

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

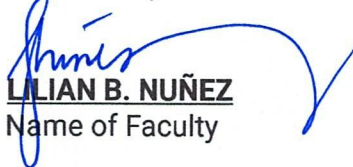
Name of Faculty Member: LILIAN B. NUÑEZ

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		3.958x50%= 1.197	
b. Students (50%)		4.5x50%= 2.5	
Total for Instruction	40%	4.48	1.79
2. Research	20%	4.20	0.84
3. Extension	25%	5.0	1.22
4. Administration	15%	4.67	0.70
5. Production	-	-	-
TOTAL			4.55

EQUIVALENT NUMERICAL RATING: 4.55
 Add: Additional Points, if any: N/A
 TOTAL NUMERICAL RATING: 4.55

ADJECTIVAL RATING: Outstanding

Prepared by:


LILIAN B. NUÑEZ
 Name of Faculty


Reviewed by:

ROTACIO S. GRAVOSO
 Vice President

Recommending Approval:


ROTACIO S. GRAVOSO
 Vice President


Approved:


PROSE IVY G. YEPES
 President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **LILIAN B. NUÑEZ**, a faculty member of the **INSTITUTE FOR STRATEGIC RESEARCH AND DEVELOPMENT STUDIES**, commit to the delivery of and agree to be rated on the following targets in accordance with the indicated measures for the period **JANUARY-DECEMBER 2024**.

Approved:


LILIAN B. NUÑEZ

Associate Professor V

Date: 1-21-25

ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date: 1-30-25

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										3.33
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	2	2	2	2	MS DevSoc program was shelved effective July 2024; number of courses taught was reduced.
25.	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	5	11	5	5	5	5	
		A3. Number of students advised on thesis/special problem/ dissertation								
		As GAC Chairperson	Advises and corrects research outline and thesis/SP/ dissertation manuscript	5	5	3	3	3	3	Jadina, Lor, Esperidion, Larrazabal, Pilare
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	3	3	3	3	3	3	
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	12	15	5	5	5	5	

	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							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	2	3	3	3	3	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	10	10	3	3	3	3	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	10	3	3	3	3	
		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	Revises virtual classroom using either Moodle or Google Classroom							
	PI 10. Additional outputs:	A 8. Other outputs implementing the new normal due to Covid 19	Revises course syllabus	2	2	3	3	3	3	DSOC205 and DSOC206
UMFO 2. HIGHER EDUCATION SERVICES										4.58
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	2	2nd sem 23-24: 2 1st sem 24-25: 3	5	5	5	5	FTE 2nd sem 23-24: 9.6 FTE 1st sem 24-25: 10.28
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	4	2nd sem 23-24: 4 1st sem 24-25: 4	5	5	5	5	
		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	3	N/A (no student with INC)	-	-	-		
		A12. Number of trainings attended related to instruction	Attend mandated trainings	5	8	5	5	5	5	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught (Term exams)	4	2nd sem 23-24: 4 1st sem 24-25: 4	5	5	5	5	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes (Assessments)	20	2nd sem 23-24: 20 1st sem 24-25: 15	5	5	5	5	

		A15. Number of lab reports and term papers checked and graded	Checks reports and term papers submitted as required	100	2nd sem 23-24: 64 1st sem 24-25: 37	4	4	4	4	4
P18: Number of students advised: *		A16. Number of students advised:	Acts as academic adviser to students	NA						
		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairperson	Advises, and corrects research outline and thesis/SP manuscript	0	1 (BSEcon)	5	5	5	5	5
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	1	1 (BSAB)	3	3	3	3	3
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	60	2nd sem 23-24: 60 1st sem 24-25: 100	5	5	5	5	5
P19: Number of student organizations advised		A19. Number of Student organizations	Advises student organizations recognized by USSO							
assisted *		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities							
P110: Number of instructional materials developed *		A21: 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							
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	10	15	5	5	5	5	5
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	20	5	5	5	5	5
		A23 : 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							
		A24 : Number of virtual classroom created and operational	Updates existing virtual classroom using Moodle	1	1 (Scio11)	3	3	3	3	3

