Sex-Dissagregated Data to Engender Project Design and Implementation of PCAARRD- funded Research Projects; Data 360: From Data Collection to Data Visualization Workshop
		<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	2	4	4	4	4	(1) Final exam for Soci11 (1) Midterm exam for ScSc13n
		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	10	5	4	4	4.30	(5) Midterm Quizzes for ScSc113n (5) Final Quizzes for ScSc113n
		<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	30	38	5	4	5	4.67	1 essays for ScSc13n * 38 students
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	Acts as academic adviser to students	NA						
		<b>A17.</b> Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	0	2	4	4	4	4	2 BSABE students
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	0	6	5	5	5	5	6 BSABE students
		<b>A18.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5	15	4	4	5	4.33	8 undergraduate thesis advisees; 1 MSc student advisee; 2 MSc students; 4 undergraduate proposal consultation



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 related activities	0	0					
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							
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	0					
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5	5	4	5	5	4.67	(5) power point presentations for ScSc13n
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	20	4	5	5	4.67	(1) Final exam Soci11 (1) Midterm exam ScSc13n (1) Final exam ScSc13n (6) students presentations (1) essays (5) Midterm Quizzes for ScSc113n (5) Final Quizzes for ScSc113n
	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	0	0					
	A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	0	4	4	5	4.33	
PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:								
	Program accreditation/evaluation	Prepares documents and /or	0	0					

		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	NA						
		<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					
<b>UMFO 3 . RESEARCH SERVICES</b>										475
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A 27.</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	3	0					
	<b>PI 2.</b> Number of research	<b>A 28.</b> Number of research outputs	Conducts and completes research	2	0					
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (%) *	<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	1	0					
		<i>In refereed int'l journals</i>								
		<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	0	1	4	5	5	4.67	BIDANI in the face of the new normal
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>		1	1	4	5	5	4.67	National Extension Conference
	<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	3	3	5	5	5	5	
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)		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	1	1	5	4	5	4.67	The use of remote sensing in coastal flood monitoring and urban planning
UMFO 4. EXTENSION SERVICES										
	PI 1. Number of active	A 36. Number of active partnerships	Identifies and links with probable	1	2	4	4	4	4	Barangay Guadalupe; Brgy. Pangasugan
	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	10	19	4	4	4	4	2 barangays captains; 2 barangay secretaries; 15 agricultural extension workers
	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	1	1	4	4	4	4	MAGPANGUAPA
	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	80%	80%	4	5	5	4.67	
	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	0	2	4	5	5	4.67	Served as panel during the research proposal defense of HUMSS students in Baybay City High School; Served as panel during the VSU-CET 2023 Research Colloquium
	Research Mentoring	Research Mentor		0	13	5	5	5	5	8 undergraduate thesis advisees; 1 MSc student advisee; 4 proposal consultations

	Peer reviewers/Panelists	Peer reviewers/Panelists (Newsletter editor)		0	0					
	Resource Persons	Resource Persons		0	3	5	5	5	5	Convergence Forum on Sand and Gravel Extraction; Gender-Based Effectiveness Skills Training (GBEST) for Agricultural Extension Workers; Gender Sensitivity and Anti-Sexual Harassment Orientation for CAS OJT Students
	Convenor/Organizer	Convenor/Organizer		0	0					
	Consultancy	Consultant		0	1	5	5	5	5	Grameen Philippines
	Evaluator	Evaluator		0	0					
	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	1	3	4	4	0.67	
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. 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	1	5	4	5	4.67	Organized and facilitated the training on Digital Data Collection for MAGPANGUAPA Barangays
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>										
	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	NA						
		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							



[illegible]

Comments and Recommendations for Development Purposes:
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**Evaluated & Rated by:**

Recommending Approval

Approved by:

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MERRY JEAN A. CAPARAS

Performance Rating: 4.61

Aim: To implement approved research projects and publish research outputs

Proposed Interventions to Improve Performance:

Date: July 15, 2023

Target Date: September 30, 2023

First Step:

Implement approved research projects

Result:

Research results presented in conferences; and

Research results and experiences are incorporated in the class lectures

Date: October 1, 2023

Target Date: December 31, 2023

Next Step:

Publication of research results; and

Improve class modules and learning guides

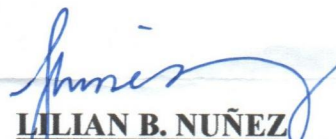
Outcome: Knowledge generated for dissemination and policy recommendation

Final Step/Recommendation:

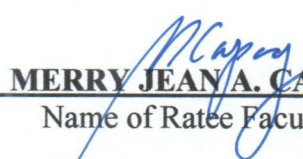
Translate research results into policy recommendations;

Integrating research into teaching

Prepared by:

  
**LILIAN B. NUÑEZ**  
Unit Head

Conforme:

  
**MERRY JEAN A. CAPARAS**  
Name of Ratee Faculty/Staff