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

Name of Faculty Member: **APRIL JAE G. CUSTODIO**

| Program Involvement (1) | Percentage Weight of Involvement (2) | Numerical Rating (Rating x%) (3) | Equivalent Numerical Rating (2x3) |
|---|---|---|---|
| 1. Instruction | | | |
|    a. Head/Dean (50%) | | 4.88 | (2.44) |
|    b. Students (50%) | | 4.43 | (2.22) |
|   Total for Instruction | 100% | (4.66) | 4.66 |
| 2. Research | | | |
| 3. Extension | | | |
| 4. Administration | | | |
| 5. Production | | | |
|   TOTAL | | | 4.66 |

EQUIVALENT NUMERICAL RATING:      4.66
Add. Additional Points, if any:
TOTAL NUMERICAL RATING:      4.66
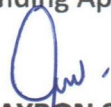
ADJECTIVAL RATING:      Outstanding

Prepared by:

**APRIL JAE G. CUSTODIO**
Name of Faculty

Reviewed by:

**JOEL Q. MABALHIN**
Department Head

Recommending Approval:

**BAYRON S. BARREDO**
College Dean

Approved:

**BEATRIZ S. BELONIAS**
VP for Academic Affairs

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, **APRIL JAE G. CUSTODIO**, a faculty member of the <u>DEPARTMENT OF TEACHER EDUCATION</u> commit to the deliver and agree to be rated on the attainment of the following targets and accomplishment in accordance with the indicated measures for the period <u>July-December 2023</u>.

Approved:

**APRIL JAE G. CUSTODIO**
Instructor I
Date: January 5, 2024

**JOEL Q. MABALHIN**
Department Head
Date: January 5, 2024

**BAYRON S. BARREDO**
College Dean
Date: January 5, 2024

| 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 manuscript | | | | | | | |
| | | *AS GAC Member* | Advises and corrects research outline and thesis/SP/dissertation manuscript | | | | | | | |
| | | <u>A4</u>. 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 | 33 | 28.95 | 5 | 5 | 5 | 5.00 | ECEd114, ECEd108, TEGr107, TEGr112, TEGr120 |
| | **A10** . Number of grade sheets submitted within prescribed period | Prepares gradesheet and submits on or before deadline | 2 | 16 | 5 | 5 | 4 | 4.67 | ECEd114, ECEd108, TEGr107, TEGr112, TEGr120 |
| | 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 | 2 | 5 | 5 | 5 | 5 | 5.00 | |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | A12. Number of trainings attended related to instruction | Attend mandated trainings | 1 | 2 | 5 | 5 | 5 | 5.00 | |
| | | A13. Number of long examinations administered and checked | Administers and checks long examination for subjects taught | 5 | 8 | 5 | 5 | 4 | 4.67 | ECEd114, ECEd108, TEGr107, TEGr112, TEGr120 |
| | | A14. Number of quizzes administered and checked | Prepares and checks quizzes for lec and lab | 15 | 67 | 5 | 5 | 4 | 4.67 | ECEd114, ECEd108, TEGr107, TEGr112, TEGr120 |
| | | 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 adviserto students | 30 | 132 | 5 | 5 | 5 | 5.00 | |
| | | A17. Number of students advised on thesis/ field practice/special problem: | | 3 | 19 | 5 | 5 | 5 | 5.00 | |
| | | 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 | 10 | 193 | 5 | 5 | 5 | 5.00 | |
| | PI 9: Number of student organizations advised/ assisted * | A19. Number of Student organizations advised | Advises student organizations recognized by USSO | 1 | 1 | 5 | 5 | 5 | 5.00 | Mentors' Guild |
| | | A20. Number of Student organizations assisted on student related activities | Assists student organizations in implementing student | 1 | 1 | | | | | |
| | 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* | 5 | 5 | 5 | 5 | 5.00 | ECEd114, ECEd108, TEGr107, TEGr112, TEGr120 |
| | | Supplemental learning resources | *Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught* | *1* | 32 | 5 | 5 | 5 | 5.00 | ECEd114, ECEd108, TEGr107, TEGr112, TEGr120 |
| | | *Assessment tools* | Prepares assessment tools such as long exam, quizzes, problems sets, etc. | *10* | 40 | 5 | 5 | 5 | 5.00 | ECEd114, ECEd108, TEGr107, TEGr112, TEGr120 |
| | | **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 | | | | | | | |
| | | **A 24 :** Number of virtual classroom created and operational | Creates virtual classroom using either Moddle or Google Classroom | 1 | 5 | 5 | 5 | 5 | 5.00 | ECEd114, ECEd108, TEGr107, TEGr112, TEGr120 |
| | **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 | 4 | 4 | 4 | 4.00 | |
| | | Agency/firm/Industry linkages | Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU | 1 | 1 | 5 | 5 | 5 | 5.00 | |
| | | **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 | | | | | | | |
| | 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 | 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 | | | | | | |
| | **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* | | | | | | | |
| | *Convenor/Organizer* | *Convenor/Organizer* | | | | | | | |
| | *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 immediate implementation | | | | | | | | |
| | 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 | | | | | | | | |

