

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: January-June 2024

Name of Faculty Member:

ALAINA G. LARRAZABAL

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%)		4.86 x 50% = 2.430	
TOTAL for Instruction	95%	4.93	4.684
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%	5.00 x 5% = 0.250	0.250
TOTAL	100%		4.934

EQUIVALENT NUMERICAL RATING: 4.934

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.934

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

ALAINA G. LARRAZABAL

Name of Faculty

Reviewed by:

AL FRANJON M. VILLAROYA

Department Head

Recommending Approval:


GLENN G. PAJARES

Dean, CAS


Approved by:

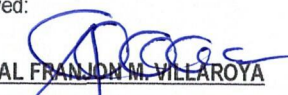
ROTACIO S. GRAVOSO

Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ALAINA G. LARRAZABAL, 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 ju **january-june 2024**


Alaina G. Larrazabal
 Instructor I
 Date: 7/10/24

Approved: 
AL FRANNON M. VILLAROYA
 Department Head
 Date: 7/12/24

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - Dec)	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										
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI MFO 3. Higher Education Management Services										
	PI 6: Number of programs accredited	A 1. Number of programs accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	N/A	N/A					
	PI 10: Total FTE, coordinated, implemented and monitored *	A 2. Actual Faculty's FTE	Handles and teaches courses assigned	18	44.10	5	5	5	5.00	
	PI 13: Percentage of courses offered with approved course syllabi	A 4. Percentage of courses offered with approved course syllabi	Teaches subjects with approved course syllabi	100%	100%	5	5	5	5.00	
	PI 14: Percentage of courses offered with IMs	A 5. Percentage of courses offered with approved IMs	Teaches subjects with approved IMs	100%	100%	5	5	5	5.00	
	PI 15: Number of Instructional Materials approved	A 6. Number of Instructional Materials approved	Prepares and submits IMs for review and approval	N/A	N/A					
	PI 16: Percentage of courses offered with final grades submitted within the allowable period	A 7. Percentage of courses offered with final grades submitted within the allowable period	Submits grade sheets within allowable period	100%	100%	5	5	5	5.00	

	PI 18: Percentage of courses rated at least VS in the Teaching Performance Evaluation by Students (TPES)	A 8. Percentage of courses rated at least VS in the Teaching Performance Evaluation by Students (TPES)		100%	100%	5	5	5	5.00	
	PI 19: Additional Outputs	A 10. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	8	5	5	5	5.00	
		A 11. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	4	6	5	5	5	5.00	
					SUB-TOTAL				5.00	
UMFO 3 . RESEARCH SERVICES									NONE	
UMFO 4. EXTENSION SERVICES									NONE	
UMFO 5. SUPPORT TO OPERATIONS										
OVPI MFO 1. Faculty Development Services										
OVPI MFO 4. Curricular Program Management Services										
	PI 13: Number of course syllabi and TOS reviewed and approved	A 54. Number of course syllabi and TOS reviewed and approved	Submits course syllabi and TOS for approval	2	2	5	5	5	5.00	
	PI 21: Additional outputs	A 62. Number of students entertained for	Entertains students consulting on	5	8	5	5	5	5.00	
UMFO 6. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES										
	PI 9: Percentage of submitted DTR within 20 days after the last day of the month	A 73. Percentage of submitted DTR within 20 days after the last day of the month	Submits DTR within 20 days after the last day of the month	100%	100%	5	5	5	5.00	
	PI 17: Additional Outputs	A 80. Number of meetings attended	Attends meetings (departmental/institutional)	2	12	5	5	5	5.00	

Average Rating (Total Over-all	
Additional Points:	
Approved Additional points	
FINAL RATING	
ADJECTIVAL RATING	

Comments & Recommendations for Development
Purpose: Ms.Larrazabal is a trustworthy individual. Being one of the youngest faculty members in DPSS, she shows genuine concern to students and the dedication to teaching is ostensible.

