SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: JULY-DECEMBER 2023

Name of Faculty Member: **ANGELIE E. GENOTIVA**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.92 x 50% = 2.460	
b. Students (50%)		4.71 x 50% = 2.355	
TOTAL for Instruction	75%	4.82	**3.611**
2. Research	10%		
a. Client/Director for Research			
b. Dept. Head/Center Director		5.00 x 10% = 0.500	
TOTAL for Research			0.500
3. Extension	10%		
a. Client/Director for Extension			
b. Dept. Head/Center Director		5.00 x 10% = 0.500	
TOTAL for Extension			0.500
4. Production			
5. Administration/Other Services	5%	5.00 x 5% = 0.250	0.250
TOTAL	100%		**4.861**

EQUIVALENT NUMERICAL RATING: 4.861
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: **4.861**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

ANGELIE E. GENOTIVA
Name of Faculty

Reviewed by:

AL FRANJON M. VILLAROYA
Department Head

Recommending Approval:

MA. THERESA P. LORETO
Dean, CAS

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ANGELIE E. GENOTIVA, a faculty member of the <u>DEPARTMENT OF PHILOSOPHY AND SOCIAL SCIENCES,</u> commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JULY-DECEMBER 2023

Approved:

ANGELIE E. GENOTIVA
Instructor I
Date: January 2, 2024

AL FRANJON M. VILLAROYA
Department Head
Date: January 8, 2024

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in
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	N/A						
	PI 8: Number of graduate students advised *	**A2.** Number of students advised	Acts as academic adviser to graduate students	N/A						
		A3. Number of students advised on thesis/special problem/dissertation		N/A						
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A						
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A						
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	N/A						
	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	N/A						

		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination	N/A						
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	N/A						
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	N/A						
		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	N/A						
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	N/A						
	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	N/A						

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 per semester	40.85	5	5	5	5.00	Handles ScSc13n and ScSc11n clurses (6 classes)
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	6	5	5	4	4.67	
		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	5	5	5	5	4	4.67	5 INC forms for ScSc13n
		A12 . Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	Faculty Re-tooling and Capacity Building for Social Science GE Courses on September 1, 2023

	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	12	12	5	5	4	4.67	Long Exams in ScSc13n and ScSc11n (2 LE per class, six classes)
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	30	5	5	5	5.00	Quizzes in ScSc13n and ScSc11n (six classes)
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	N/A						
	A17. Number of students advised on thesis/ field practice/special problem:								
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	N/A	N/A					
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	N/A	2	5	5	5	5.00	Gabriel Celebrado and Sherly Dayon
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	20	20	5	5	4	4.67	Consultation with students taking up ScSc13n and ScSc11n courses (six classes)
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	Adviser, VSU Debate Society
	A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	5	5	5	5.00	Adviser, VSU Debate Society
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	1	5	5	5	5.00	Module in ScSc13n uploaded at VSUEE

				10	32	5	5	5	5.00	Learning Resources in ScSc13n and ScSc11n
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on							
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	20	5	5	5	5.00	Learning Tasks and Learning Assessments in ScSc13n and ScSc11n
		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	none					No new online courseware has been produced during the period
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	7	7	5	5	5	5.00	7 Virtual Classrooms for six classes
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:	Reviews syllabus as member of the department's Technical Review Panel	1	2	5	5	5	5.00	Syllabus in Phlo 11 and ScSc13n
			Reviews TOS as member of the department's Technical Review Panel	1	10	5	5	5	5.00	Midterm TOS for SocSci GE courses
									4.92	
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		1	1	5	5	5	5.00	1. "Ethno-Linguistic Study of Minamanwa, Its Challenges and Changes Overtime".
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		1	1	5	5	5	5.00	Title: "Ethno-Linguistic Study of Minamanwa, Its Challenges and Changes Overtime"
PI 3. Percentage of research outputs published in	A 29. Percentage of research outputs published in internationally-refereed or	Writes publishable materials out of research outputs and		1	In progress					
	In refereed int'l journals			1	In progress					An article is in review submitted to the Journal of
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		1	1	5	5	5	5.00	Submitted a proposal to NEDA entitled "Saving Minanamanwa: An Initiative to Preserve