	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:	Submits proposal for course offering							
UMFO 3. RESEARCH SERVICES										4.26
	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 Ongoing project	5	5	5	5	
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research outputs within the year	2	2 (paper & poster)	5	5	5	5	
	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		1	0					
	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 scientific fora/conferences							
		In int'l fora/conferences			1 (IPOVCON)	5	5	5	5	
		In nat'l/regional fora/conferences		1	1 (GAME)	5	5	5	5	
	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	0	1	1	1	1	
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)								
		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							
UMFO 4. EXTENSION SERVICES										4.89
	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	5	6 LGUs: Baybay, Inopacan, Hindang, Hilongos, Ormoc, PO: ITOURCO	5	5	5	5	
	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	1	1 (COLLABDev): 15 trainees weighed by length of training	5	5	5	5	
	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	2	2 BIDANI and COLLABDev	5	5	5	5	1) COLLABDev Project 2) BIDANI Program
	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	95	c/o BIDANI component coordinators	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							
	<i>Research Mentoring</i>	<i>Research Mentor</i>		3	3	5	5	5	5	
	<i>Peer reviewers/ Panelists</i>	<i>Peer reviewers/Panelists</i>								
	<i>Resource Persons</i>	<i>Resource Persons</i>		3	5	5	5	5	5	
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>			3 Candidates' Forum (barangay election)	5	5	5	5	
	<i>Consultancy</i>	<i>Consultant</i>								

	Evaluator	Evaluator		2	2	4	4	4	4	
	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	2 (BIDANI and COLLABDev)	5	5	5	5	
	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										5.0
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	90%	100%	5	5	5	5	
		A 45. Compliance to all requirements of the program and institutional accreditations:								
		On program accreditations (CHED-COPC)	Prepares required documents and complies all requirements as prescribed in the accreditation tools	3	COPC application: 1 set of recommendations complied AACUP: MSLAM & MLAM subjected to Level 2 accreditation	5	5	5	5	
		On institutional accreditations								
UMFO 6. GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)										4.33
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services								
		Perform supervisory activities	Monthly staff meetings	12	ISRDS staff: 7 ISRDS faculty: 5	3	3	3	3	
			Coaching sessions	6	10	5	5	5	5	
			Virtual classrooms evaluated	6	10	5	5	5	5	

		Virtual classrooms monitored	6	10	5	5	5	5	
		Course syllabi evaluated	6	6	3	3	3	3	
		Personnel concerns	5	6	3	3	3	3	
		Orientation with graduate students	1	1	3	3	3	3	
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 performing 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							
PI 4. Perform college supervisory functions (May 22 - December 31, 2024)									
	PI 1. Submission of College PPMP for the following year		1	2	5	5	5	5	
	PI 2. Zero percent complaint from clients served		100%	100%	5	5	5	5	
	PI 3. Number of coaching sessions among department heads		2	4	5	5	5	5	DBM, DEcon
	P1 3A. Number of class observations conducted		3	2	2	2	2	2	Department heads
	PI 4. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of College/department targets ***		1	2	5	5	5	5	For July-December
	PI 5. Number of regular executive committee meetings conducted ***		5	6	5	5	5	5	August-December
	PI 6: Response to NCs and CARs issuances								

		Percentage of NCs received and acted		0%	100%	5	5	5	5	
		Percentage of CARs received and acted		0%	100%	5	5	5	5	
		PI 7. Number of external institutions/agencies conducting benchmarking activities served		1	1	4	4	4	4	
		PI 8. Number of departments/institutes/offices supervised		5	5	5	5	5	5	DBM, DEcon, DTHM, VISERDAC, ISRDS
		PI 9. Number of committee meetings conducted		3	3	4	4	4	4	Personnel Committee
		PI 10. Number of routinary documents acted		100	400	5	5	5	5	Forms of staff & graduating students
		PI 11. Number of requests acted		5	10	5	5	5	5	
		PI 12. Number of memoranda prepared		5	8	5	5	5	5	
		PI 13. Percentage of IFWs submitted to OVPAA September 30		100%	98%	3	3	3	3	For 1st Sem 2024-2025
		PI 14. Percentage of "Report of Actual Teaching Load" submitted to OVPAA 30 days after the start of classes		100%	100%	5	5	5	5	For 1st Sem 2024-2025
		PI 15. Percentage of faculty and staff submitted a DTR every month		100%	59.6%	2	2	2	2	
		PI 16. Percentage of complaints, if any, addressed on time		100%	No complaints	5	5	5	5	

		PI 17. Percentage of action plans implemented and monitored as scheduled		100%	100%	5	5	5	5	
		PI 18. Monthly accomplishment report submitted on time.		100%	100%	5	5	5	5	
	Total Over-all Rating									

	Average Rating (Total Over-all rating divided by 4)		4.39	
	Additional Points:			
	Approved Additional points (with copy of approval)			
	FINAL RATING		4.39	
	ADJECTIVAL RATING		Very Satisfactory	

Comments & Recommendations for Development Purpose:

be determined to publish.