Evaluated & Rated by:

AL FRANKLIN M. VILLAROYA

Head, DPSS

Date: 7/12/24

Recommending Approval:

GLENN G. PAJARES

Dean, CAS

Date: 7/12/24

Approved by:

ROTACIO S. GRAVOSO

Vice President for Academic

Date: 7/12/24



TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

First Semester SY 2023-2024

Name of faculty: LARRAZABAL, ALAINA G.

Department: Dept. of Philosophy and Social Sciences

College: College of Arts and Sciences

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Num.	Adjec.	
ScSc 11n	UNDERSTANDING THE SELF	LEC	5.00	Outstanding	100.0%
ScSc 11n	UNDERSTANDING THE SELF	LEC	5.00	Outstanding	100.0%
ScSc 11n	UNDERSTANDING THE SELF	LEC	5.00	Outstanding	100.0%
ScSc 14n	PHILIPPINE INDIGENOUS COMMUNITIES	LEC	5.00	Outstanding	100.0%
ScSc 14n	PHILIPPINE INDIGENOUS COMMUNITIES	LEC	5.00	Outstanding	100.0%
ScSc 14n	PHILIPPINE INDIGENOUS COMMUNITIES	LEC	4.00	Very Satisfactory	80.0%
ScSc 11n	UNDERSTANDING THE SELF	LEC	5.00	Outstanding	100.0%
Average Rating			4.86	Outstanding	97.14%

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: May 03, 2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: May 03, 2024

Received by:

LARRAZABAL, ALAINA G.

Name and Signature of Faculty

Date: 5/10/24

Distribution of copies: ODIE, College, Department, Faculty

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Dept. of Philosophy & Social Sciences

Head of Office: Al Franjon M. Villaroya


Number of Personnel: 27 (15 regular faculty & staff; 11 part-time faculty; 1 job order admin staff)

Activity Monitoring	MECHANISM			Remarks
	Meeting		Memo	
	One-on-One	Group		
Monitoring The monitoring of faculty was done through classroom observations conducted during the 2 nd semester, SY 2023-2024.		The Department Head together with a DPC member conducted the classroom observations and conducted meetings relative thereto.		Faculty and staff attendance are monitored through biometrics and logbook. They reminded to use appropriate teaching strategies and classroom management to improve performance in instruction.
Coaching Rose C. Capulla	Ms. Capulla was called to explain her reaction to the TPES results in the 1 st semester Sy 2023-2024. Ms. Capulla mentioned that the TPES result was mainly because of the			The faculty concerned was informed of the TPES results of the 1 st semester, SY 2023-2024 and was given advice and reminders.


	<p>challenges that she encountered recently and did not mention those because some are too personal.</p> <p><i>The Head advised Ms. Rose Capulla to introspect on her challenges, looking at it as a motivation to give extra effort in instruction. Additionally, there is a recognized need to enhance classroom policies and management, to have better TPES results.</i></p>				
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Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


AL FRANJON M. VILLAROYA
 Immediate Supervisor

Noted by:


GLENN G. PAJARES
 Next Higher Supervisor

“Exhibit H”

TRACKING TOOL FOR MONITORING TARGETS

(January-June 2024)

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS			REMARKS
				Jan- March 2024	April- June 2024		
MFO 2. Higher Education Services							
PI 1. Number of FTE coordinated and implemented	Teaches GE and AB Philo courses/subjects	Ms. Mary Ann G. Cobico Dr. Rose Capulla Dr. Jerry D. Imbong Mr. Al Franjon M. Villaroya Ms. Bethlehem A. Ponce Ms. Angelie Genotiva Mr. Errol Fernandez Dr. Guiraldo C. Fernandez, Jr. Mr. Dean Ruffel Flandez Mr. Aldrin Palermo Mr. John Martin Diao Ms. Ianvie Norean Miaga Ms. Alaina Larrazabal Dr. Glenn Pajares Dr. Max Teody Quimilat	January-June 2024	/	/		Actual accomplishments exceeded the targets
		<u>Part-timers</u> Boja, Kizzy Mae Cañez, Xaviery Ric Lina, Kim Brian Rodriguez, Gerry Taripe, Elromer Torrente, Rhonah Rose Tripoli, Amor May Bargamento, Enrico Abelardo, Gella Mae Amigo, Jim Rhodel	February-May 2024	✓	✓		

