

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


Rating Period: July-December 2024

Name of Faculty Member: **PAULA NADREA M. PAQUIBULAN**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.00 x 50% = 2.000	
b. Students (50%)		4.17 x 50% = 2.085	
TOTAL for Instruction	85%	4.085	3.472
2. Research			
a. Client/Director for Research			
b. Dept. Head/Center Director	5%	4.00 x 5% = 0.200	0.200
TOTAL for Research			
3. Extension			
a. Client/Director for Extension			
b. Dept. Head/Center Director	5%	4.00 x 5% = 0.200	0.200
TOTAL for Extension			
4. Production			
5. Administration/Other Services	5%	4.00 x 5% = 0.200	0.200
TOTAL	100%		4.07

EQUIVALENT NUMERICAL RATING: 4.07
 Add: Additional Points, if any: N/A
 TOTAL NUMERICAL RATING: **4.07**


ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by: 
PAULA NADREA M. PAQUIBULAN
 Name of Faculty

Reviewed by: 
MARIA VANESSA E. GABUNADA
 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, PAULA NADREA M. PAQUIBULAN, a faculty member of the DEPARTMENT OF ARTS, LANGUAGES, AND LITERATURE commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period JULY-DECEMBER 2024.


PAULA NADREA M. PAQUIBULAN
 INSTRUCTOR III
 Date: January 20, 2025

Approved: 
MARIA VANESSA E. GABUNADA
 Department Head
 Date: 1-20-25


GLENN PAJARES
 College Dean
 Date: 1-20-25

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Actual Accomplish ment	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											
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE		Handles subjects/courses assigned	NA						
	PI 8: Number of graduate students advised *	A2. Number of students advised		Acts as academic adviser to graduate students	NA						
		A3 . Number of students advised on thesis/special problem/dissertation									
		As GAC Chairman		Advises and corrects research outline and thesis/SP/dissertation manuscript	NA						
		AS GAC Member		Advises and corrects research outline and thesis/SP/dissertation manuscript	NA						
		A4 . Number of students entertained for consultation purposes		Entertains students seeking consultation with faculty	NA						
	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	NA						
		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	NA						
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	NA						

[illegible]

[illegible]

	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	none							
	PI 3. Percentage of research outputs	A 29. Percentage of research outputs		Writes publishable materials out of research	none							
		In refereed int'l journals										
		In refereed nat'l/regional journals										
	PI 4. Number of research outputs	A 30. Number of research outputs		Prepares, submits and presents research	none							
		In int'l fora/conferences				1	4	4	4	4.00	22nd Asia TEFL International	
		In nat'l/regional fora/conferences										
	PI 5. Percent of research proposals approved *	A 31. Percentage of research proposals prepared, submitted and approved		Prepares research proposals, submits and follows up its approval for immediate implementation	none	1	4	4	4	4.00	Study leader of the Research Project: Creating a Language and Literacy	
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)			none							
		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	N/A							
		A 34. Number of UMs submitted to ITSO, VSU	UM preparation	Prepares and submits application for UM of technology generated out of research output	N/A							
		A 35. Other outputs implementing the		Designs research related activities and other	N/A							
	UMFO 4. EXTENSION SERVICES											
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a	A 36. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders		Identifies and links with probable partners for extension activities and maintains this active partnership	N/A							

	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	N/A							
	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		Implements duly approved extension projects	N/A							
	PI 4. Percentage of beneficiaries who rated the training course/s and	A 39. Percentage of beneficiaries who rated the training course/s and		Provides quality and relevant training courses and advisory services	N/A							
	PI 5. Number of technical/expert	A 40. Number of technical/expert		Provides the technical and expert services requested by beneficiaries	N/A							
	Research Mentoring	Research Mentor			N/A							
	Peer reviewers/Panelists	Peer reviewers/Panelists			N/A							
	Resource Persons	Resource Persons			N/A							
	Convenor/Organizer	Convenor/Organizer			N/A	1	4	4	4	4.00	BE Syllabus Writeshop for ABLit	
	Consultancy	Consultant			N/A							
	Evaluator	Evaluator			N/A							
	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	N/A							
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *			N/A							
		A 43. Other outputs implementing the new normal due to covid 19		Designs extension related activities and other outputs to implement new normal	N/A							
						TOTAL:				4.00		
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 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							
		A 45. Compliance to all requirements of the program and institutional accreditations:	Minutes Preparation	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant							

		On program accreditations	Pilot Plant Manager										
		On institutional accreditations	SSF Rootcrop facility incharge										
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		Zero % complaint							
	PI 3: Additional Outputs	A 47. Number of participation in Dept. Activities as Resource Speaker/ Modulator		Acts as resource speaker or modulator in dept. related activities	0	1	4	4	4	4	4.00		
		A 48. DPC Member		Plans dept. activities, Provide endoresements and recommendations, Screen applicants	2	8	4	4	4	4	4.00		
		A 49. Attendance DALL Faculty Meetings and DALL DPC Meeting as Secretary		Attends DALL Faculty Meetings; Make Minutes of Meeting for DALL DPC MeetingS	3	12	4	4	4	4	4.00		
						TOTAL:					4.00		
	Total Over-all Rating												
	Average Rating												
	Adjectival Rating												

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

Evaluated & Rated by:

MARIA VANESSA E. GABUNADA

Department Head

Date: 1-20-25

Recommending Approval

GLENN B. PAJARES

Dean, College of Arts and Sciences

Date: 1-20-25

Comments & Recommendations for Development Purpose: Ms. Paquibulan works effectively in all tasks assigned to her in the department. She recently finished her MS which qualifies her to pursue a doctorate for the development of her career.