Evaluated & Rated by:



ROTACIO S. GRAVOSO

VP-Academic Affairs

Date: 1-30-25

Approved by:



PROSE IVY G. YEPES

President

Date: 2-25-25

PERFORMANCE MONITORING & COACHING JOURNAL

July-December 2024

	1st	Q U A R T E R
	2nd	
✓	3rd	
✓	4th	

Name of Office: Institute for Strategic Research and Development Studies

Head of Office: Lilian B. Nuñez

Number of Personnel: 4 Faculty members, 2 Science Research Specialists, 3 Administrative Aides

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (please specify)	
	One-on-One	Group			
Monitoring					
Performance of functions and discussion of concerns and actions to take		Staff meetings: -September 6 -October 15 -November 6 -November 8 Faculty meetings: -July 15 -August 7 -August 8 -September 16	Issued CME memo randu n nos. 8-14 for CME units -Aug to Dec	Posted Whereabouts Chart at the Administrative Office -monthly	Reporting on the status of activities per working committee and IRE function, and discussion of concerns were done during staff meetings.
Conduct of classes	Conducted class observation and shared results to faculty members: -August 21 -Nov. 17 -Nov. 21 -Nov. 27 -Nov. 28				Some class observation reports have yet to be submitted.
Updating of Virtual classrooms (VCs)				Visited 10 VCs: MSDevSoc: 7 MS/MLAM: 3 -November 4	
Course syllabi				Revision of 5 course syllabi: -Scio 11n -DSOC205 -DSOC206 -DSOC299 -LAMP225 -December 1-27	Reminders were sent to concerned instructor through Messenger gc; provided assistance in

					formatting
Submission of grades				Reminders through chat group -Dec. 16-31	Almost 100% submitted on time
Compliance with university & college memorandum circulars		Discussion during regular meetings			Documents for submission were monitored by dDRCs.
Preparation for the AACCUP accreditation of MSLAM & MLAM programs on July 8-12, 2024	Held discussions per area -July 1-7			Visited each Area in google drive and discussed with Area incharge	Online AACCUP evaluation proceeded smoothly as scheduled.
Attendance at conferences, seminars, and meetings				Discussed with participants on complying with necessary documents -as need arises	
Daily attendance				Checked logbook randomly Checked DTRs monthly upon submission	Use of biometric machine with backup logbook for attendance monitoring discussed during meetings
Leaves (SL, VL, CDO, etc.)				Approved application for leave forms	
Coaching					
On completing masteral studies	Discussed with staff on thesis work status -August -October -December				
Faculty Development	Discussed with faculty member on PhD studies abroad -August 2024 Discussed with faculty member on deferment of start of sabbatical leave				Effectivity: January 15, 2025 Effectivity: October 1, 2024

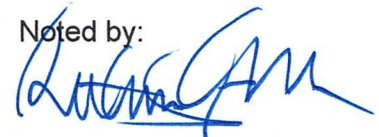
	-August 2024				
Improvement of filing system	Discussed with dDRCs as the need arose -monthly				

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


LILIAN B. NUÑEZ
 Director, ISRDS

Noted by:


ROTACIO S. GRAVOSO
 VP-Academic Affairs

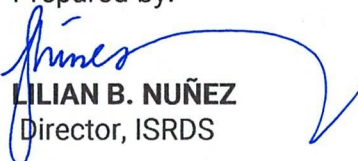
TRACKING TOOL FOR MONITORING TARGETS

JULY – DECEMBER 2024

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS						TASK STATUS
				July	Aug	Sept	Oct	Nov	Dec	
MFO 1: ADVANCED EDUCATION & MFO 2: HIGHER EDUCATION SERVICES	Teaching	All faculty members	August-December		Accomplished					DSOC206, DSOC221, DSOC252, DSOC299, LAMP211, LAMP229, LAMP298
	Instructional Materials development, updating, and utilization	All faculty members	August-December		Accomplished					
	Allocate time for student consultations	All faculty members	August-December		Accomplished					As course professors/instructors, academic advisers, GACs, & other committees involving student consultations
	Give learning tasks, quizzes, exams, etc.	All faculty members	August-December		Accomplished					1 st Sem 2024-2025
	Submit grade sheets	All faculty	December 16-31		Accomplished					Almost 100% submitted on time
MFO 3: RESEARCH SERVICES	Conduct research and submit research progress reports and outputs	GA Delima	July-December	Accomplished for 1 project					GAD Studies	
		LB Nuñez	July-December	Accomplished for 1 project					KTP & IVC	
		MATW Tabada	July-December	Accomplished for 2 projects					GAD Studies & Colonial study	
		AMM Ajoc	July-December	Accomplished for 1 project					KTP	
MFO 4: EXTENSION SERVICES	Implement extension projects and conduct extension activities	GA Delima	July-December	Accomplished for 2 projects					BDC & RLGU	
		LB Nuñez	July-December	Accomplished for 2 projects					BIDANI & COLLABDev	
		MATW Tabada	July-December	Accomplished for 1 project					RLGU	
		SB Gisulga	July-December	Accomplished for 2 project components					BIDANI-BIDA & BMIS	
		MP Edullantes	July-December	Accomplished for 1 project component					BIDANI-PNEA	
		Attend conferences,	All staff	July-December	Various conferences and seminars attended by					As resource person,

	seminars, training			faculty and staff						facilitator, and participant
MFO 5: SUPPORT TO OPERATIONS	Comply with all requirements as prescribed in the accreditation tools and participate in the AACUP online accreditation.	All staff	July 1-12	Accomplished						Level 2 AACUP accreditation of MSLAM & MLAM programs on July 8-12, 2024
	Provide ISO forms to faculty and staff	RA Dayondon; EA Gonzaga	July-December	Accomplished						Continuous process
MFO 6: GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)	Sign appointments, requests, certificates, etc.	LB Nuñez	July-December		100% IFWs; Actual Teaching Load, etc.		100% Requests and other documents approved			As Institute Director
	Attend meetings	All staff	July-December	Accomplished						Department, college, and university meetings
	Prepare minutes of meetings of monthly meetings	RF Dayondon	July-December			100%	100%	100%		Regular staff meetings
	Review communications, letters, and requests	LB Nuñez	July-December	Accomplished						As Institute Director
	Serve as Program Coordinator	GA Delima	July-December		Accomplished					For MS DevSoc and M/MSLAM programs
	Prepare and facilitate the signing of documents; filing of documents	RA Dayondon; EA Gonzaga	July-December	Accomplished						Continuous process
	Deliver documents	MB Cerna	July-December	Accomplished for ISRDS, GRC, DBM, CME, DEcon						Continuous process

Prepared by:


LILIAN B. NUÑEZ
 Director, ISRDS

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: LILIAN B. NUNEZ

Performance Rating: _____

Aim: Publish one paper in Scopus-indexed journal.

Proposed Interventions to Improve Performance:

Date: January 2, 2025

Target Date: January 15, 2025

First Step:

Draft a paper for publication.

Result:

Draft ready for submission

Date: July 1, 2025

T

Target Date: July 15, 2025

Next Step:

Submit the article to Scopus-indexed journal.

Outcome: Paper submitted

Final Step/Recommendation:

Make necessary edits as suggested by evaluators.

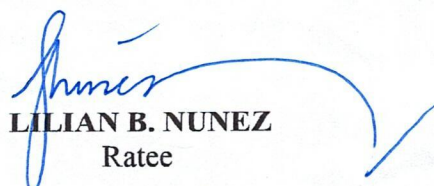
Prepared by:



ROTACIO S. GRAVOSO

Immediate Supervisor

Conforme:



LILIAN B. NUNEZ
Ratee



TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

Second Semester AY 2023-2024

Name of faculty: NUÑEZ, LILIAN B.

Department: Institute of Strategic Research and Devt. Studies

College: College of Management and Economics

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Numerical	Adjectival	
Scio 11	GENDER AND SOCIETY	LEC	5.00	Outstanding	100.0%
Scio 11	GENDER AND SOCIETY	LEC	5.00	Outstanding	100.0%
Average Rating			5.00	Outstanding	100.00%

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 M. NAZAL

TPES in-Charge

Date: 11-08-2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: 11-12-2024

Received by:

NUÑEZ, LILIAN B.

Name and Signature of Faculty

Date: 11-15-24

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

