SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Rating Period:JANUARY-JUNE 2022

Name of Faculty Member: **J-ANNIE G. EBIT**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		5.00 x 50% = 2.500	
b. Students (50%)		4.00 X 50% = 2.000	
TOTAL for Instruction	95%	4.50	4.275
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			
TOTAL for Extension			
4. Production			
5. Administration/Other Services	5%	5.000 x 5% = 0.250	0.250
TOTAL	100%		**4.525**

EQUIVALENT NUMERICAL RATING: 4.525
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: **4.525**

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by:

J-ANNIE G. EBIT
Name of Faculty

Reviewed by:

JETT C. QUEBEC
Department Head

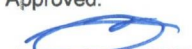Recommending Approval:

MA. THERESA P. LORETO
Dean, CAS

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, J-ANNIE GONZALES-EBIT, a faculty member of the <u>DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES</u> 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 2022.

Approved:

J-ANNIE GONZALES-EBIT
Instructor III
Date: July 6, 2022

JETT C. QUEBEC
Department Head
Date: July 6, 2022

MA. THERESA P. LORETO
College Dean
Date: 8/4/2022

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Projects	Activities /	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
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	NA					
	PI 8: Number of graduate students advised *	A2. Number of students advised			Acts as academic adviser to graduate students	N/A	NA					
		A3. Number of students advised on thesis/special problem/dissertation					NA					
		As GAC Chairman			Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	NA					
		AS GAC Member			Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	NA					
		A4. Number of students entertained for consultation purposes			Entertains students seeking consultation with faculty	N/A	NA					
	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	N/A	NA					
		On-line ready courseware			Prepares Instructional module/laboratory guide/workbook or a combination thereof	N/A	NA					
		Supplemental learning resources			Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	N/A	NA					
		Assessment tools			Prepares assessment tools such as long exam, quizzes, problems sets, etc.	N/A	NA					
		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	N/A	NA					

		A 7 : Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom	N/A	NA				
	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	N/A	NA				
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		Handles and teaches courses assigned	21	22.80	5	5	5	5.00
		A10 . Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	14	12	5	5	5	5.00
		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	2	none				
		A12 . Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings	4	2	5	5	5	5.00
		A13 . Number of long examinations administered and checked	exam prep	Administers and checks long examination for subjects taught	14	24	5	5	5	5.00
		A14 . Number of quizzes administered and checked		Prepares and checks quizzes for lec and lab	20	23	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	2	none				
	PI 8: Number of students advised: *	A16. Number of students advised:		Acts as academic adviser to students	10	12	5	5	5	5.00
		A17 . Number of students advised on thesis/ field practice/special problem:			2	0				
		As SRC Chairman	Advising/correction	Advises, and corrects research outline and thesis/SP manuscript	2	0				
		As SRC Member	Advising/correction	Advises and corrects research outline and thesis/SP manuscript	2	0				
		A18 . Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	10	50	5	5	5	5.00
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised		Advises student organizations recognized by USOO	none	0				
		A20 . Number of Student organizations assisted on student related activities		Assists student organizations in implementing student related activities	2	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	2	0				
		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	5	0				
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	20	24	5	5	5	5.00
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	15	27	5	5	5	5.00

		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	4	0					
		A 24 : Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom	7	2	5	5	5	5.00	
	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	2	1	5	5	5	5.00	
		Agency/firm/Industry linkages		Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	N/A	0					
		A 26. Other outputs implementing the new normal due to covid 19		Designs experiential learning activities and other outputs to implement new normal	5	4	5	5	5	5.00	
						SUB-TOTAL					
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	none	NONE					
	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	2	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	2	0					
		In refereed int'l journals									
		In refereed nat'l/regional journals									
	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	2	0					
		In int'l fora/conferences			1	0					
		In nat'l/regional fora/conferences			1	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	none	NONE					
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)			none	NONE					
		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	N/A	N/A					
		A 34. Number of UMs submitted to ITSO, VSU	UM preparation	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	N/A	N/A					