## 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 | 0 | 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 | 1 | 100% compliant | | | | | | |
| | | On program accreditations | | 1 | | | | | | | |
| | | 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 | 0 | 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 | 0 | | | | | | | |

| | | A 48. Other outputs implementing the new normal due to covid 19 | Designs administration/management related activities and other outputs to implement new normal | 0 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Total Over-all Rating | | | | | | | | | | 78.00 | |
| | Average Rating | | | | | | | | | | 4.88 | |
| | Adjectival Rating | | | | | | | | | | Outstanding | |

Evaluated & Rated by:

**JOEL Q. MABALHIN**
Department Head
Date: 01-05-2024

Recommending Approval

**BAYRON S. BARREDO**
Dean, College of Education
Date: 01-05-2024

Approved by:

**BEATRIZ S. BELONIAS**
Vice President for Instruction
Date: 02/19/24

Comments and Recommendations for Development Purpose:
New member, but shows dedication in her assignment. Good job!

Exhibit I

## PERFORMANCE MONITORING FORM

Name of Employee: **APRIL JAE G. CUSTODIO**

| 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 | Teach undergraduate courses | 18 FTE | 3rd week of August 2023 | Before the end semester | December 2023 | Very Impressive | Very Satisfactory | 28.95 FTE |
| 2 | Develop on-line courseware, supplemental learning resources & assessment tools | Develop 1 course ware, 1 supplemental learning & 1 assessment tool | 3rd week of August 2023 | Before end of the semester | December 2023 | Impressive | Very Satisfactory | Developed 5 online courseware, 32 supplemental learning & 40 assessment tools |
| 3 | Develop virtual classroom | Develop 1 virtual classroom | 3rd week of August 2023 | Before end of the semester | December 2023 | Impressive | Very Satisfactory | Developed 5 Virtual Classrooms |

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

Prepared by:

**JOEL Q. MABALHIN**
Unit Head

Exhibit L

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **APRIL JAE G. CUSTODIO**
Performance Rating: **4.88**

Aim: Increases involvement in research and extension activities
      Produces instructional materials on handled
      Present & Publish Research

Proposed Interventions to Improve Performance:

D Date: June, 2023         Target Date: July-December, 2023

First Step:
Attend Seminars, Trainings, and workshops
Develop at least one Instructional Material
Write Research Proposals for Funding

Result:

Date:    June, 2023        Target Date: July-December, 2023

Next Step:
Conduct In-service Trainings
Submit Instructional Materials fo ISBN or copyright
Approved Proposals for Funding

Outcome: Published Books/ instructional materials and Research

Final Step/Recommendation:

Conduct Research, Trainings and Extension Activities

<div style="text-align: center;">Prepared by:</div>

**JOEL Q. MABALHIN**
Unit Head

Conforme:

**APRIL JAE G. CUSTODIO**
Name of Ratee Faculty/Staff