					AVERAGE				5.00	

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	1	5	5	5		5.00	Linked with DEPED Southern Leyte Division and Mamanwa Tribe in Pinamudlan Southern Leyte
PI 2. Number of trainees	A 37. Number of trainees weighted by	Conducts trainings among	10	12	5	5	5		5.00	12 attendees to the
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	1	5	5	5		5.00	Saving Minamanwa: An Initiative to Preserve Minamanwa and the Mamanwa Indigenous Knoweledge System and Practices
PI 4. Percentage of	A 39. Percentage of beneficiaries who	Provides quality and relevant	50%	100%	5	5	5		5.00	12 out of 12 participants
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	50%	100%	5	5	5		5.00	Saving Minamanwa: An Initiative to Preserve Minamanwa and the Mamanwa Indigenous Knoweledge System and Practices
PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *		NONE	NONE						
	A 43. Other outputs implementing the	activities and other outputs to	NONE	NONE						
					AVERAGE				5.00	

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	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	

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

PI 2. Zero percent complaint from clients served	**A 46**. Customerly friendly frontline services	Provides customer friendly frontline services to clients	No complaint	No 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	NONE	NONE					
	A 48.Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	NONE	NONE					
	A49 Number of meetings attended and activities participated	Attends department meetings and activities	4	6	5	5	5	5.00	
	A50. Department Research Committee Secretary	Number of minutes recorded	1	0					NO meeting conducted by the research committe
								5.00	
Total Over-all Rating									
Average Rating									
Adjectival Rating									

Average Rating (Total Over-all rating divided by number of entries)	
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	
ADJECTIVAL RATING	

Comments & Recommendations for Development Purpose: Ms. Genotiva is an effective educator, and her dedication to teaching is commendable. It is recommended that she pursues further studies for her Ph.D

Evaluated & Rated by:

AL FRANJON M. VILLAROYA
Department Head
Date: 1/19/24

Recommending Approval

MA. THERESA P. LORETO
Dean, College of Arts and Sciences
Date: JAN 19 2024

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 01/24/24

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **ANGELIE E. GENOTIVA**

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 the courses ScSc11n and ScSc13n	Will provide attendance sheets of assigned classes, midterm and final grade sheets per course, and achieve an outstanding result in students' performance evaluation	JULY 2023	DECEMBER 2023	DECEMBER 2023	Impressive	Outstanding	
2	Assist students' concerns through students consultation	Will improve students' performance	JULY 2023	DECEMBER 2023	DECEMBER 2023	Impressive	Outstanding	
3	Class preparation	Will prepare online ready course wares, learning guides, virtual classrooms, quizzes, and activities	JULY 2023	DECEMBER 2023	DECEMBER 2023	Impressive	Outstanding	
4	Submission of midterm grades and final grades	Grades will be submitted to the university registrar	JULY 2023	DECEMBER 2023	DECEMBER 2023	Impressive	Outstanding	
5	Participate in all activities conducted by the department, college and the university	Attendance sheet; will present certificates if possible	JULY 2023	DECEMBER 2023	DECEMBER 2023	Impressive	Outstanding	
6	Perform other functions assigned by the department head	Certificate of the trainings and workshops	JULY 2023	DECEMBER 2023	DECEMBER 2023	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

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Angelie E. Genotiva**

Performance Rating: **Very Satisfactory**

Aim: To engage in research and extension projects and improve teaching strategies

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

Date: January 2023   Target Date: One year from today

First Step:
   a) Required her to be involved on research or extension projects which the Department has started to work on.
   b) Advised her to simplify her discussions more in order for the students with different levels of intellectual abilities to comprehend

Result:
   She is currently connected to one extension project approved by the university.
   She has employed several teaching strategies that simplified her discussions relative to the different levels of intellectual abilities of her students

Date: January 2023   Target Date: One year from today

Next Step:
   She was advised to write her research manuscripts into publishable research articles and submit them to reputable peer referred journals.

Outcome: She has submitted for review one manuscript to a Scopus journal

Final Step/Recommendation: NA

Prepared by:

AL FRANJON M. VILLAROYA
Department Head

Conforme:

ANGELIE E. GENOTIVA
Faculty