SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **MERRY JEAN A. CAPARAS**

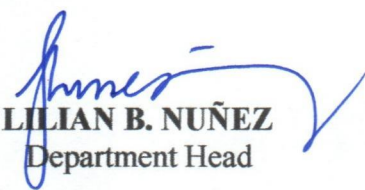| Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean	40%	4.07 *4.U3*	1.63 *2.31*
b. Students	10%	5	0.50 *2.5*
Total for Instruction	**50%**	**4.535**	
2. Research	25%	4.60	1.15
3. Extension	25%	4.36	1.09
4. Administration	-	-	-
TOTAL			4.37 *4.4*

EQUIVALENT NUMERICAL RATING: 4.37
Add: Additional Points, if any: --
TOTAL NUMERICAL RATING: 4.37

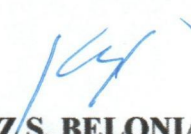ADJECTIVAL RATING: **Very Satisfactory**

Prepared by: Reviewed by:

MERRY JEAN A. CAPARAS   **LILIAN B. NUÑEZ**
Name of Faculty   Department Head

Recommending Approval:

MOISES NEIL V. SERIÑO
Dean, CME

Approved:

BEATRIZ S. BELONIAS
Vice President- Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MERRY JEAN A. CAPARAS**, a faculty member of the **Institute for Strategic Research and Development Studies** commit to the deliver and agree to to be rated on the attainment of the following targets in accordance with the indicated measures for the period **JULY - DECEMBER 2023**.

Prepared:

MERRY JEAN A. CAPARAS
Instructor I
Date: 18 December 2023

Approved:

LILIAN B. NUÑEZ
Director, ISRDS
Date 1-5-24

MOISES NEIL V. SERIÑO
Dean, CME
Date 1-19-24

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 numerators and denominators)
UMFO 1. ADVANCED EDUCATION SERVICES									(3.5)	4.33
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	4	6	5	5	5	5	1 full semester - DSOC 221, LAMP 221, DSOC 241; 1 final term - DSOC 241; 1 full semester - DSOC 232; DSOC 208;
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	1	0	1	1	1	1	
		A3. Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	NA	NA					

4.33
4.92
4.63

PI	Activity	Description	Target	Accomplishment					Remarks
	AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	1	4	4	4	4	MSTrEc
	A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	20	10	2	2	2	2	1 - BSGE; 3 - BSCS; 5 MS DevSoc; 2 MS Forestry; 1 MS AgEcon; 1 MSTrEc; 1 MS Language Teaching
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	5	5	5	5	DSOC 241 Gender, Work, and Food in Rural Society
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	0	0					
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	10	27	5	5	5	5	1 ppt for DSOC 252; 5 ppts for DSOC 241; 7 Reading Assignment for DSOC 241; 5 ppts for DSOC 208; 3 ppts for DSOC 232; 4 reading assignments for DSOC 208; and 2 reading assignments for DSOC 232
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	15	5	5	5	5	2 commentary papers for DSOC 241 2 students presentations for DSOC 241 7 Discussion Papers for DSOC 241 3 case studies for DSOC 208; 1 map output for DSOC 232
	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	10	0	1	1	1	1	
	A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	0	0					
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	0	0					

UMFO 2. HIGHER EDUCATION SERVICES — 4.643

OVPI UMFO 3. Higher Education Management Services

PI	Activity	Description	Target	Accomplishment					Remarks
PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	2	4	5	5	5	5	1 final term ScSc13n (The Contemporary World); 1 full semester ScSc11n (Understanding the Self)Soci11 (Sociology with Family Planning); ScSc13n (The Contemporary World)