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	*NA*					
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	*NA*					
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	*NA*					
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	*NA*					
PI 5. Number of technical/expert services as/in:	A 40. Number of technical/expert services as/in:		Provides the technical and expert services requested by beneficiaries							
Research Mentoring	Research Mentor			none	*NONE*					
Peer reviewers/Panelists	Peer reviewers/Panelists			none	*NONE*					
Resource Persons	Resource Persons			none	*NONE*					
Convenor/Organizer	Convenor/Organizer			none	*NONE*					
Consultancy	Consultant			none	*NONE*					
Evaluator	Evaluator			none	*NONE*					
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	none	*NONE*					
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	N/A	*NA*					
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	zero non-conformity	zero non-conformity	5	5	5	5.00	

		A 45. Compliance to all requirements of the program and institutional accreditations:	Minutes Preparation	Prepares required documents and compiles all requirements as prescribed in the accreditation tools	100% compliant					
		On program accreditations	Pilot Plant Manager							
		On institutional accreditations	SSF Rootcrop facility incharge							
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	Zero % complaint	Zero % 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 performfing functions resulting to best practice	N/A	*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	N/A	*NA*				
Total Over-all Rating										
Average Rating										
Adjectival Rating										
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	
FINAL RATING	
ADJECTIVAL RATING	

Comments & Recommendations for Development Purpose: Ms Ebit exemplifies professionalism, a true asset of DLABS. She is easy to work with and a believer also of teamwork. A Doctorate degree is a welcome development.

Evaluated & Rated by:

JETT C. QUEBEC
Department Head
Date: July 6, 2022

Recommending Approval

MA. THERESA P. LORETO
Dean, College of Arts and Sciences
Date: 8/4/2022

Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction
Date:

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **J-ANNIE G. EBIT**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendati on
1	Makes VSUEE Virtual Classrooms	Virtual Classrooms in Litr13 and Humn11	January 2022	January 2022	January 2022	Impressive	Outstanding	
2	Continue to consolidate lacking documents for the CoPC application for MSLT	Submit report with attached documents	January 2022	January-June 2022	June 2022	Impressive	Outstanding	
3	Prepares Cousre Syllabi	Approved Cousre Syllabi in Litr13 and Humn11	Juanuary 2022	January 2022	Febraury 2022	Impressive	Outstanding	
4	Prepares Learning Guides of the assigned subjects as response to COVID 19 Pandemic	Learning Guide in Litr13	January 2022	June 2022	May 2022	Impressive	Outstanding	
5	Conducts Re-orientation and Capability Enhancement Workshop for art App Teachers in the whole VSU System	Re-orientation and Capability Enhancement Workshop for art App Teachers iin the whole VSU System via zoom	January 2022	February 2022	February 2022	Impressive	Outstanding	
6	Prepares TOS for Litr 13 and Humn11 Midterm Examinations	TOS for Litr 13 and Humn11 Midterm Examinations	April 2022	April 2022	April 2022	Impressive	Outstanding	
7	Prepares TOS for Litr 13 and Humn11 Final Examinations	TOS for Litr 13 and Humn11 Midterm Examinations	June 2022	June 2022	June 2022	Impressive	Outstanding	
8	Submits Gradesheets for Litr13 and Humn11 Classes	Signed Gradesheets for Litr13 and Humn11 Classes	June 2022	July 2022	July 2022	Impressive	Outstanding	

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

Prepared by:

JETT C. QUEBEC
Department Head

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **J-ANNIE G. EBIT**

Performance Rating: _____

Aim: To finish dissertation and Ph.D. program and produce online-ready instructional materials

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

Date: January 2022   Target Date: One year from today

First Step:

    a) Encouraged her to finish her dissertation writing
    b) Encouraged her to attend seminars on research methodologies
    c) Advised her to write and produce modules

Result:

    She is currently finishing her dissertation writing and preparing for her Pre-Final Oral Defense

Date: January 2022   Target Date: End of 1st semester

Next Step:

    She will be advised to finalize and successfully defend her dissertation and eventually finished her doctoral degree.

Outcome: NA

Final Step/Recommendation: NA

Prepared by:

JETT C. QUEBEC
Department Head

Conforme:

J-ANNIE G. EBIT
Ratee/Faculty