SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: _____ NANCY D. ABUNDA

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		4.78x50%=2.39	
b. Students (50%)		5.00 x 50%=2.50	
TOTAL for Instruction	50%	4.89	2.445
2. Research	15%	4.67	0.70
3. Extension	15%	5.00	0.75
4. Administration and Support Services	20%	4.93	0.986
TOTAL	100%		4.88

EQUIVALENT NUMERICAL
RATING: 4.88
Add: Additional Points, if any: _____
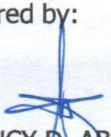TOTAL NUMERICAL RATING: 4.88

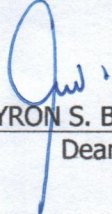ADJECTIVAL RATING: Outstanding

Prepared by: Reviewed by:
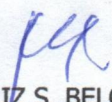
NANCY D. ABUNDA   SHALOM GRACE S. VEGA
Name of Faculty   Department Head

Recommending Approval:

BAYRON S. BARREDO
Dean

Approved:

BEATRIZ S. BELONIAS
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **NANCY D. ABUNDA**, a faculty member of the **VSU INTEGRATED HIGH SCHOOL** and the Head of the Instructional Materials Development Office commit to the deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **July - December 2023**.

	Recommending Approval:	Approved:	
NANCY D. ABUNDA	**SHALOM GRACE S. VEGA**	**BAYRON S. BARREDO**	**MA. RACHEL KIM L. AURE**
Instructor	Department Head	Dean, College of Education	Director for Instruction & Evaluation
Date: 02-20-24	Date: 02-27-24	Date: 02-27-24	Date: 02-28-2024

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Efficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
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 manuscript							
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript							

		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	12	26.7	5	5	5	5.00	Math IIn, Math IV (Jupiter & Venus)

		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	1	3	5	5	5	5.00	Math IIn, Math IV (Jupiter & Venus)
		A 11. Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits completion							
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	7	5	5	5	5.00	Faculty Onboarding 2nd sem AY 2023-2024, Launching and Contract Signing of Microsoft Office 365 A3, End-User Training of Microsoft 365 A3, ISO 9001:2015 Awareness and Re-Awareness Seminar, Internal Quality Audit (IQA) Training from AGF, 1-week Supervisory Development Course (SDC) Tracks 2 & 3, and OVPAA OTP Monitoring Workshop
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	8	5	5	4	4.67	Math IIn, Math IV (Jupiter & Venus)
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	8	25	5	5	4	4.67	Math IIn, Math IV (Jupiter & Venus)
		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	0	13	5	5	5	5.00	Grade 11-HUMSS Brassica
		A17. Number of students advised on thesis/ field practice/special problem:		0	1	5	5	5	5.00	Grade 12 ABM Students
		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	4	120	5	5	4	4.67	Math IIn, Math IV (Jupiter & Venus), & Grade 11 HUMMS

	PI 9: Number of student organizations advised/ assisted *	**A19** . Number of Student organizations advised	Advises student organizations recognized by USOO							
		A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	10	5	5	4	4.67	Math & Science Month, Grade 11 Parents Meeting, VSUIHS Parents-Teachers' Consultation and Honors Program for 1st quarter, Division Science, Technology and Mathematics Fair 2023, Intramurals 2023, VSUIHS Parents' Meeting and Orientation, VSUIHS Student Onboarding, VSU Graduation Ceremony, VSUIHS Honors Program, 8th VSUIHS Promotional Exercises,6th VSUIHS Graduation Ceremony,
	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	1	2	4	5	5	4.67	Math IV, Math 11n
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	4	5	5	4.67	Math IV
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	20	5	5	5	5.00	Math IV, Math 11n
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	47	5	5	5	5.00	Math IV, Math 11n
		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	4	4	5	4.33	Math IV
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle	1	2	5	5	5	5.00	Math IV, Math 11n
	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	0	3	5	5	5	5.00	QS Star Assessment in Curriculum Development, VSU Philippine Quality Award, 5th Internal Quality Audit

		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
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							
	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							
	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							
		In refereed int'l journals								
		In refereed nat'l/regional journals								
	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							
		In int'l fora/conferences								
		In nat'l/regional fora/conferences								
	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	2	5	5	4	4.67	Benchmarking and Capacity Needs Assessment Towards Developing VSU into a National Green University, Motivation and Study Habits of Learners in the New Normal
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)								

		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							
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		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							
	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							
	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							
	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							

	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							
	Research Mentoring	*Research Mentor*								
	Peer reviewers/Panelists	*Peer reviewers/Panelists*								
	Resource Persons	*Resource Persons*		0	4	5	5	5	5.00	VSU Faculty Onboarding, VSUIHS Orientation with Parents, VSUIHS Student Onboarding, DPSS Syllabi Making
	Convenor/Organizer	*Convenor/Organizer*		0	3	5	5	5	5.00	VSU Faculty Onboarding, VSUEE Training-Wokrshop, Curriculum and Instruction Review of the Graduate School Degree Programs
	Consultancy	*Consultant*								
	Evaluator	*Evaluator*								
	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							

PI 11. Additional outputs *	**A 42**. No. of extension-related awards (extn. 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							

