

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: JANUARY-JUNE 2024

Name of Faculty Member:

ROSE P. CAPULLA

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.83 x 50% = 2.415	
b. Students (50%)		3.83 x 50% = 1.915	
TOTAL for Instruction	80%	4.33	3.464
2. Research	5.0%		
a. Client/Director for Research			
b. Dept. Head/Center Director		4.00 x 5% = 0.200	
TOTAL for Research			0.200
3. Extension	10.0%		
a. Client/Director for Extension			
b. Dept. Head/Center Director		4.88 x 10% = 0.488	
TOTAL for Extension			0.488
4. Production			
5. Administration/Other Services	5%	5.00 x 5% = 0.250	0.250
TOTAL	100%		4.402

EQUIVALENT NUMERICAL RATING: 4.402

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.402

ADJECTIVAL RATING:

VERY SATISFACTORY

Prepared by:

  
**ROSE P. CAPULLA**

Name of Faculty

Reviewed by:

  
**AL FRANJON M. VILLAROYA**

Department Head

Recommending Approval:

  
**GLENN G. PAJARES**

Dean, CAS

Approved by:

  
**ROTACIO S. GRAVOSO**

Vice President for Academic Affairs



# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ROSE PASCUAL-CAPULLA**, a faculty member of the **DEPARTMENT OF PHILOSOPHY AND SOCIAL SCIENCES** commit to the deliver and agree to be re in accordance with the indicated measures for the period January - **June 2024**.

*R Capulla*  
**ROSE P. CAPULLA**  
 Associate Professor I  
 Date: 7/10/24

Approved: *[Signature]*  
**AL FRANJON M. VILLAROYA**  
 Head, DPSS  
 Date: 7/10/24

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - Dec)	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI MFO 3. Higher Education Management Services										
	PI 10: Total FTE, coordinated, implemented and monitored *	A 2. Actual Faculty's FTE	Handles and teaches courses assigned	18	33.00	4	4	4	4.00	
	PI 11: Number of new revised curricular proposals submitted	A 3. Number of new revised curricular proposals submitted	Contributes to the submission of a new revised curricular proposals	1	NA					
	PI 13: Percentage of courses offered with approved course syllabi	A 4. Percentage of courses offered with approved course syllabi	Teaches subjects with approved course syllabi	100%	1.00	5	5	5	5.00	
	PI 14: Percentage of courses offered with IMs	A 5. Percentage of courses offered with approved IMs	Teaches subjects with approved IMs	100%	1.00	5	5	5	5.00	
	PI 15: Number of Instructional Materials approved	A 6. Number of Instructional Materials approved	Prepares and submits IMs for review and approval	1	1.00	5	5	5	5.00	
	PI 16: Percentage of courses offered with final	A 7. Percentage of courses offered with final grades submitted within the	Submits grade sheets within allowable period	100%%	1.00	5	5	5	5.00	
		A 11. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	24	24	5	5	5	5.00	



		<b>A 14.</b> Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	NA	NA					
					SUB-TOTAL				4.83	
<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>A 15.</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	2	4	4	4	4.00	
	<b>PI 2:</b> Number of research outputs completed within the year *	<b>A 16.</b> Number of research outputs completed within the year *	Conducts and completes research project within the year	2	1	4	4	4	4.00	
	<b>PI 3:</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 17.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic fora/conferences	2	NONE					
		<i>a. International</i>		1	NONE					
					SUB-TOTAL				4.00	
<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	<b>A 32.</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	2	2	5	5	5	5.00	
	<b>PI 2:</b> Number of trainees weighted by the length of training	<b>A 33.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	2	1	4	4	4	4.00	
	<b>PI 3:</b> Number of extension programs and projects	<b>A 34.</b> Number of extension programs and projects		2	2	5	5	5	5.00	
	<b>PI 4:</b> Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and relevance	<b>A 35.</b> Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses	1	1	5	5	5	5.00	



