SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Maria Hazel I. Bellezas

Program Involvement	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2 x 3)
1. Instruction			
a. Head/Dean (50%)		2.31	
b. Students (50%)		2.50	
TOTAL INSTRUCTION	60%	4.81	2.89
2. Research			
3. Extension			
4. Support Operations	15%	5.00	0.75
5. Gen. Adm. & Support Services	25%	5.00	1.25
TOTAL			4.89

EQUIVALENT NUMERAL RATINGS: 4.89

Add: Additional Points, if ny:

TOTAL NUMERICAL RATING: 4.89

ADJECTIVAL RATING: **Outstanding**

Prepared by: Reviewed by:

MARIA HAZEL I. BELLEZAS   **MOISES NEIL V. SERIÑO**
Name of Faculty   College Dean

                              Approved:

                                          BEATRIZ S. BELONIAS
                                          Vice President for Academic Affairs

Visayas State University
College of Management and Economics
DEPARTMENT OF ECONOMICS
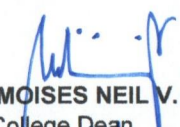Visca, Baybay City, Leyte

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARIA HAZEL I. BELLEZAS, a faculty member of the DEPARTMENT OF ECONOMICS 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 January-December 2022.

Approved

MARIA HAZEL I. BELLEZAS
Assistant Professor IV
Date: _____

MOISES NEIL V. SERIÑO
College Dean
Date: ___8|5|n___

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Target (Jan-June 2022)		Quality	Efficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
							Rating				
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	2	1.33		4	4	4	4.00	
	PI 8: Number of graduate students advised *	**A2.** Number of students advised	Acts as academic adviser to graduate students	1	3		5	5	5	5.00	
		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	1	2		5	5	5	5.00	

		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	2	4		5	5	5	5.00	
	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	1	1		4	4	4	4.00	
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1		4	4	4	4.00	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	11		5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	7		5	5	5	5.00	
		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	2	1		4	4	4	4.00	
	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	20	6.6		4	4	4	4.00	
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	3		4	4	4	4.00	
		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								

	PI	Item	Description								
		A12. Number of trainings attended related to instruction	Attend mandated trainings	2	1		4.5	4.5	4.5	4.50	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	10	6		4.5	4.5	4.5	4.50	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	11		4.5	4.5	4.5	4.50	
		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*	20	30		5	5	5	5.00	
		A17. Number of students advised on thesis/ field practice/special problem:									
		As Thesis/Field Practice/SPProblem Adviser	Advises, and corrects research outline and thesis/SP manuscript	2	4		5	5	5	5.00	
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	2	2		5	5	5	5.00	
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	2	5		5	5	5	5.00	
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	15		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*								
		A20. Number of Student organizations assisted on student related activities	*Assists student organizations in implementing student related activities*								
	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		5	5	5	5.00	
		On-line ready courseware	*Prepares Instructional module/laboratory guide/workbook or a combination thereof*	1	2		5	5	5	5.00	

		Supplemental learning resources	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	5	25		5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	20	15		4	4	4	4.00	
		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	5	2		4	4	4	4.00	
	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	3		5	5	5	5.00	
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	5		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 project 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	1										
	PI 6. Additional outputs*	**A 32**. No. of research-related awards (research conducted by												
		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											5
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	1										
	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	20										
	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	1										

	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	60%							
	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	1							
	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 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	zero non-conformity		5	5	5	5.00	

		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	100% compliant		5	5	5	5.00	
		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	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 outputs to implement new normal								
		No. of monthly/special meeting attended	Monthly meeting attended	10	7		5	5	5	5.00	
	Total Over-all Rating									140.50	
	Average Rating									4.84	
	Adjectival Rating										

Comments & Recommendations for Development Purpose:

Encourage/motivate faculty in the department to engage in research/extension activites

Evaluated & Rated by:

MOISES NEIL V. SERINO
Dean, CME
Date: _____

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: _____

Exhibit I
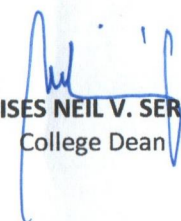
PERFORMANCE MONITORING FORM

Name of Employee: **Maria Hazel I. Bellezas**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date of Completion	Quality of Output*	Overall Assessment of Output**	Remarks/ Recommendation
1	Teaches assigned subjects and performs other teaching related functions such as; prepares and revises teaching materials, prepares and gives examinations, checks test papers and return to students one week after, submit grades within the prescribed period, make herself available for students during consultation hours, revises course syllabus	Very satisfactory	July 2021	Dec. 2021	Dec. 2021	Impressive	Very Satisfactory	
2	Prepares instructional module/e-learning materials for online classes	Very satisfactory	Jan.1, 2022	Jan. 1, 2022	June 30, 2022	Impressive	Very Satisfactory	
3	Attends online meetings, webinars/google met and performs functions as member of different committee of the university, college and of the department	Very Satisfactory	Jan. 1, 2022	June 30, 2022	Jan. 1-June 30, 2022	Very Impressive	Outstanding	
4	Performs administrative function as department head	Very Satisfactory	Jan. 1, 2022	June 30, 2022	Jan. 1-June 30, 2022	Impressive	Very Satisfactory	

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

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:

MOISES NEIL V. SERINO
College Dean

EMPLOYEE DEVELOPMENT PLAN

Jan.-June 2022

Name of Employee   : Maria Hazel I. Bellezas
Performance Rating   : Outstanding

Aim: To improve teaching capability of faculty member.

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

Date: Jan 2022   Target Date: March 2022

First Step:

 Required Dr. Bellezas to update course syllabi and course content relevant to the current trends and needs of the undergraduate and graduate courses assigned for the face to face classes this 1st semester, AY 2022-2023.

Result:

Updated graduate and undergraduate course syllabi

Date: Jan. 2022   Target Date: June 2022

Next Step:

Improve further the Instructional Materials developed for face to face classes this coming 1st semester, AY 2022-2023

Outcome:

Final Step/Recommendation:

Dr. Bellezas improved instructional materials developed.

Prepared by:

MOISES NEIL V. SERINO
CME Dean

Conforme:

MARIA HAZEL I. BELLEZAS
Ratee