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 (50%)		5.0x50%= 2.5	
b. Students (50%)		5.0x50% = 2.5	
Total for Instruction	50%	5.0	2.5
2. Research	25%	4.63	1.16
3. Extension	25%	4.57	1.14
4. Administration	N/A	N/A	N/A
5. Production	N/A	N/A	N/A
TOTAL			4.80

EQUIVALENT NUMERICAL RATING: 4.80
Add: Additional Points, if any: N/A
TOTAL NUMERICAL RATING: 4.80

ADJECTIVAL RATING: Outstanding

Prepared by:

MERRY JEAN A. CAPARAS
Name of Faculty

Reviewed by:

LILIAN B. NUÑEZ
Department Head

Recommending Approval:

LILIAN B. NUÑEZ
Dean/Director

Approved:

ROTACIO S. GRAVOSO
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MERRY JEAN A. CAPARAS**, a faculty member of the **Institute for Strategic Research and Development Studies** commits to deliver and agree to to be rated on the attainment of the following targets in accordance with the indicated measures for the period <u>January to May, 2024</u>.

MERRY JEAN A. CAPARAS
Ratee
Date : 6-1-24

Approved:

LILIAN B. NUÑEZ
Director, ISRDS
Date : 7-10-24

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS
UMFO 1. ADVANCED EDUCATION SERVICES										(5.0)
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	2	1	5	5	5	5	DSOC 241
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	+	0 *from*					
		A3. Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	0	0	5				
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	1	5	5	5	5	Mejica, Amparo Christine (MSTrEc)
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	5	15	5	5	5	5	5 DevSoc; 10 BSABE
	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	0 *from*	5	5	5	5	

		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	5	5	5	5	DSOC 232 (Ongoing in collaboration with DGE)
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5	11	5	5	5	5	5 ppts and 6 reading assignments for DSOC 221;
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	7	5	5	5	5	2 case studies and 6 reading assignment assessment tools for DSOC 221
		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	0	0					
	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										(5.0)
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	1	2	5	5	5	5	ScSc13n and Soci 11
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	5	5	5	5	5	3 Midterm Gradesheets (DSOC221, ScSc13n and Soci 11); 2 Final Gradesheets (ScSc13n and Soci 11)
		A 11. 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					
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5	Mastering the Art: A Guide to Conducting & Publishing Systematic Literature Reviews
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	3	4	5	5	5	5	2 midterm exams and 2 final exams for ScSc13n and Soci 11
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	5	10	5	5	5	5	5 Midterm Quizzes for ScSc13n 5 Final Quizzes for ScSc13n 5 Midterm Quizzes for Soci11 5 Final Quizzes for Soci11

PI	A	Task							Remarks
	A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	8	180	5	5	5	5	3 Essays for ScSc13n *40 2 Essays for Soci11*30
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	0	0					
	A17. Number of students advised on thesis/ field practice/special problem:								
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	0	2	5	5	5	5	2 BSABE students
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	1	3	5	5	5	5	3 BSABE students
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5	5	5	5	5	5	5 BSABE students
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	0	0					
	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	11	5	5	5	5	6 ppts for ScSc13n and 5 ppts for Soci11
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	6	5	5	5	5	1 midterm and 1 final exam questionnaires for ScSc13n and Soci11; and 1 presentation matrix for ScSc11n and Soci11
	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	0	0					

PI 11. Additional outputs	**A 25**. 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	0	0					
	Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	NA	NA					
	A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	0	0					
UMFO 3 . RESEARCH SERVICES									(4.625)
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	1	3	5	5	5	5	Three research projects with funding
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	1	1	5	5	5	5	Motion and Emotion
PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (%) *	**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	2	5	5	5	5	1 research article was submitted at the Water International Journal and 1 was published by a national journal
	In refereed int'l journals		1	1	5	5	5	5	Submitted at Water International (for editor's review)
	In refereed nat'l/regional journals		0	1	5	5	5	5	BIDANI
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 scienfic for a/conferences	1	0	2	2	2	2	
	In int'l fora/conferences		0						
	In nat'l/regional fora/conferences		0						

PI 5. Percent of research proposals approved *	A 31. 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	3 research with funding
PI 6. Additional outputs*	A 32. 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	5	5	5	Seminar for the 2024 World Water Day
UMFO 4. EXTENSION SERVICES									(4.571)
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	1	3	5	5	5	5	Silverynanos and Padcare in India for the internationalization project, and Davao City Water District
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	5	0	2	2	2	2	
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	5	5	5	5	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%	5	5	5	5	

