# SUMMARY OF INDIVIDUAL RATINGS OF  FACULTY MEMBERS
# WITH MULTIPLE FUNCTIONS

Rating Period: JANUARY-JUNE 2022

Name of Faculty Member:     **MARIA VANESSA E. GABUNADA**

| 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%) | | 4.10  x    50%   = 2.050 | |
| TOTAL for Instruction | 75% | 4.55 | 3.413 |
| 2.   Research | | | |
| a. Client/Director for Research | | | |
| b. Dept. Head/Center Director | | | |
| TOTAL for Research | | | |
| 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% | | 4.663 |

EQUIVALENT NUMERICAL RATING:     4.663
Add: Additional Points, if any:     _____
TOTAL NUMERICAL RATING:     **4.663**

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 <u>DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES,</u> 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 2022

Approved:

**MARIA VANESSA E. GABUNADA**
Asst. Prof. I
Date: JULY 5, 2022

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

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

| 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 | Eficiency | 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, LTNG 290) | 3 | 3.78 | 5 | 5 | 5 | 5.00 | Handled subjects/courses assigned (ENGL 232, LTNG 290) |
| | **PI 8:** Number of graduate students advised * | **A2.** Number of students advised | Acts as academic adviser to graduate students | N/A | 3 | 5 | 5 | 5 | 5.00 | Acted as academic adviser to graduate |
| | | *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 | 3 | 5 | 5 | 5 | 5.00 | Advised and corrected research outline and thesis/SP/dissertation manuscript |
| | | *AS GAC Member* | Advises and corrects research outline and thesis/SP/dissertation manuscript | 1 | 1 | 5 | 5 | 5 | 5.00 | Advised and corrected research outline and thesis/SP/dissertation manuscript |

| PI | Activity | Description | | | | | | | Remarks |
|---|---|---|---|---|---|---|---|---|---|
| | A4. Number of students entertained for consultation purposes | Entertains students seeking consultation with faculty | 1 | 5 | 5 | 5 | 5 | 5.00 | Entertained students seeking consultation with faculty |
| 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 | | | | | | | |
| | On-line ready courseware | Prepares Instructional module/laboratory guide/workbook or a combination thereof | 1 | 2 | 5 | 5 | 5 | 5.00 | Prepared Instructional module/laboratory guide/workbook or a combination thereof |
| | Supplemental learning resources | Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught | 1 | 6 | 5 | 5 | 5 | 5.00 | Prepared Power Point presentation, video clips, movie clips, reading assignments depending on course taught |
| | Assessment tools | Prepares assessment tools such as long exam, quizzes, problems sets, etc. | 1 | 8 | 5 | 5 | 5 | 5.00 | Prepared assessment tools such as long exam, quizzes, problems sets, etc. |
| | 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 | 2 | 5 | 5 | 5 | 5.00 | Submitted the course ware duly reviewed by TRP for editing by MMDC editor |
| | A 7 : Number of virtual classroom created and operational | Creates virtual classroom using either Moddle or Google Classroom | 1 | 3 | 5 | 5 | 5 | 5.00 | Created virtual classroom using either Moddle or Google Classroom |
| 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 | 1 | 1 | 5 | 5 | 5 | 5.00 | Designed experiential learning activities and other outputs to implement new |