26

		A10. *Number of grade sheets submitted within prescribed period*	Prepares gradesheet and submits on or before deadline	6	11	5	5	5	5	Final Gradesheets for: Soci11 (Sociology with Family Planning); DSOC 241 Gender, Work, and Food in Rural Society ; DSOC 221 and LAM 221 (Sociology of Agriculture Midterm Gradesheets for: ScSc13n (The Contemporary World) and DSOC 241 Gender, Work, and Food in Rural Society Final Gradesheets for: ScSc13n (The Contemporary World) and DSOC 241 Gender, Work, and Food in Rural Society Midterm and Final Gradesheets for: ScSc11n (Understanding the Self); DSOC 232 (GIS for Social Sciences); DSOC 208 (Qualitative Research Methods)
		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	0	0					
		A12. *Number of trainings attended related to instruction*	Attend mandated trainings	2	5	5	5	5	5	Faculty On-boarding; Harmonizing Understanding of Gender Concepts and Collection of Sex-Dissagregated Data to Engender Project Design and Implementation of PCAARRD- funded Research Projects; Data 360: From Data Collection to Data Visualization Workshop; Regional Training of Trainers on Participatory Barangay Development Planning; and Training on Participatory Action Research
		A13. *Number of long examinations administered and checked*	Administers and checks long examination for subjects taught	6	6	5	5	5	5	1 Final exam for Soci11; 1Midterm exam for ScSc13n; 2 Final Exams for ScSc13n and ScSc11n ; 1 long exam and Midterm Exam for ScSc11n
		A14. *Number of quizzes administered and checked*	Prepares and checks quizzes for lec and lab	10	20	5	5	5	5	5 Midterm Quizzes for ScSc113n 5 Final Quizzes for ScSc113n5 Midterm Quizzes for ScSc11n 5 Final Quizzes for ScSc11n
		A15. *Number of lab reports and term papers checked and graded*	Checks lab reports and term papers submitted as required	30	87	5	5	5	5	1 essays for ScSc13n * 38 students 1 essays for ScSc11n * 43 students; 1 final paper for DSOC 241 * 2 Students; 1 final paper for DSOC 208 *3 Students; 1 final paper for DSOC 232 *1 Student
	PI 8: Number of students advised: *	**A16**. Number of students advised:	*Acts as academic adviserto students*	0	0					
		A17. *Number of students advised on thesis/ field practice/special problem:*								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	0	4	5	5	5	5	4 BSABE students

		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	0	6	5	5	5	5	6 BSABE students
		A18. *Number of students entertained for consultation purposes*	Entertains students consulting on subject taught, thesis and grades	10	16	5	5	5	5	7- BSABE; 5 - Graduate Students; 4 undergraduate proposal consultation
PI 9: Number of student organizations advised/ assisted *	**A19**. *Number of Student organizations advised*	Advises student organizations recognized by USOO	0	0					
	A20. *Number of Student organizations assisted on student related activities*	Assists student organizations in implementing student related activities	0	0					
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	0	0					
	On-line ready courseware	*Prepares Instructional module/laboratory guide/workbook or a combination thereof*	1	2	4	4	4	4	DSOC 241 and DSOC 221
	Supplemental learning resources	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	10	13	5	5	5	5	5 ppts for ScSc13n; and 8 ppts for ScSc11n
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	23	5	5	5	5	1 Final exam Soci11 1 Midterm exam ScSc13n 1 Final exam ScSc13n 6 students presentations 1 essays 5 Midterm Quizzes for ScSc113n 5 Final Quizzes for ScSc113n1 midterm and 1 final exam questionnaires for ScSc11n; and 1 presentation matrix for 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	0	0					
	A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	0	1	1	1	1	
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	0	3	5	5	5	5	1- Update OBE Syllabus for DSOC 208; 1- Update OBE Syllabus for DSOC 241; 1- OBE Syllabus for DSOC 232
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	NA						
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	0	0					
UMFO 3 . RESEARCH SERVICES										(4.6)
	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	2	3	5	5	5	5	Three research projects with funding - 2 under GAA and 1 under VSU-IP
	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	1	0	1	1	1	1	
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (%) *	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	1	2	5	5	5	5	2 research article submitted for publication
		In refereed int'l journals		1	1	5	5	5	5	1 Water International
		In refereed nat'l/regional journals		1	1	5	5	5	5	1 Journal of Ecology and Human Sustainability
	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	2	4	5	5	5	5	
		In int'l fora/conferences		1	2	5	5	5	5	XVIII World Water Congress; Women and Gender Studies Association in Philippines International Conference 2023
		In nat'l/regional fora/conferences		1	2	5	5	5	5	National Extension Conference, and 45th BIDANI Anniversary Convention
	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	3	3	5	5	5	5	Three research projects with funding - 2 under GAA and 1 under VSU-IP

PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)		0						
	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	0	0					
	A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	0	0					
	A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	1	1	5	5	5	5	GIS and remote sensing for social science

UMFO 4. EXTENSION SERVICES — (4.364)

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	5	5	5	5	5	Barangay Guadalupe, Brgy. Pangasugan, Barangay Marcos, India Silvery Nano Inc., and Davao City Water District
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	10	19	5	5	5	5	2 barangays captains; 2 barangay secretaries; 15 agricultural extension workers
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	4	4	4	4	MAGPANGUAPA
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	80%	85%	5	5	5	5	

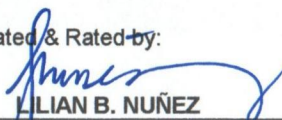|									
PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries	0	2	5	5	5	5	Assisted in the Inopacan Barangay Integrated Development Planning; served as panelist for GIS Month hosted by the Department of Geodetic Engineering
Research Mentoring	Research Mentor		0	7	5	5	5	5	6- BSABE; 1 - Graduate Students
Peer reviewers/Panelists	Peer reviewers/Panelists **(Newsletter editor)**		0	0					
Resource Persons	Resource Persons		0	2	5	5	5	5	Gender and Sensitivity Training for OJT CAS Students; GIS Month hosted by the Department of Geodetic Engineering
Convenor/Organizer	Convenor/Organizer		0	0					
Consultancy	Consultant		1	0	1	1	1	1	Grameen Philippines
Evaluator	Evaluator		0	0					
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	1	3	3	3	3	MAGPANGUAPA
PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *		0	1	5	5	5	5	4th Placer for the VCARP-RRDEN Poster Presentation
	A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	0	1	5	5	5	5	Organized and facilitated the training on Digital Data Collection for MAGPANGUAPA Barangays

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	NA						
	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	NA						
	On program accreditations								

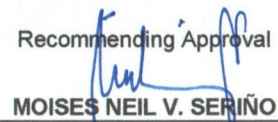|	On institutional accreditations									
UMFO 6. General Admin. & Support Services (GASS)										
PI 2. Zero percent complaint from clients served	**A 46**. Customerly friendly frontline services	Provides customer friendly frontline services to clients	NA							
	Perform supervisory activities		NA							
	Other responsibilities		NA							
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	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	NA							
Total Over-all Rating										

Average Rating(Total Over-all rating divided by 4)	4.28
Additional Points	
Approved additional points(with copy of approval)	
FINAL RATING	4.28
ADJECTIVAL RATING	VS

Comments & Recommendations for Development Purposes:

Is a very good researcher and team player

Evaluated & Rated by:

LILIAN B. NUÑEZ
Department Head
Date: 1-5-2024

Recommending Approval

MOISES NEIL V. SERIÑO
Dean, CME
Date: 1-19-24

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 1/30/24

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MERRY JEAN A. CAPARAS
Performance Rating: 4.37

Aim: To implement extension project and involve graduate students in project implementation.

Proposed Interventions to Improve Performance:

Date: January 8, 2024   Target Date: January 31, 2024

First Step:

Revise 2023 extension proposal on MAGPANGUAPA project.

Result:

Project approved for continuation in 2024.

Date: February 1, 2024   Target Date: May 15, 2024
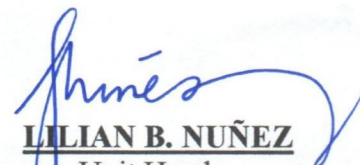
Next Step:

Implement project and document implementation. Involve graduate students in project activities.

Outcome: The target sites benefit from the project. Graduate students learn community development and project management skills from instructor.

Final Step/Recommendation:

Proper turn over of project to another faculty member of the unit when the employee leaves for graduate studies in June 2024 to attain the project's objectives at the end of the year.

Prepared by:

LILIAN B. NUÑEZ
Unit Head

Conforme:

MERRY JEAN A. CAPARAS
Name of Ratee Faculty/Staff