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	0						
Research Mentoring	*Research Mentor*									
Peer reviewers/Panelists	*Peer reviewers/Panelists* (Newsletter editor)									
Resource Persons	*Resource Persons*									
Convenor/Organizer	*Convenor/Organizer*		1	1	5	5	5	5	2024 World Water Day Seminar
Consultancy	*Consultant*		1	2	5	5	5	5	Grameen Philippines and MASIPAG
Evaluator	*Evaluator*								
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	5	5	5	5	MAGPANGUAPA
PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *								
	A 43.Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	0	0					

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 theQMS 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	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	NA	NA					
	On program accreditations								
	On institutional accreditations								

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	NA	NA						
	Perform supervisory activities		NA	NA						
	Other responsibilities		NA	NA						
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 performfing functions resulting to best practice	NA	NA						
	A 48.Other outputs implementing the new normal due to covid 19	Designs administration/ management related activities and other outputs to implement new normal	NA	NA						
Total Over-all Rating			19. 196							

Average Rating (Total Over-all rating divided by 4)		~~19.196~~ *ang* 4.80		**Comments & Recommendations for Development Purpose:**
Additional Points:				Consider coming back to VSU after PhD studies abroad.
Approved Additional points (with copy of approval)				
FINAL RATING		4.80	4.80	
ADJECTIVAL RATING		Outstanding		

Evaluated & Rated by:

LILIAN B. NUÑEZ
Director, ISRDS
Date: 7-10-24

Recommending Approval:

LILIAN B. NUÑEZ
Dean, CME
Date: 7-10-24

Approved by:

ROTACIO S. GRAVOSO
Vice President for Academic Affairs
Date: 08/12/24

1 – Quality 2 – Efficiency 3 – Timeliness 4 – Average

VISAYAS
STATE UNIVERSITY

INSTRUCTION AND EVALUATION OFFICE
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Email: odie@vsu.edu.ph
Website: www.vsu.edu.ph

TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

First Semester SY 2023-2024

Name of faculty: **CAPARAS, MERRY JEAN A.**

Department: **Institute of Strategic Research and Devt. Studies**

College: **College of Management and Economics**

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Num.	Adjec.	
ScSc 11n	UNDERSTANDING THE SELF	LEC	5.00	Outstanding	100.0%
DSOC208	QUALITATIVE RESEARCH METHODS IN THE SOCIAL SCIENCES	LEC	5.00	Outstanding	100.0%
DSOC232	GIS FOR SOCIAL SCIENCES	LEC	5.00	Outstanding	100.0%
DSOC232	GIS FOR SOCIAL SCIENCES	LAB	5.00	Outstanding	100.0%
Average Rating			5.00	Outstanding	100.00%

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 W. NAZAL
TPES in-Charge
Date: __April 18, 2024__

Attested by:

MA. RACHEL KIM L. AURE
Director, Instruction and Evaluation
Date: __April 18, 2024__

Received by:—

CAPARAS, MERRY JEAN A.
Name and Signature of Faculty
Date: __5-24.24__
Distribution of copies: ODIE, College, Department, Faculty

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge
           and innovative technologies for sustainable communities and environment.

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Exhibit I

PERFORMANCE MONITORING FORM
JANUARY – MAY 2024

Name of Employee: **MERRY JEAN A. CAPARAS**

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 graduate course	1 course	Jan-May	Jan-May	May 2024	Very Impressive	Outstanding	
2	Teach higher education course	1 course	Jan-June	Jan-May	May 2024	Very Impressive	Outstanding	
3	Submit final grade sheets	2 courses	May 20-24	June 3-9	June 24	Impressive	Very satisfactory	Reverted grade sheet due to error was not returned promptly.
4	Implement research projects	2 projects	Based on work plan	Based on work plan	Based on work plan	Very impressive	Very satisfactory	
5	Implement extension projects	3 projects	Based on work plan	Based on work plan	Based on work plan	Needs improvement	Satisfactory	Allot more time for extension projects
6	Submit R & E quarterly reports	5 project reports per quarter	Every end of quarter	1 week after end of quarter	1 week after end of quarter	Impressive	Very satisfactory	
7	Package documents for Level 4 AACCUP accreditation of LAM programs	Area 4: Compliance Report, PPP, Supporting Docs	Jan-May	May 31	Not accomplished	Poor	Unsatisfactory	Needed the cooperation of document owner (USSO)

* Either very impressive, impressive, needs improvement, poor, very poor
** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

LILIAN B. NUNEZ
Unit Head