


SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: MARIA VANESSA E. GABUNADA

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		5.00 x 50% = 2.500	
b. Students (50%)		4.33 x 50% = 2.165	
TOTAL for Instruction	70%	4.67	3.266
2. Research	5%		
a. Client/Director for Research			
b. Dept. Head/Center Director		5.00 x 5% = 0.250	
TOTAL for Research			0.250
3. Extension	5%		
a. Client/Director for Extension			
b. Dept. Head/Center Director		5.00 x 5% = 0.250	
TOTAL for Extension			0.250
4. Production			
5. Administration/Other Services	20%	5.00 x 20% = 1.000	1.000
TOTAL	100%		4.766


EQUIVALENT NUMERICAL RATING: 4.766
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.766


ADJECTIVAL RATING: OUTSTANDING

Prepared by:

MARIA VANESSA E. GABUNADA
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, MARIA VANESSA E. GABUNADA, a faculty member of the DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES, commits to the deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period JANUARY-JUNE, 2021.


MARIA VANESSA E. GABUNADA
 Asst. Prof. I
 Date: July 12, 2021

Approved: 
JETT C. QUEBEC
 Department Head
 Date: July 30, 2021


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	Handles subjects/courses assigned (ENGL 232)	3	4.49	5	5	5	5.00	Handled ENGL 232: Studies in Philippine Literature
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	N/A						
		A3 . Number of students advised on thesis/special problem/dissertation		N/A						
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A						
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	3	5	5	5	5.00	Prepared questions for the Comprehensive examinations of three M.Ed Minor in English graduate students(Mr. Cerna, Miss Reforzado, and Miss Flores

		<u>A4</u> . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	1	10	5	5	5	5.00	Entertained queries of ten Engl 232 students
	<u>PI 9</u> : Number of instructional materials developed *	<u>A5</u> . Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	5	5	5	5.00	Prepared Engl 232 Learning Guide
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	8	5	5	5	5.00	Prepared 6 PowerPoint presentations and 2 video clips for Engl 232
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	11	5	5	5	5.00	Prepared 4 Learning Tasks; 4 Assessments; 2 Major Examinations and 1 Final requirement for Engl 232
		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	1	1	5	5	5	5.00	Submitted Engl 232 Learning Guide for review by DRC
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	1	5	5	5	5.00	Created 1 Virtual Classroom for Engl 232
	<u>PI 10</u> . Additional outputs:	<u>A 8</u> . Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	1	1	5	5	5	5.00	Designed instructions for students video making activity as part of Engl 232 requirements.
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	<u>PI 5</u> : Total FTE, coordinated, implemented and monitored *	<u>A9</u> . Actual Faculty's FTE	Handles and teaches courses assigned	18	28.8	5	5	5	5.00	

		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	12	5	5	5	5.00	Prepared Midterm and Final Gradesheets for Litr 13 (4 sections); Litr 114 (1 section); and Engl 232 (1 section)
		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	0	1	5	5	5	5.00	Filled out INC Completion Forms for ELST 104 for Miss Sabando
		A12 . Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	Attended "Writeshop on Preparation o Flicensure
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	6	5	5	5	5.00	Administered and checked 6 Major examinations in Litr 13, Litr 114, and Engl 232
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lecture	2	48	5	5	5	5.00	Prepared and Checked 24 Learning Tasks and 24 Assessments for Litr 13 and Litr 114
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	None						
	PI 8: Number of students advised: * A16 . Number of students advised:		Acts as academic adviser to students	1	0					
		A17 . Number of students advised on thesis/ field practice/special problem:		0						
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1	0					
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	None						
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	1	201	5	5	5	5.00	Entertained random queries of 201 students in Litr 13 and Litr 114

	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advises student organizations recognized by USOO	None	1	5	5	5	5.00	Adviser of ABEL Society
		A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	None						
	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	2	5	5	5	5.00	Prepared and submitted 2 Learning Guides for Litr 13 and Litr 114
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	14	5	5	5	5.00	Prepared 12 PowerPoint presentations and 2 video clips for Litr 13 and Lit 114
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	4	5	5	5	5.00	Prepared 4 major examinations for Litr 13 and Litr 114
		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	1	2	5	5	5	5.00	Submitted 2 Learning Guides of Litr 13 and Litr 114
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	2	5	5	5	5.00	Created 2 Virtual Classrooms for Litr 13 and Litr 114
	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	1	2	5	5	5	5.00	Prepared documents for ABELS AACUP PSV and MSLT RQAT
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	None	1	4.5	5	5	5.00	Coordinated with Uptitude Training Corporation

		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	1	1	5	5	5	5.00	Designed instructions for students video making activity as part of Litr 13 and Litr 114 requirements.
					AVERAGE				5.00	
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	0	0					
	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	0	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-referred or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication	1	2	5	5	5	5.00	Wrote and submitted 2 articles from dissertation chapters for possible publication
		<i>In refereed int'l journals</i>		1	1	5	5	5	5.00	Wrote and submitted an article from dissertation chapters for possible publication in Translation Studies
		<i>In refereed nat'l/regional journals</i>		1	1	5	5	5	5.00	Wrote and submitted an article from dissertation chapters for possible publication in Philippine Studies
	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 for a/conferences	1	0					
		<i>In int'l fora/conferences</i>		1	0					
		<i>In nat'l/regional fora/conferences</i>			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	0					