	<b>PI 5:</b> Number of technical/expert services rendered	<b>A 36.</b> Number of technical/expert services rendered as/in:	Provides the technical and expert services requested by beneficiaries	1	1	5	5	5	5.00	
	<b>PI 6:</b> Number of extension proposals submitted	<b>A 37.</b> Number of extension proposals submitted	Prepares extension project proposals and submits for review	2	2	5	5	5	5.00	
	<b>PI 7:</b> Number of extension proposals approved	<b>A 38.</b> Number of extension proposals approved	Follow ups submitted and reviewed extension proposals	1	1	5	5	5	5.00	
	<b>PI 8:</b> Number of extension proposals implemented	<b>A 39.</b> Number of extension proposals implemented	Implements duly approved extension projects	1	1	5	5	5	5.00	
					SUB-TOTAL				4.88	
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
	<b>PI 7:</b> Number of trainings, seminars, and conferences attended	<b>A 50.</b> Number of training, seminars, and conferences attended (international, national, regional/institutional)	Attends training, seminars, and conferences attended (international, national, regional/institutional)							
		<i>International</i>		2	0					
		<i>National</i>		1	0					
		<i>Regional/Institutional</i>								
<b>OVPI MFO 4. Curricular Program Management Services</b>										
	<b>PI 12:</b> Number of IMs reviewed by the DIMRC	<b>A 53.</b> Number of IMs reviewed by the DIMRC	Submits IMs for review	1	1	5	5	5	5.00	
	<b>PI 13:</b> Number of course syllabi and TOS reviewed and approved	<b>A 54.</b> Number of course syllabi and TOS reviewed and approved	Submits course syllabi and TOS for approval	1	1	5	5	5	5.00	
	<b>PI 14:</b> Number of OJT	<b>A 55.</b> Number of OJT MOAs prepared	Coordinates with potential							
	<b>PI 21:</b> Additional outputs	<b>A 62.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	100	100	5	5	5	5.00	
<b>UMFO 6. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES</b>										
	<b>PI 3:</b> Number of committee meetings conducted	<b>A 67.</b> Number of committee meetings conducted	Acts as committee chairman	2	10	5	5	5	5.00	



<b>PI 9:</b> Percentage of submitted DTR within 20 days after the last day of the month	<b>A 73:</b> Percentage of submitted DTR within 20 days after the last day of the month	Submits DTR within 20 days after the last day of the month	100%	100%	5	5	5	5.00	
<b>PI 17:</b> Additional Outputs	<b>A 80:</b> Number of meetings attended	Attends meetings (departmental/institutional)	5	5	5	5	5	5.00	
				SUB-TOTAL				5.00	

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:** Dr. Capulla' expertise is not only relevant to DPSS but also extends to other departments and the university as a whole. Her skills and talent in research are expected to elevate the department to greater heights.

Evaluated & Rated by:

  
AL FRANZEN M. VILLAROYA

Head, DPSS

Date: 7/10/24

Recommending Approval:

  
GLENN G. PAJARES

Dean, CAS

Date: 7/12/24

Approved by:

  
ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date: \_\_\_\_\_





**TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING**

First Semester SY 2023-2024

Name of faculty: CAPULLA, ROSE P.

Department: Dept. of Philosophy and Social Sciences

College: College of Arts and Sciences

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Num.	Adjec.	
ScSc 12n	READINGS IN PHILIPPINE HISTORY	LEC	4.00	Very Satisfactory	80.0%
ScSc 16	LIFE AND WORKS OF RIZAL	LEC	4.00	Very Satisfactory	80.0%
ScSc 12n	READINGS IN PHILIPPINE HISTORY	LEC	3.00	Satisfactory	60.0%
ScSc 12n	READINGS IN PHILIPPINE HISTORY	LEC	3.00	Satisfactory	60.0%
ScSc 16n	LIFE AND WORKS OF RIZAL	LEC	4.00	Very Satisfactory	80.0%
ScSc 12n	READINGS IN PHILIPPINE HISTORY	LEC	5.00	Outstanding	100.0%
Average Rating			3.83	Very Satisfactory	76.67%

Source: Results of Teaching Performance Evaluation by Students filed at ODIE

Legend:

1.00 – 1.49 Poor (P)

1.50 – 2.49 Fair (F)

2.50 – 3.49 Satisfactory (S)

3.50 – 4.49 Very Satisfactory (VS)

4.50 – 5.00 Outstanding (O)

Prepared by:

VANESSA Y. NAZAL

TPES in-Charge

Date: May 03, 2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: May 03, 2024

Received by:

CAPULLA, ROSE P.

Name and Signature of Faculty

Date: 5/3/24

Distribution of copies: ODIE, College, Department, Faculty

## PERFORMANCE MONITORING & COACHING JOURNAL

✓	1st	Q U A R T E R
✓	2nd	
	3rd	
	4th	

Name of Office: Dept. of Philosophy & Social Sciences

Head of Office: Al Franjon M. Villaroya

Number of Personnel: 27 (15 regular faculty & staff; 11 part-time faculty; 1 job order admin staff)


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b>  The monitoring of faculty was done through classroom observations conducted during the 2 <sup>nd</sup> semester, SY 2023-2024.		The Department Head together with a DPC member conducted the classroom observations and conducted meetings relative thereto.			Faculty and staff attendance are monitored through biometrics and logbook. They reminded to use appropriate teaching strategies and classroom management to improve performance in instruction.
<b>Coaching</b>  <b>Rose C. Capulla</b>	Ms. Capulla was called to explain her reaction to the TPES results in the 1st semester Sy 2023-2024.  Ms. Capulla mentioned that the TPES result was mainly because of the				The faculty concerned was informed of the TPES results of the 1 <sup>st</sup> semester, SY 2023-2024 and was given advice and reminders.