Approved by:

ROTACIO S. GRAVOSO

Vice President for Instruction

Date: 1/11/25

PERFORMANCE MONITORING FORM

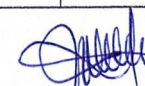
Name of Employee: **PAULA NADREA MORALES-PAQUIBULAN**

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 one (2) major course of AB English Language Studies: ELSt 200.2 (1 section), ELSt 104 (2 sections), (2) cognate courses: Litr 132 (2 sections), Litr 135 (1 section)	Regular attendance in the assigned classes, grade sheet per courses taught, and good results of student performance evaluation	July 2024	December 2024	December 2024	Impressive	Outstanding	
3.	Prepare course syllabi for ELSt 104 and Litr 135 updates	Approved course syllabi in ELSt 104 and Litr 135	July 2024	August 2024	August 2024	Impressive	Outstanding	
4.	Prepare Instructional Materials	Developed and utilized modules for ELSt 104, Litr 132, and Litr 135	August 2024	August 2024	August 2024	Impressive	Outstanding	
5.	Allot time for student consultation	Spent 8-10 hrs. a week for in-person and online consultation	August 2024	December 2024	December 2024	Impressive	Outstanding	
6.	Submit midterm grades and final grades	Grades submitted to the registrar	August 2024	December 2024	December 2024	Impressive	Outstanding	
7.	Participate in all activities conducted by the department, college, and the university	Attendance in DALL Christmas party, Departmental meetings, Languages and Literature Section meetings, Web and news committee meeting, Faculty Onboarding, webinars, and Virtual Academic Adviser Orientation	August 2024	December 2024	December 2024	Impressive	Outstanding	
8.	Screen students who want to shift to ABELS	Conduct interviews, tabulate results, and email results to applicants	August 2024	August 2024	Ongoing	Impressive	Outstanding	
9.	Screen applicants as DPC members and functions in other assigned roles	Rate demo-teaching, conduct interviews	July 2024	December 2024	December 2024	Impressive	Outstanding	
10.	Write minutes of DALL DPC meetings	Write minutes of the meetings	July 2024	December 2024	Ongoing	Impressive	Outstanding	

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

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

Prepared by:



MARIA VANESSA E. GABUNADA

Head, DALL

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Paula Nadrea Morales-Paquibulan

Performance Rating: Outstanding

Aim: To present her master's thesis in international conferences; To enroll in a doctoral degree program

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

Date: January 2024

Target Date: One year from today

First Step:

- a) Encouraged her to present and publish her master's thesis and to enroll in a doctoral degree program

Result:

She finished her Master's degree program and currently submitted parts of her thesis to reputable journals and conferences.

Date: July 2024

Target Date: End of second semester (AY 2024-2025)

Next Step:

Encouraged her to pursue a doctor's degree in line with her field.

Outcome: NA

Final Step/Recommendation: NA

Prepared by:



MARIA VANESSA E. GABUNADA
Department Head



TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

Second Semester AY 2023-2024

Name of faculty: PAQUIBULAN, PAULA NADREA M.

Department: Dept. of Arts, Languages and Literature

College: College of Arts and Sciences

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Numerical	Adjectival	
Litr 132	CHILDREN'S LITERATURE	LEC	4.00	Very Satisfactory	80.0%
ELSt 103	HISTORY OF THE ENGLISH LANGUAGE	LEC	3.00	Satisfactory	60.0%
Litr 132	CHILDREN'S LITERATURE	LEC	5.00	Outstanding	100.0%
Litr 13	LITERATURES OF THE PHILIPPINES	LEC	4.00	Very Satisfactory	80.0%
ELSt 103	HISTORY OF THE ENGLISH LANGUAGE	LEC	5.00	Outstanding	100.0%
Litr 135	CREATIVE WRITING	LEC	4.00	Very Satisfactory	80.0%
Average Rating			4.17	Very Satisfactory	83.33%

Source: Results of Teaching Performance Evaluation by Students filed at IEO

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: 11-06-2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: 11-11-2024

Received by:

PAQUIBULAN, PAULA NADREA M.

Name and Signature of Faculty

Date: 1-10-25

Distribution of copies: IEO, College, Department, Faculty (all in original signature)

