# 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	Percentage	Numer	ical	Rating	) (	Rating	Equivalent
(1)	Weight of Involvement			x %)			Numerical Rating
(1)	(2)			(3)			(2x3)
1. Instruction			_			$\dashv$	
a. Head (50%)		4.00	х	50%	=	2.000	
b. Students (50%)		4.17	х	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	х	5%	=	0.200	0.200
TOTAL for Research							
3. Extension							
a. Client/Director for Extension							
b. Dept. Head/Center Director	5%	4.00	Х	5%	=	0.200	0.200
TOTAL for Extension							
4. Production							
<ol><li>Administration/Other Services</li></ol>	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:

Reviewed by:

PAULA NADREA M. PAQUIBULAN

Name of Faculty

MARIA VANESSA E. GABUNADA

Department Head

Recommending Approval:

GLENN 6. PAJARES

Dean, CA

ROTACIO S. GRAVOSO

Vice President for Academic Affairs

"Exhibit B"

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, <u>PAULA NADREA M. PAQUIBULAN</u>, a faculty member of the <u>DEPARTMENT OF ARTS, LANGUAGES, AND LITRATURE</u> commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period <u>JULY-DECEMBER 2024.</u>

PAULA NADREA MI PAQUIBULAN

INSTRUCTOR III Date: January 20,2025

MARIA VANESSA E. GABUNADA

Department Head
Date: 1-10-1

College Dean
Date: |-11-21

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities /	Tasks Assigned	Target	Actual Accomplish			Rating		REMARKS (Indicators in percentage should be
NO.			Projects			ment	Quality	Eficiency	Timeliness	Average	supported with numerical values in numerators and denominators)
UMFO	1. ADVANCED EDUCATION SERV	ICES									
OVPI N	NFO 2. Graduate Student Managem	nent 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						
		<u>A4</u> . 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						

						4 4 4 4.00 She is a Study Leader of a university-approved research entitled, "Creapproved a Laguage and Interns. Profile of VISI Students.	4 4 4 4.00 MIDTERM AND FINAL TERM GRADESHEETS		4 4 4 4.00 LSP Virtual Talk on Applied Linguistics; 22nd Asia TEFL Informational Conference	4 4 4.00	4 4 4.00	4 4 4 4.00 Term Papers only; Lab Reports are not applicable	4 4 4 4.00		4 4 4.00	4 4 4 4.00	4 4 4.00
						15	14	9	2	80	90	12	12		2	S	105
NA	NA	NA	NA			18	4	-	1	4	01	-	2		-	-	15
Prepares assessment tools such as long exam, quizzes, problems sets, etc.	Submits the course ware duly reviewed by TRP for editing by MMDC editor	Creates virtual classroom using either Moddle or Google Classroom	Designs experiential learning activities and other outputs to implement new normal			Handles and feaches courses assigned	Prepares gradesheet and submits on or before deadline	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period	Attend mandated trainings	Administers and checks long examination for subjects taught	Prepares and checks quizzes for lec	Checks lab reports and term papers submitted as required	Acts as academic adviser to students		Advising/correcti Advises, and corrects research outline and thesis/SP manuscript	Advises and corrects research outline and thesis/SP manuscript	Entertains students consulting on subject taught, thesis and grades
							Preparation		Trainings	exam prep					Advising/correction	Advising/correcti on	
Assessment tools	A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	A 7 : Number of virtual classroom created and operational	A 8. Other outputs implementing the new normal due to covid 19		nent Services	A9. Actual Faculty's FTE	A10. Number of grade sheets submitted within prescribed period	A 11. Number of INC forms with grade submitted within prescribed period	A12. Number of trainings attended	A13. Number of long examinations administered and checked	A14. Number of quizzes	A15. Number of lab reports and term papers checked and graded	A16. Number of students advised:	<u>A17</u> . Number of students advised on thesis/ field practice/special problem:	As SRC Chairman	As SRC Member	A18 . Number of students entertained for consultation purposes
			PI 10. Additional outputs:	UMFO 2. HIGHER EDUCATION SERVICES	OVPI UMFO 3. Higher Education Management Services	PI 5: Total FTE, coordinated, implemented and monitored *							PI 8: Number of students advised: *				