	<p>challenges that she encountered recently and did not mention those because some are too personal.</p> <p><i>The Head advised Ms. Rose Capulla to introspect on her challenges, looking at it as a motivation to give extra effort in instruction. Additionally, there is a recognized need to enhance classroom policies and management, to have better TPES results.</i></p>				
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*Note: Please indicate the date in the appropriate box when the monitoring was conducted.*

Conducted by:

  
AL FRANCON M. VILLAROYA  
 Immediate Supervisor

Noted by:

  
GLENN G. PAJARES  
 Next Higher Supervisor



**“Exhibit H”**

## TRACKING TOOL FOR MONITORING TARGETS

(January-June 2024)

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS			REMARKS
				Jan- March 2024	April- June 2024		
<b>MFO 2. Higher Education Services</b>							
PI 1. Number of FTE coordinated and implemented	Teaches GE and AB Philo courses/subjects	Ms. Mary Ann G. Cobico Dr. Rose Capulla Dr. Jerry D. Imbong Mr. Al Franjon M. Villaroya Ms. Bethlehem A. Ponce Ms. Angelie Genotiva Mr. Errol Fernandez Dr. Guiraldo C. Fernandez, Jr. Mr. Dean Ruffel Flandez Mr. Aldrin Palermo Mr. John Martin Diao Ms. Ianvie Norean Miaga Ms. Alaina Larrazabal Dr. Glenn Pajares Dr. Max Teody Quimilat  <u>Part-timers</u> Boja, Kizzy Mae Cañezo, Xaviery Ric Lina, Kim Brian Rodriguez, Gerry Taripe, Elromer Torrente, Rhonah Rose Tripoli, Amor May Bargamento, Enrico Abelardo, Gella Mae Amigo, Jim Rhodel	January-June 2024	/	/		Actual accomplishments exceeded the targets
			February-May 2024	✓	✓		



		Manacpo, Nicole Ivy					
PI 4. Student Advising and Consultation Services Coordinated	Assists students through academic advising to college students	Mr. Al Franjon Villaroya Dr. Glenn Pajares Mr. John Martin Diao Dr. Guiraldo Fernandez, Jr. Dt. Jerry Imbong	January-May 2024	✓	✓		The faculty provided interventions for the improvement of the students' performance
PI 5. Number of instructional materials developed/revised and utilized	Develops/revises instructional materials (Syllabus and Table of Specifications)	All faculty members	January-May 2024	✓	✓		Followed the format prescribed by the university
PI 6. Number of grade sheets submitted on prescribed period	Assesses students and submits grades to measure students' performance	All Faculty Members	May 2024		✓		Due for submission at the end of semester
<b>MFO3. Research Services</b>							
PL2. Number of Articles Published in Peer Reviewed Journal	Submits articles for publication	Dr. Jerry D. Imbong Dr. Guiraldo C. Fernandez, Jr.			✓		Published in international and national/local peer-reviewed journals
<b>MFO5. Extension Services</b>							
PI 5. Number of Extension Projects Conducted	Serves as project leader and component leaders	Mr. Errol Fernandez Mr. Al Franjon Villaroya Mr. John Martin Diao Dr. Bethlehem Ponce Ms. Angelie Genotiva Mr. Dean Ruffel Flandez Dr. Rose Capulla Dr. Guiraldo C. Fernandez	January-June 2024	✓	✓		1. Capacity Building of Intro to Philosophy of the Human Person 2. Saving Minamanwa: An Initiative to Preserve Minamanwa and the Mamanwa Indigenous Knowledge System and Practices 3. Digital Storytelling for Primary Level (Project Digital World)
<b>MFO 5. Support to Operations</b>	Participates in all activities conducted by the department, college and the university	Faculty and Staff	January-June 2024	✓	✓		Participated actively in all activities
PI 4. Number of in-house seminars/trainings/works hops/reviews conducted/attended	Attends/participates to trainings	Dr. Jerry Imbong Ms. Ianvie Noreen Miaga Mr. John Martin Diao Mr. Beljun Enaya	January-June 2024	✓	✓		Faculty and staff actively participated in