		Manacpo, Nicole Ivy					
PI 4. Student Advising and Consultation Services Coordinated	Assists students through academic advising to college students	Mr. Al Franjon Villaroya Dr. Glenn Pajares Mr. John Martin Diao Dr. Guiraldo Fernandez, Jr. Dt. Jerry Imbong	January-May 2024	✓	✓		The faculty provided interventions for the improvement of the students' performance
PI 5. Number of instructional materials developed/revised and utilized	Develops/revises instructional materials (Syllabus and Table of Specifications)	All faculty members	January-May 2024	✓	✓		Followed the format prescribed by the university
PI 6. Number of grade sheets submitted on prescribed period	Assesses students and submits grades to measure students' performance	All Faculty Members	May 2024		✓		Due for submission at the end of semester
MFO3. Research Services							
PL2. Number of Articles Published in Peer Reviewed Journal	Submits articles for publication	Dr. Jerry D. Imbong Dr. Guiraldo C. Fernandez, Jr.			✓		Published in international and national/local peer-reviewed journals
MFO5. Extension Services							
PI 5. Number of Extension Projects Conducted	Serves as project leader and component leaders	Mr. Errol Fernandez Mr. Al Franjon Villaroya Mr. John Martin Diao Dr. Bethlehem Ponce Ms. Angelie Genotiva Mr. Dean Ruffel Flandez Dr. Rose Capulla Dr. Guiraldo C. Fernandez	January-June 2024	✓	✓		1. Capacity Building of Intro to Philosophy of the Human Person 2. Saving Minamanwa: An Initiative to Preserve Minamanwa and the Mamanwa Indigenous Knowledge System and Practices 3. Digital Storytelling for Primary Level (Project Digital World)
MFO 5. Support to Operations	Participates in all activities conducted by the department, college and the university	Faculty and Staff	January-June 2024	✓	✓		Participated actively in all activities
PI 4. Number of in-house seminars/trainings/workshops/reviews conducted/attended	Attends/participates to trainings	Dr. Jerry Imbong Ms. Ianvie Noreen Miaga Mr. John Martin Diao Mr. Beljun Enaya	January-June 2024	✓	✓		Faculty and staff actively participated in

	Performs other functions assigned by the head, dean and the university	Faculty and Staff	January-June 2024	✓	✓		Performed other functions duly assigned to the faculty and staff
MFO 6. General Administration and Support Services (GASS)							
PI 1. Number of rooms, and surroundings maintained/cleaned	Supervises in the maintenance of building facilities; cleans dept classrooms and surroundings	Mr. Aldrin Palermo Mr. Cirilo Alipar, Jr.	January-June 2024	✓	✓		
PI 3. Number of hours spent on monitoring	Spends one (1) hour per week or 40 hours per year in monitoring on in logging in/out, and on classes handled by DPSS faculty".	Dr. Al Franjon Villaroya DPC Members	January-June 2024	✓	✓		
PI 4. Number of hours spent on coaching	Spends 1 hour per month or 5 hours per year in coaching (by individual/group)	Dr. Al Franjon M. Villaroya	January-May 2024	✓	✓		
	Conducts regular meeting with DLABS staff/faculty at least six (6) times a year	Dr. Al Franjon M. Villaroya	January-June 2024	✓	✓		
PI 5. Number of hours spent on performance tracking	Assigns the faculty members faculty workload and/or work assignments	Dr. Al Franjon M. Villaroya	January 2024	✓			
PI 7. Number of documents attended and served	Signs and approves request letter, grade sheets, syllabi, and other pertinent documents	Dr. Al Franjon M. Villaroya	January-June 2024	✓	✓		
PI 8. Zero percent complaint from client served	Zero complaints from clients served	All Faculty and Staff	January-June 2024	✓	✓		no valid complaints
PI 9. Number of applicants screened and recommended	Screens and recommends applicants for 2 nd sem 2023-2024	Head & Department Personnel Committee	January 2024	✓			
P9 Additional Outputs							
Number of documents prepared and submitted on time	Preparation and submission of office requests and recommendations, faculty workload reports, Daily Time Record (DTR), leave	Administrative Staff	January-June 2024	✓	✓		Actual accomplishments meets targets