**UMFO 2. HIGHER EDUCATION SERVICES**

**OVPI UMFO 3. Higher Education Management Services**

| | PI | A | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | PI 5: Total FTE, coordinated, implemented and monitored * | A9. Actual Faculty's FTE | *Handles and teaches courses assigned* | 1 | 28.95 | 5 | 5 | 5 | 5.00 | *Handled and taught courses assigned* |
| | | A10. Number of grade sheets submitted within prescribed period | Prepares gradesheet and submits on or before deadline | 2 | 22 | 5 | 5 | 5 | 5.00 | Prepared gradesheet and submitted on or before deadline |
| | | 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 | 17 | 5 | 5 | 5 | 5.00 | Facilitated students in their completion of the subject and submits completion forms with grade within prescribed period |
| | | A12. Number of trainings attended related to instruction | Attend mandated trainings | 1 | 1 | 5 | 5 | 5 | 5.00 | Attended mandated trainings |
| | | A13. Number of long examinations administered and checked | Administers and checks long examination for subjects taught | 2 | 22 | 5 | 5 | 5 | 5.00 | Administered and checked long examination for subjects taught |
| | | A14. Number of quizzes administered and checked | Prepares and checks quizzes for lecture | 2 | 16 | 5 | 5 | 5 | 5.00 | Prepared and checked quizzes for lecture |
| | | 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 | 37 | 5 | 5 | 5 | 5.00 | *Acted as academic adviser to students* |
| | | 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 | 3 | 5 | 5 | 5 | 5.00 | Advised and corrected research outline and thesis/SP |
| | | As SRC Member | Advises and corrects research outline and thesis/SP manuscript | None | 6 | 5 | 5 | 5 | 5.00 | Advised and corrected research outline and thesis/SP manuscript |
| | | A18. Number of students entertained for consultation purposes | Entertains students consulting on subject taught, thesis and grades | 1 | 32 | 5 | 5 | 5 | 5.00 | Entertained students consulting on subject taught, thesis and grades |
| | PI 9: Number of student organizations advised/ assisted * | A19. Number of Student organizations advised | *Advises student organizations recognized by USOO* | 1 | 1 | 5 | 5 | 5 | 5.00 | *Advised student organizations* |
| | | A20. Number of Student organizations assisted on student related activities | *Assists student organizations in implementing student related activities* | 1 | 1 | 5 | 5 | 5 | 5.00 | *Assisted student organizations in implementing student* |
| | 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 | NONE | | | | |
| | | Supplemental learning resources | *Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught* | 2 | 12 | 5 | 5 | 5 | 5.00 | *Prepared Power Point presentation, video clips, movie clips, reading assignments depending on course taught* |
| | | *Assessment tools* | Prepares assessment tools such as long exam, quizzes, problems sets, etc. | 2 | 18 | 5 | 5 | 5 | 5.00 | Prepared assessment tools such as long exam, quizzes, |
| | | **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 the course ware duly reviewed by TRP for editing by MMDC editor |
| | | **A 24 :** Number of virtual classroom created and operational | Creates virtual classroom using either Moddle or Google Classroom | 1 | 3 | 5 | 5 | 5 | 5.00 | Created virtual classroom using either Moddle or Google Classroom |
| **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 | 1 | 5 | 5 | 5 | 5.00 | Prepared documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation |
| | | Agency/firm/Industry linkages | Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU | None | | | | | | |
| | | **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 experiential learning activities and other outputs to implement new normal |
| | | | | | SUB-TOTAL | | | | | |
| **UMFO 3 . RESEARCH SERVICES** | | | | | | | | | | |
| **PI 1.** Number of research outputs in the last three (3) years utilized by | **A27.** Number of research outputs in the last three (3) years utilized by the | Conducts research for possible utilization by industry or other | 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 (2%) * | **A 29.** Percentage of research outputs published in internationally-reviewed or CHED recognized journal within the | Writes publishable materials out of research outputs and submits for publication | 1 | 0 | | | | | | | | |
| | | In refereed int'l journals | | 0 | 0 | | | | | | | |
| | | In refereed nat'l/regional journals | | 1 | 0 | | | | | | | |
| **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 | 0 | 0 | | | | | | | | |
| | | In int'l fora/conferences | | 0 | 0 | | | | | | | |
| | | In nat'l/regional fora/conferences | | 0 | 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 | | | | | | | | | |
| | | | | SUB-TOTAL | | | | | 0.00 | | | |
| **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 | Implementes 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 | 1 | 5 | 5 | 5 | 5.00 | Provided the technical and expert services requested by beneficiaries |
| *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 | Provided the technical and expert services requested by beneficiaries |
| **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 awards (extn. conducted by faculty or student & faculty) * | | 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 | | | | | | |
| | | | | SUB-TOTAL | | | | 5.00 | |