	Performs other functions assigned by the head, dean and the university	Faculty and Staff	January-June 2024	✓	✓		Performed other functions duly assigned to the faculty and staff
<b>MFO 6. General Administration and Support Services (GASS)</b>							
PI 1. Number of rooms, and surroundings maintained/cleaned	Supervises in the maintenance of building facilities; cleans dept classrooms and surroundings	Mr. Aldrin Palermo Mr. Cirilo Alipar, Jr.	January-June 2024	✓	✓		
PI 3. Number of hours spent on monitoring	Spends one (1) hour per week or 40 hours per year in monitoring on in logging in/out, and on classes handled by DPSS faculty".	Dr. Al Franjon Villaroya DPC Members	January-June 2024	✓	✓		
PI 4. Number of hours spent on coaching	Spends 1 hour per month or 5 hours per year in coaching (by individual/group)	Dr. Al Franjon M. Villaroya	January-May 2024	✓	✓		
	Conducts regular meeting with DLABS staff/faculty at least six (6) times a year	Dr. Al Franjon M. Villaroya	January-June 2024	✓	✓		
PI 5. Number of hours spent on performance tracking	Assigns the faculty members faculty workload and/or work assignments	Dr. Al Franjon M. Villaroya	January 2024	✓			
PI 7. Number of documents attended and served	Signs and approves request letter, grade sheets, syllabi, and other pertinent documents	Dr. Al Franjon M. Villaroya	January-June 2024	✓	✓		
PI 8. Zero percent complaint from client served	Zero complaints from clients served	All Faculty and Staff	January-June 2024	✓	✓		no valid complaints
PI 9. Number of applicants screened and recommended	Screens and recommends applicants for 2 <sup>nd</sup> sem 2023-2024	Head & Department Personnel Committee	January 2024	✓			
<b>P9 Additional Outputs</b>							
Number of documents prepared and submitted on time	Preparation and submission of office requests and recommendations, faculty workload reports, Daily Time Record (DTR), leave	Administrative Staff	January-June 2024	✓	✓		Actual accomplishments meets targets



	application, cash advance and reimbursement, procurement, contracts, appointments, payroll, class roster, grade sheet, and other documents.						
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Prepared by:

  
**AL. FRANJON M. VILLAROYA**  
 Department Head



## Exhibit I

**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.	Jan 2023	June 30, 2024	June 30, 2024	Impressive	Outstanding	
2	Submission of grade sheets within prescribed period.	Prepares grade sheet and submits on or before deadline	Jan 2023	June 30, 2024	June 30, 2024	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 course wares reviewed & edited (modules), assessment tools, supplemental reading resources (Ppt. and reading assignments).	Jan 2023	December 30, 2023	December 30, 2023	Impressive	Outstanding	
4	Doing research works	Conducts and completes research project within the year	NA	NA	NA	NA	NA	
5	Doing research works for the last three years	Conducts research for possible utilization by industry or other beneficiaries	January 2021-2024	December 30, 2024	December 30, 2024	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	December 2023-January 2024	December 30, 2024	On going	Impressive	Outstanding	
7	Extension proposals approved	Prepares extension project proposals, submits and follow up its approval for immediate implementation	September 2023-June 2024	June 2024	June 2024	Impressive	Outstanding	

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

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

Prepared by:


 AL FRANJON VILLAROYA  
Unit Head



**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: Rose Pascual-Capulla

Performance Rating: Very Satisfactory

Aim: To pursue postdoctoral degree studies, hopefully, engage in research or extension projects, and improve teaching strategies.

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

Date: January 2024

Target Date: June 2024

First Step:

- a) Encouraged to publish her dissertation in Scopus indexed journal as I she is always busy resulting to its postponement.
- b) Required her to be involved in research or extension projects which the Department has started to work on.

Result:

She is continually working on her dissertation for its publication and planning still for her upcoming postdoctoral degree studies probably next year. Other than that, she is the project leader of Digital Storytelling for Primary Level (Project Digital World) and this extension project is extended until May/June of 2024, and component leader, too of an upcoming extension project in the department with other Philosophy and Social Science associate professors. It will probably commence on September of 2024.

Date: January 2024

Target Date: June 2024


Next Step:

She was advised to publish her dissertation this year and plan for the upcoming postdoctoral studies, hopefully. Continue working on the next extension project and hopefully will propose a research project before the end of the year, if time permits. Employ more teaching strategies based on the evaluation of the students.

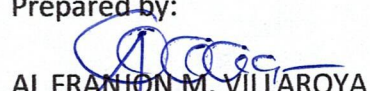
Outcome: NA

Final Step/Recommendation: NA

Conforme:

  
ROSE P. CAPULLA  
Faculty

Prepared by:

  
AL FRANJON M. VILLAROYA  
Department Head