					əuou	Yd notiszilitu eldiszor for possible utiliszition by or other beneficiaries	Aumber of research outputs in the last three (3) years utilized by the houstny or by other beneficiaries *	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *
								NMFO 3. RESEARCH SERVICES
4.00				:JATOT				
				0	0	Designs experiential learning activities and other outputs to implement new normal	476.0ther outputs implementing the new normal due to covid 19	
					A\N	Coordinates with potential firms and maintains linkages with firms willing to accept OT students from VSU	Agency/firm/Industry linkages	
					AN	Prepares documents and for program profile and other materials required during program/institutional accreditation and/or evaluation	Program accreditation/evaluation	
		T					A 25. Number of Additional outputs accomplished:	studtuo IsnotitibbA . III Iq
00.4	Þ	b	4	ı	0	Creates virtual classroom using either Moddle or Google Classroom	A 24 : Number of virtual classroom created and operational	
				0	0	Submits the course ware duly reviewed by TRP for editing by MMDC editor	A 23 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	
00.4	<b>b</b>	b	Þ	99	10	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	sloot InemssessA	
00.4	t	<b>b</b>	4	50	2	Prepares Power Point presentation, video cilps, movie cilps, reading assignments depending on course taught	Seonroear grinnsal Isanemelqqu2	
4.00	<b>b</b>	<b>b</b>	Þ	ı	ı	Prepares Instructional module/laboratory guide/workbook or a combination thereof	On-line ready courseware	
007	Ť	Ť	ŕ			Prepares and submits for review by the Technical Review Panel	A 21 : Number of on-line course ware developed and submitted :	Pi 10; Number of instructional materials developed *
					0	fraðuðs gnilnemelqmi ni snoilssinagro freðuðs stsissA seilivitas þelsen	O <u>AA.</u> Number of Student organizations assisted on student related or student related astivities	
				0	0	Advises student organizations recognized by USSO	Mumber of Student . <u>etA</u> organizations advised	PI 9: Mumber of student *  * basistes \begin{align*}

	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						
	Percentage of research outputs	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									Study leader of the
	PI 5. Percent of research proposals approved *	A 31. Percentage or or research proposals prepared, submitted and		Prepares research proposals, submits and follows up its approval for immediate	none	1	4	4	4	4.00	Research Project:Creating
	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						

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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		Implementes 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	N/A						
Research Mentoring	Research Mentor		requested by beneficiaries	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 ABL
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					4.00	
					TOTAL:				4.00	
UMFO 5. SUPPORT TO OPERAT	TIONS									
OVPI MFO 4. Program and Instituti										
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		n-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					

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	On program accreditations	Pilot Plant Manager								
	On institutional accreditations	SSF Rootcrop facility incharge								
UMFO 6. General Admin. & Sup	pport 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	4.00	
	A 48.DPC Member		Plans dept. activities, Provide endoresements and recommendations, Screen applicants	2	8	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	4.00	
					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	

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.

Comments & Recommendations for

Evaluated & Rate

MARIA VANESSA E. GABUNADA

Department Head

Date: 1-10-11

Recommending Approval

Dean, College of Arts and Sciences
Date: 1-20-25

Date:

Approved by:

ROTACIO S. GRAVOSO § Vice President for Instruction
Date:

## PERFORMANCE MONITORING FORM

DALILA NADREA MORALES-PACILIRIII AN

Task No.	Task Description	Expected Output	Date Assigne d	Expected Date to Accomplish	Actual Date accomplishe d	Quality of Output*	Over-all assessment of output**	Renarks/ Rezomme ntation
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	

<sup>\*</sup> 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: <u>To present her master's thesis in international conferences; To enroll in a doctoral degree</u>

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:

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

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 VANESSÀ 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. &	Lab/		RATING	% Evaluation
	Descriptive Title	Lec	Numerical	Adjectival	Rating
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 WINAZAL 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:

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