## UMFO 5. SUPPORT TO OPERATIONS

**OVPI MFO 4. Program and Institutional Accreditation Services**

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| **PI 8.**Compliance to all requirements | **A 44**. Compliance to all requirements of | Ensures that all the QMS core | ϼ 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 | 00% complia | 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 | 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 | | | | | | | |
| | | A 48.Other outputs implementing the new normal due to covid 19 | Designs administration/management related activities and other | None | | | | | | |
| 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 depts/agencies * | Initiates/introduces improvements in performfing functions resulting to best practice | | | | | | | |
| | | Admin Functions related to Instruction: DLABS Language Section Head | Evaluates Virtual Classrooms | 1 | 22 | 5 | 5 | 5 | 5.00 | Evaluates 23 Virtual Classrooms of Faculty under DLABS Language Section |
| | | | Monitor Virtual Classrooms | 1 | 22 | 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 related to Language and Humanities |
| | | Admin Functions related to Instruction: member of DLABS Personnel Committee | Screens applicants and other department related functions | 1 | 1 substitute; 20 part-timers | 5 | 5 | 5 | 5.00 | Screened and recommended applicants for 2nd Sem SY 2020-2021 |

| | | A 48.Other outputs implementing the new normal due to covid | 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 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 Academic Affairs
Date:

# 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/ Recommend ation |
|---|---|---|---|---|---|---|---|---|
| 1 | Updates on VSUEE Virtual Classrooms | Virtual Classrooms in Litr 13, Litr 114, and Engl 232 | January 2022 | January 2022 | January 2022 | Impressive | Outstanding | |
| 2 | Prepares additional documents for MSLT COPC | Compiled documents for MSLT COPC | February 2022 | February 2022 | February 2022 | Impressive | Outstanding | |
| 3 | Screens applicants for 2$^{nd}$ Sem SY 2021-2022 | Hired applicants for 2$^{nd}$ Sem SY 2020-2021 | March 2022 | March 2022 | March 2022 | Impressive | Impressive | |
| 4 | Prepares course syllabi | Approved course syllabi in Litr 13, Litr 114, and Engl 232 | March 2022 | March 2022 | March 2022 | 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 2022 | March 2022 | March 2022 | Impressive | Outstanding | |
| 6 | Prepares documents for ABELS PSV | Compiled documents for ABELS PSV | January 2022 | April 2022 | April 2022 | Impressive | Outstanding | |
| 7 | Prepares TOS for Litr 13, Lltr 114 and Engl 232 Midterm Exam | Approved TOS in Litr 13, Lltr 114 and Engl 232 Midterm Exam | May 2022 | May 2022 | May 2022 | Impressive | Outstanding | |
| 8 | Submits Grade sheets for Litr 13, Lltr 114 and Engl 232 Midterm Exam | Signed Grade sheets for Litr 13, Lltr 114 and Engl 232 Midterm Exam | May 2022 | May 2022 | May 2022 | Impressive | Outstanding | |
| 9 | Prepares documents for MSLT RQAT | Compiled documents for MSLT RQAT | May 2022 | June 2022 | June 2022 | Impressive | Outstanding | |
| 10 | Proofread Graduate and Undergraduate thesis | Approved Graduate and Undergraduate Thesis Manuscript | June 2022 | June 2022 | June 2022 | Impressive | Outstanding | |
| 11 | Evaluate (Monitor) OBE Syllabus, LGs, VCs | Signed Evaluation and Monitoring Forms | June 2022 | June 2022 | June 2022 | Impressive | Outstanding | |
| 12 | Prepares TOS for Litr 13, Lltr 114 and Engl 232 Final Exam | Approved TOS in Litr 13, Lltr 114 and Engl 232 Final Exam | June 2022 | June 2022 | June 2022 | Impressive | Outstanding | |

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

Prepared by:

**JETT C. QUEBEC**
Unit Head

EXHIBIT L

# EMPLOYEE DEVELOPMENT PLAN

Name of Employee:   **Maria Vanessa E. Gabunada**

Performance Rating: **Outstanding**

Aim:   To publish in an ISI/SCOPUS/CHED IJP Journals; Write Learning Guides, and Manage administrative position

**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 revise journal articles for publication
b) Assign her to write Learning Guides in ELDs 129, LTNG 290, and Engl 232
c) Advised her to write research proposal in English Language/Literature
d) Guided her in managing the Language Section

Result:

She has received the peer-reviewed draft for her article in Philippine Studies
Finished writing Learning Guide in ELDs 129, LTNG 290, and Engl 232
Appointed her as Language Section Head

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

Next Step:

She is in the process of revising journal article and manage administrative functions as Section head.

Outcome:  NA

Final Step/Recommendation:  NA

Prepared by:

JETT C. QUEBEC
Department Head

Conforme:

MARIA VANESSA E. GABUNADA
Ratee/Faculty