SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **NOEMI ELISA L. OQUIAS**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.87x50%= 2.435	
b. Students (50%)		5.0x50% = 2.5	
Total for Instruction	90%	4.935	4.44
2. Research			
a. Client/Dir. for Research (50%)	0		0
b. Dept. Head/Center Director (50%)			
Total for Research			
3. Extension	0		0
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension			0
4. Administration	10%	3.0	0.30
5. Production	0		0
TOTAL	100		4.74

EQUIVALENT NUMERICAL RATING: 4.74
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.74

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

Reviewed by:

NOEMI ELISA L. OQUIAS
Name of Faculty

ROSARIO P. ABELA
Department Head

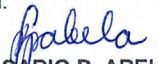Recommending Approval:

BAYRON S. BARREDO
Dean/Director

Approved:

ROTACIO S. GRAVOSO
Vice President of Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, NOEMI ELISA L. OQUIAS, a faculty member of the __Department of Teacher Education-IHS__ commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JULY-DEC 2024.

Approved:

NOEMI ELISA L. OQUIAS
Instructor
Date: 1/9/25

ROSARIO P. ABELA
Department Head
Date: 1-14-25

BAYRON S. BARREDO
College Dean
Date: 1-15-2

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							
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students							
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation							
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation							
		A4 . Number of students entertained for consultation purposes	*Entertains 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							
		Supplemental learning resources	Prepares 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.							
		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							
		A 7 : Number of virtual classroom created and operational	Creates 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							
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	18	40.6	5	5	5	5.00	English III - Diamond; English III-Emerald; English I- Lily; English I - Dahlia, English I Petnuia; CW11- HUMSS11
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	5	5	5	5	5	5.00	English III - Diamond; English III-Emerald; English I- Lily; English I - Dahlia, English I Petnuia; CW11- HUMSS11
		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	1	3	5	5	5	5.00	CW11- HUMSS11
		A12 . Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	Training-Workshop on the Crafting of VSU Integrated High School,
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	4	5	4	5	4.66	English III, English I, and Creative Writing 11

		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	2	40	5	4	5	4.66	English III, English I, and Creative Writing 11
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students							
		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript							
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	44	90	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	1	1	5	5	5	5.00	English Club Adviser
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student	1	2	5	4	5	5.00	Department-Based Guidance Facilitator- Career Guidance Day, English Club Adviser
	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							
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	40	5	5	5	5.00	English III English Grammar, Composition and Anglo-American Literature, CNF12 Creative Nonfiction, CW11 Creative Writing, EAPP English for Academic and Professional Purposes,

	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	88	5	4	5	4.66	English III English Grammar, Composition and Anglo-American Literature, CNF12 Creative Nonfiction,
	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	2	3	5	4	5	4.66	English III English Grammar, Composition and Anglo-American Literature, CNF12 Creative Nonfiction, CW11 Creative Writing,
	A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	4	5	5	5	4.66	English III English Grammar, Composition and Anglo-American Literature, CNF12 Creative Nonfiction, CW11 Creative Writing, EAPP English for Academic
PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:		0						
	Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	0						
	Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	0						
	A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	0						
UMFO 3 . RESEARCH SERVICES			0						
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						
PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research oroject within the year	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	0						
	In refereed int'l journals		0						
	In refereed nat'l/regional journals		0						

4.87

			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							
	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	0							
PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or		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							
	A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	0							
	A 35.Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	0							
UMFO 4. EXTENSION SERVICES			0							
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	0							
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	0							
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	0							

Indicator	Activity	Description							
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	0						
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						
Research Mentoring	Research Mentor		0						
Peer reviewers/Panelists	Peer reviewers/Panelists		0						
Resource Persons	Resource Persons		0						
Convenor/Organizer	Convenor/Organizer		0						
Consultancy	Consultant		0						
Evaluator	Evaluator		0						
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	0						
PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *		0						
	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

Indicator	Activity	Description							
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					

		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				
		On program accreditations							
		On institutional accreditations							
UMFO 6. General Admin. & Support Services									
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients		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			3	3	3	3.00
		A 48.Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal			3	3	3	3.00
	Total Over-all Rating								69.30
	Average Rating								4.62
	Adjectival Rating								Outstanding

Comments & Recommendations for Development Purpose:
- Work smart and hard for self improvement.

Evaluated & Rated by:

ROSARIO P. ABELA
Department Head
Date: 1-14-25

Recommending Approval

BAYRON S. BARREDO
Dean, College of Education
Date: 1-15-20

Approved by

ROTACIO S. GRAVOSO
Vice President for Academic Affairs
Date: 1/20/20

PERFORMANCE MONITORING & COACHING JOURNAL

		Q U A R T E R
	1st	
	2nd	
/	3rd	
/	4th	

Name of Office: VSU Integrated High School

Head of Office: Dr. Rosario P. Abela

Number of Personnel: 15

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Review and Finalization of HIS Individual Targets (January to December 2024) and Accomplishments (July-December 2024)		Faculty Meeting -August 02, 2024 -September 18, 2024) Consolidation of IPCR Accomplishments (January 9, 2025)			Each faculty finalize their IPCR Targets (January to-December 2024) and Accomplishments (July-December 2024)
Coaching Review the need support to facilitate the attainment of the IHS targets		Faculty Meeting -August 02, 2024 -September 18, 2024)			Submitted list if support needed to attain targets.

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

ROSARIO P. ABELA
Department Head

Noted by:

BAYRON S. BARREDO
Dean, College of Education

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Ms. Noemi Elisa L. Oquias
Performance Rating: Outstanding

Aim: To produce instructional materials on subjects handled ready to be used for distance learning.
    To be involved in research and extension.
    To pursue advanced studies related in field of specialization.

Proposed Interventions to Improve Performance:

Date: January 2025   Target Date: June 2025

First Step:
        To attend trainings, seminars and conferences related to instruction, research and extension.

Result:
        Carry out responsibilities as an instructor and utilized the LG produced to facilitate students' learning.

Date: January 2025   Target Date: June 2025

Next Step:
        Attend trainings on research and extension for further knowledge.

Outcome: Involved in research proposal projects of the department.

Final Step/Recommendation:
        To be one of the proponents of approved research projects of the department.
        To seek admission from universities for advanced studies.

Prepared by:

ROSARIO P. ABELA
Unit Head

Conforme:

NOEMI ELISA L. OQUIAS
Name of Ratee Faculty/Staff

TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATINGS

2nd Semester AY 2023 - 2024

Name of Faculty : NOEMI ELISA L. OQUIAS
Department: VSU Integrated High School
College: College of Education

Course No. & Descriptive Title		Lec./Lab.	RATING		% Evaluation Rating
			Numerical	Adjectival	
English III	English, Grammar, Composition, & English American Literature	Lec	5.00	O	100.00 %
	Creative Writing	Lec	5.00	O	100.00 %
	Reading and Writing	Lec	5.00	O	100.00 %
Elng 136	Children Literature	Lec	5.00	O	100.00 %
	Average Rating		**5.00**	**O**	**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: 10-30-2024

Attested by:

MA. RACHEL KIM L. AURE
Director, Instruction and Evaluation
Date: 10-31-2024

Received by:

NOEMI ELISA L. OQUIAS
Name and Signature of Faculty
Date: 11/27/24

Distribution of copies: IEO, College, Department, Faculty (all in original signature)

INSTRUCTION AND EVALUATION OFFICE
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VSUIHS-09