	application, cash advance and reimbursement, procurement, contracts, appointments, payroll, class roster, grade sheet, and other documents.						
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Prepared by:


AL FRANJON M. VILLAROYA
Department Head

PERFORMANCE MONITORING FORM

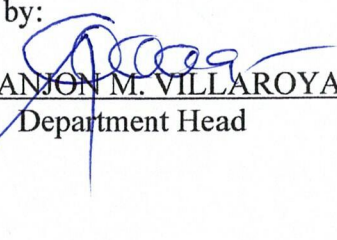
Name of Employee: Alaina G. Larrazabal

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	Handles and teaches social science subjects (ScSc 14N Philippine Indigenous Communities; ScSc 13 The Contemporary World)	Virtual Classroom of the assigned class, grade sheet per courses taught, and good result of student performance evaluation	January 2024	July 2024	June 2024	Impressive	Outstanding	
2	Assist students' concerns through student's consultation	Improved student performance	January 2024	July 2024	June 2024	Impressive	Outstanding	
3	Prepare and accomplish Table of Specification for both midterm and final examinations	Approved Table of Specification and Examinations	January 2024	July 2024	June 2024	Impressive	Outstanding	
4	Prepare instructional materials for ScSc 14N and ScSc 13	Prepared PowerPoint presentations and visual aids for the whole semester	January 2024	July 2024	June 2024	Impressive	Outstanding	
5	Update virtual classroom using VSUEE/Moodle	Updated virtual classroom in ScSc 14N and ScSc13	January 2024	July 2024	June 2024	Impressive	Outstanding	
6	Perform other functions assigned by the department	Committee memberships	January 2024	July 2024	June 2024	Impressive	Outstanding	
7	Perform other functions assign by the University and other departments	Conduct classes in ScSc 14n for the months of January to July 2024, Second semester of AY 2023-2024	January 2024	July 2024	June 2024	Impressive	Outstanding	

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

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

Prepared by:


AL FRANJON M. VILLAROYA
 Department Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Alaina G. Larrazabal**

Performance Rating:

Aim: To continue graduate study in a reputable institution and improve teaching effectiveness.

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

Date: January 1, 2024

Target Date: December 31, 2024

First Step:

- a) Encouraged her to continue and finish her master's study in a reputable institution preferably in the Philippines by 2024.
- b) Advised her to start working on papers in line with the goals of the department to be published in reputable journals.

Result:

- a) She's enrolled in Master of Science in Development Sociology at the Visayas State University.
- b) She's now in her third semester in her chosen master's program.
- c) She has received an outstanding rating in her TPES for the first semester A.Y. 2022-2023.
- d) She already presented her thesis proposal to her GAC members and adviser.

Date: January 01, 2024

Target Date: End of second semester

Next Step:

- a) She is advised to start working on papers in line with the goals of the department to be published in reputable journals.

Outcome:


- a) She is now working on her first commentary paper to be published within the year.
- b) She is now enrolled in her Master's Thesis. She is estimated to have her thesis proposal defense in the month of July 2024.

Final Step/Recommendation: NA

Conforme:


ALAINA G. LARRAZABAL
Faculty

Prepared by:


AL FRANJON M. VILLAROYA
Department Head