	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)		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	None						
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	None						
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	None						
					AVERAGE				5.00	
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	None						
	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	None						
	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	Implemtes duly approved extension projects	None						
	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	None						

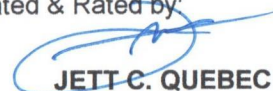
	PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries	1	5	5	5	5	5.00	Language Editor of 5 Graduate Students Manuscripts
	Research Mentoring	Research Mentor								
	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons								
	Convenor/Organizer	Convenor/Organizer								
	Consultancy	Consultant								
	Evaluator	Evaluator		1	1	5	5	5	5.00	Language Editor of Science and Humanites Journal of
	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						
	PI 11. Additional outputs *	A 42. No. of extension-related		None						
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	None						
					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	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	non-confor	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					
		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	Zero % complaint	Zero % complaint					

	PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other	Initiates/introduces improvements in performing functions resulting to best							
		Admin Functions related to	Evaluates Virtual	1	23	5	5	5	5.00	Evaluates 23 Virtual
			Monitor Virtual Classrooms	1	23	5	5	5	5.00	Monitors 23 Virtual Classrooms of Faculty under DLABS Language Section
			Presides section meetings	1	4	5	5	5	5.00	Presides 4 meetings
		Admin Functions related to	Screens applicants and other	1	2	5	5	5	5.00	Screens applicants
		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						
					AVERAGE				5.00	
	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: Dr. Gabunada's commitment to DLABS and its development is beyond measure. She is highly intellectual and academic which is most beneficial to the advancement of the department.

Evaluated & Rated by:


JETT C. QUEBEC

Department Head

Date: July 30, 2021

Recommending Approval


MA. THERESA P. LORETO

Dean, _____

Date: Aug. 10, 2021

Approved by:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 8/13/21

PERFORMANCE MONITORING FORM

Name of Employee: **MARIA VANESSA E. GABUNADA**

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	Attends Online Training by Department on VSUEE	Virtual Classrooms in Litr 13, Litr 114, and Engl 232	January 2021	January 2021	January 2021	Impressive	Outstanding	
2	Prepares additional documents for ABELS COPC	Compiled documents for ABELS COPC	February 2021	February 2021	February 2021	Impressive	Outstanding	
3	Screens applicants for 2 nd Sem SY 2020-2021	Hired applicants for 2 nd Sem SY 2020-2021	March 2021	March 2021	March 2021	Impressive	Impressive	
4	Prepares course syllabi	Approved course syllabi in Litr 13, Litr 114, and Engl 232	March 2021	March 2021	March 2021	Impressive	Outstanding	
5	Prepares Learning Guides of the assigned subjects as response to COVID-19 pandemic	Learning Guides in Litr 13, Litr 114, and Engl 232	March 2021	March 2021	March 2021	Impressive	Outstanding	
6	Prepares documents for ABELS PSV	Compiled documents for ABELS PSV	January 2021	April 2021	April 2021	Impressive	Outstanding	
7	Prepares TOS for Litr 13, Litr 114 and Engl 232 Midterm Exam	Approved TOS in Litr 13, Litr 114 and Engl 232 Midterm Exam	May 2021	May 2021	May 2021	Impressive	Outstanding	
8	Submits Grade sheets for Litr 13, Litr 114 and Engl 232 Midterm Exam	Signed Grade sheets for Litr 13, Litr 114 and Engl 232 Midterm Exam	May 2021	May 2021	May 2021	Impressive	Outstanding	
9	Prepares documents for MSLT RQAT	Compiled documents for MSLT RQAT	May 2021	June 2021	June 2021	Impressive	Outstanding	
10	Prepares Pre-Board Questions for LET Online Review	Submitted Pre-Board Questions for LET Online Review	June 2021	June 2021	June 2021	Impressive	Outstanding	
11	Evaluate (Monitor) OBE Syllabus, LGs, VCs	Signed Evaluation and Monitoring Forms	June 2021	June 2021	June 2021	Impressive	Outstanding	
12	Prepares TOS for Litr 13, Litr 114 and Engl 232 Final Exam	Approved TOS in Litr 13, Litr 114 and Engl 232 Final Exam	June 2021	June 2021	June 2021	Impressive	Outstanding	

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

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

Prepared by:


JETT C. QUEBEC
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Maria Vanessa E. Gabunada

Performance Rating: Outstanding

Aim: To publish in an ISI/SCOPUS/CHED IJP Journals; Conduct Research; Write Learning Guides, and Initiate Extension Programs

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

Date: January 2021

Target Date: One year from today

First Step:

- a) Encouraged her to polish journal articles for publication
- b) Reminded her to finish writing Learning Guides in Litr 13, Litr 114 and Engl 232
- c) Advised her to write research proposal in English Language/Literature
- d) Encouraged her to join extension programs

Result:

She has received letter of acceptance for publication in UNITAS journal.
Finished writing Learning Guide in Litr 13, Litr 114 and Engl 232

Date: March 2021

Target Date: End of 1st semester


Next Step:

She is in the process of polishing journal articles and research proposal.


Outcome: NA

Final Step/Recommendation: NA

Prepared by:


JETT C. QUEBEC
Department Head

Conforme:


MARIA VANESSA E. GABUNADA
Faculty/Ratee