MFO 12- Instructional Materials Development Services

PI 1. Percentage in spearheading in the planning of instructional material development and coordination the publication of the same.		Spearheading in the planning of instructional material development and coordination the publication of the same.	50%	100%	5	5	4	4.67	All VSU undergraduate and graduate programs of main campus and component colleges
PI 2. Percentage of syllabi, evaluation syllabus, TOS, instructional materials and VSUEE monitored.		Monitoring of OBE Syllabi, Evaluation of syllabi, TOS, Ims and VSUEE.	50%	100%	5	5	4	4.67	All VSU undergraduate and graduate programs of main campus and component colleges
PI 4:Number of seminars/trainings/workshops coordinated for entire university		Coordinating seminars/ workshops for entire unviersity.	2	250%	5	5	5	5.00	1. VSU Faculty Onboarding 2023 - August 16-17, 2023 2. Microsoft Office 365 A3 | Knowledge Transfer Administrator's Training - August 17, 2023 3. Microsoft Office 365 A3 | End-User Training - August 18, 2023 4. Launching of Microsoft 365 - September 6, 2023 5. VSUEE Workshop Series - Sep. 13, 2023 6. University Curriculum Review - October 2,3,5,6, 2023
PI 6: Number of syllabi, evaluation syllabus, TOS and VSUEE monitored.		Monitoring of OBE Syllabi, Evaluation of syllabi, TOS, Ims and VSUEE.	200	978	5	5	5	5.00	All VSU undergraduate and graduate programs of main campus and component colleges
PI 7: Number of Virtual Classroom Evaluation reviewed and approved		Review and approve Virtual Classroom Evaluation	200	82	4	3	4	3.67	All VSU undergraduate and graduate programs of main campus and component colleges
PI 8: Number of Virtual Classroom Monitoring reviewed and approved		Review and approve Virtual Classroom Monitoring	100	82	4	3	4	3.67	All VSU undergraduate and graduate programs of main campus and component colleges

PI 9: Number of Virtual Classroom created		Creat Virtual Classroom	600	72	4	3	4	3.67	All VSU undergraduate and graduate programs of main campus and component colleges
PI 9: Number of coordinating the VSU faculty and students VSUEE account			10,000	15,409	5	5	5	5.00	All VSU undergraduate and graduate programs of main campus and component colleges

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 theQMS 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							

		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			5	5	5	5.00	5th IQA
		On program accreditations								
		On institutional accreditations							4.73	

UMFO 6. General Admin. & Support Services (GASS)

	PI 1: Submission of Office PPMP for the following year within deadline as prescribed by BAC.			1	300%	5	5	5	5.00	IMDO
	PI 2: . Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services	0	100%	5	5	5	5.00	IMDO
	PI 3: Number of planning sessions, tracking and monitoring of targets, meeting, etc. cnducted to ensure attainment of department targets			4	100%	5	5	4	4.67	IMDO
	PI4: Number of offices manage and supervised by the Head of the Instructional Materials Development.			1	100%	5	5	5	5.00	IMDO
	PI 5: Number of monthly/special staff meetings conducted**			4	100%	5	5	5	5.00	IMDO
	PI 6:: Additional Outputs									
	Number of Best practices/new initiatives in academic units' management replicated/benchmarked by other depts/agencies *									
		A 47. Collaboration with the VSU Component College				5	5	5	5.00	IMDO
		A 48. Consolidation of guidelines and policies with the Academic Units/ department.				5	5	5	5.00	IMDO

							5	5	5	5.00	IMDO
		A 49. Prepares training proposal for OHIMD, ODIE, and VSU									
		A 50. Coordinate with Nephila Web in the renewal of Branded Moodle App for VSUEE.					5	5	5	5.00	IMDO
		A 51. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal								
											Comments & Recommendation for Development Purpose:
	Total Over-all Rating									183.11	
	Average Rating									4.82	
	Adjectival Rating							Outstanding			

Comments & Recommendation for Development Purpose:
① To mentor young faculty.
② To pursue more on doing research and extension projects.

Evaluated & Rated by:

SHALOM GRACE C. VEGA
Department Head
Date: 0N. 13. 24

Recommending Approval

BAYRON S. BARREDO
Dean, College of Education
Date: 02. 27. 24

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 03-25-24

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Dr. Nancy D. Abunda
Performance Rating: Outstanding

Aim: To write research and extension proposal and submit to OVPRE for findings.

Proposed Interventions to Improve Performance:

Date: February 2024   Target Date: April 2024

First Step:
      1. Attend relevant seminars and training on Research and Extension Proposal.
      2. To produce at least one (1) learning guide per subject ready for the new normal instruction.

Result:
1. Carried out responsibilities efficiently as an instructor and administrator.
2. To conduct approved research and extension projects.

Date: June 2024   Target Date: December 2024

Next Step:
      Decrease teaching load in order to engage in research and produce new IM's.

Outcome: A better schedule that will allow time for administration, research, extension and instruction.

Final Step/Recommendation:

1. Publish more research articles to reputable journals.
2. Mentor young and less experienced faculty.
3. Engage in extension projects.

Prepared by:

SHALOM GRACE C. SUGANO, Ph.D.
Unit Head

Conforme:

NANCY D. ABUNDA, Ph.D.
Name of Ratee Faculty/Staff