

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member:

IANVIE NOREAN A. MIAGA

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Faculty Head	100%	4.95 4.927	4.95 4.927
b. Students	0%		0.00
TOTAL for Instruction	90 95%	95%	4.46 4.70 ✓ 4.681
2. Research	2.5%		✓ 0.00
3. Extension	2.5%		✓ 0.00
4. Production			
5. Administration/Other Services	5.0%	5.0	0.25
TOTAL			4.703 ✓ 4.930 4.705

EQUIVALENT NUMERICAL RATING:

4.705
4.703 ✓ 4.930

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.703
4.705 ✓ 4.930

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

IANVIE NOREAN A. MIAGA

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, IANVIE NOREAN MIAGA, a faculty member of the DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period AUGUST-DECEMBER 2020.

IANVIE NOREAN MIAGA

Instructor 1

Date:

Approved:

JETT C. QUEBEC

Department Head

Date: 2-4-21

MA. THERESA P. LORETO

College Dean

Date: 2/15/2021

Date: 2/15/2021		Date: 2/15/2021								
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	N/A	N/A					
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	N/A	N/A					
		A3. Number of students advised on thesis/special problem/dissertation		N/A	N/A					
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	N/A					
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	N/A					
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	N/A	N/A					
	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	N/A					

		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	N/A	N/A					
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	N/A	N/A					
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	N/A	N/A					
		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	N/A					
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	N/A	N/A					
	<u>PI 10</u> . Additional outputs:	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	Designs experiential learning activities and other outputs to implement new normal	N/A	N/A					
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	21	52.65	5	5	5	5.00	SCSC 13n (2), SCSC 11n (5)
		<u>A10</u> . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	7	none					none
		<u>A 11</u> . 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	NONE	none					none
		<u>A12</u> . Number of trainings attended related to instruction	Attend mandated trainings	1	3	5	5	5	5.00	VSU E-learning, "On-Air Learning: Rediscovering Radio for Flexible Learning", TOS
		<u>A13</u> . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	0					
		<u>A14</u> . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	3	3	5	5	5	5.00	SCSC 13n (2), SCSC 11n (5)
		<u>A15</u> . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	NONE	none					

	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic advisor to students	N/A	none					
		A17. Number of students advised on thesis/field practice/special problem:		N/A	none					
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	N/A	none					
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	N/A	none					
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	30	30	5	5	5	5.00	SCSC 13n (2), SCSC 11n (5)
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO	N/A	N/A					
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	N/A	N/A					
	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	1	5	5	5	5.00	SCSC 13n
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5	2	5	5	4	4.67	SCSC 13n (2), SCSC 11n (5)
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	1	4	5	5	4.67	SCSC 13n (2), SCSC 11n (5)
		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	1	5	5	5	5.00	SCSC 13n (2), SCSC 11n (5)
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	6	6	5	5	5	5.00	SCSC 13n (1), SCSC 11n (5)
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:								

		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						
		A 34. Number of UMs submitted to ITSQ, VSU	Prepares and submits application for UM of technology generated out of research output	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							
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						
	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						
	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						
	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						
	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	N/A						
	Research Mentoring	Research Mentor		NONE						
	Peer reviewers/Panelists	Peer reviewers/Panelists		NONE						
	Resource Persons	Resource Persons		NONE						
	Convenor/Organizer	Convenor/Organizer		NONE						
	Consultancy	Consultant		NONE						
	Evaluator	Evaluator		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							
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. 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							
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 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	zero non-conformity	zero non-conformity	5	5	5	5.00	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	5	5	5	5.00	100% compliant
		On program accreditations		N/A						
		On institutional accreditations		N/A						
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 % non-complaint	5	5	5	5.00	Zero % non-complaint
	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 performing functions resulting to best practice	NONE	NONE					
		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	NONE					
Total Over-all Rating									59.34	
Average Rating									4.95	

	Adjectival Rating								OUTSTANDING	
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Average Rating (Total Over-all rating divided by number of entries)	4.95
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.95
ADJECTIVAL RATING	OUTSTANDING

Comments & Recommendations for Development
Purpose: Ms. Miaga is very enthusiastic towards work, work well with others and gets things donw when given a task. A masters dgree is a welcome development.

Evaluated & Rated by:

JETT C. QUEBEC

Department Head

Date: 2-4-21

Recommending Approval

MA. THERESA P. LORETO

Dean, College of Arts and Sciences

Date: 2/15/2021

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 2/19/21

Exhibit I

PERFORMANCE MONITORING FORM

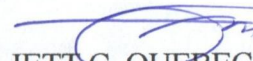
Name of Employee: IANVIE NOREAN A. MIAGA

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	Write Learning Guide for assigned course	Learning Guide in SCSC 13n	August 2020	November 2020	November 2020	Impressive	Outstanding	
2	Create Moodle online classroom	Active and operational classroom in e-learning Portal for SCSC13n	August 2020	November 2020	November 2020	Impressive	Outstanding	
3	Create Google Classroom	Active and operational classroom in Google Classroom for SCSC11n	August 2020	November 2020	November 2020	Impressive	Outstanding	
4	Teach assigned courses: a. SCSC 11n-Understanding the Self b. SCSC13n- The Contemporary World	-Updated virtual classrooms -Grade Sheets -Instructional Materials	August 2020	November 2020	November 2020	Impressive	Outstanding	
5	Participate in all activities conducted by the department, college and the university	Certificate of Participation	August 2020	November 2020	November 2020	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: IANVIE NOREAN A. MIAGA

Performance Rating: _____

Aim: To pursue Master's degree for professional growth and development, and improve ways of teaching.

Proposed Interventions to Improve Performance:

Enroll in graduate school this semester; Attend webinars and trainings on improving teaching approaches and strategies for the teaching-learning process.

Date: August 2020 Target Date: December 2020

First Step:

Conduct classroom observations and evaluate the areas for improvement on teaching based on the results of the classroom observation.

Result:

Results of the evaluation is given to her to address the areas for improvement in preparation for the second semester.

Date: January 2021 Target Date: August 2021

Next Step:


Ask Ms. Miaga for updates about her master's degree.

Outcome: Finished coursework in master's degree.

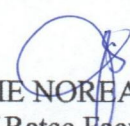
Final Step/Recommendation:

Start writing for research outline while preparing for the comprehensive examination.

Prepared by:


JETT C. QUEBEC
Unit Head

Conforme:


IANVIE NOREAN A. MIAGA
Name of Ratee Faculty/Staff