

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: DAISY P. ACORITAY

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Faculty	100%	5.00	5.00
b. Students	0%		0.00
TOTAL for Instruction	95%		4.75
2. Research	2.5%	0.00	0.00
3. Extension	2.5%	0.00	0.00
4. Production			
5. Administration/Other Services			
TOTAL			4.750

EQUIVALENT NUMERICAL RATING: 4.750

Add: Additional Points, if any: _____

TOTAL NUMERICAL RATING: **4.750**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

Daisy P. Acoritay
DAISY P. ACORITAY
Name of Faculty

Reviewed by:

Guinaldo C. Fernandez, Jr.
GUIRALDO C. FERNANDEZ, JR.
Department Head

Recommending Approval:

Can delario L. Calibo
CANDELARIO L. CALIBO
Dean, CAS

Approved by:

Beatriz S. Belonias
BEATRIZ S. BELONIAS
Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, DAISY P. ACORITAY, a faculty member of the DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JANUARY-JUNE 2020.


DAISY P. ACORITAY

Assistant Professor 1

Date:

Approved:


GUIRALDO C. FERNANDEZ, JR.

Department Head

Date:


CANDELARIO L. CALIBO

College Dean

Date:

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										
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	English Discourse	2	0.33	5	5	5	5.00	Assigned to Teach English Discourse subject for MSLT students.
	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	1	1	5	5	5	5.00	Only one student does the consistent consultancy since the rest of the students DROPPED the subject due to DEPED Baybay intrusion.
	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	5.00	Given a Google Classroom for the English Discourse Class
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	5	5	5	5.00	Given a Google Classroom for the English Discourse Class

		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	9	5	5	5	5.00	Supported appropriate reading materials and lessons for the English Discourse.
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	10	5	5	5	5.00	Provided relevant quizzes for the subject.
		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	N/A					
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	2	1	5	5	5	5.00	There was only one Graduate School class assigned to the faculty.
	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	1	5	5	5	5	5.00	The activity was designed to fit for language teaching.
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	Purposive Communication, Approaches to College English Teaching, and Undergraduate Thesis	18	22.8	5	5	5	5.00	4 Purposive Comm Classes, 1 College English Teaching, and 1 Undergraduate Thesis
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	10	14	5	5	5	5.00	4 Purposive Comm Classes, 1 College English Teaching, and 1 Undergraduate Thesis
		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	NONE						
		A12. Number of trainings attended related to instruction	Attend mandated trainings	2	3	5	5	5	5.00	These are all Webinars in relation to On-line Classes preparation and assessment.
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	15	33	5	5	5	5.00	4 Purposive Comm Classes and 1 College English Teaching.
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	30	33	5	5	5	5.00	4 Purposive Communication Classes and 1 College English Teaching
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	NONE						
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	10	20	5	5	5	5.00	Provides consultation services in relation to their academic performance.

		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	2	2	5	5	5	5.00	Only one student has complied the necessary requirements.
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	2	2	5	5	5	5.00	Only one student has complied the necessary requirements.
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	30	5	5	5	5.00	Provided consultation services in relation to their academe concerns
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO	NONE						
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	NONE						
	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	3	3	5	5	5	5.00	Three subjects were given ample time for development of instructional materials: Purposive Comm, English Discourse, and Approaches to College English Teaching
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	2	5	5	5	5.00	Only 2 subjects were given on line ready courseware in preparation for the new semester for SY 2020-2021.
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	35	5	5	5	5.00	All of them relates to Purposive Communication and English Discourse.
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	33	5	5	5	5.00	The assessment tools were designed according to the subjects
		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	2	2	5	5	5	5.00	These coursewares are related to Purposive Communication and English Discourse.
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	5	2	5	5	5	5.00	These coursewares are related to Purposive Communication and English Discourse. These courseware will be used for the incoming first semester of SY 2020-2021.
	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	4	N/A						Preparations for accreditation procedures have been delayed due to insufficient access by the faculty to the receipt of documentation from the relevant office. This is in reference to the COVID-19 transmission safety measures.
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	N/A							
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	2	10	5	5	5	5.00		These outputs are for Purposive Communication, Approaches to College English Teaching, and English Discourse.
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	NONE						
	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	NONE						
	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	1	NONE						
		<i>In refereed int'l journals</i>									
		<i>In refereed nat'l/regional journals</i>									
	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	1	NONE						
		<i>In int'l fora/conferences</i>		1	NONE						
		<i>In nat'l/regional fora/conferences</i>		1							
	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	NONE						These were not made possible due to the threat of COVID-19 transmission in all possible public areas

	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)		1	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	1	NONE					
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	N/A	N/A					
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	1	2	5	5	5	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	NONE					
	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	NONE					
	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	Implemetes duly approved extension projects	1	NONE					
	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	1	NONE					
	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	N/A						
	Research Mentoring	Research Mentor		NONE	NONE					

	Peer reviewers/Panelists	Peer reviewers/Panelists		NONE	NONE					
	Resource Persons	Resource Persons		1	NONE					
	Convenor/Organizer	Convenor/Organizer		1	NONE					
	Consultancy	Consultant		1	NONE					
	Evaluator	Evaluator		1	NONE					
	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	NONE					
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *		1	NONE					
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	1	NONE					
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	zero non-conformity					
		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	100% compliant	100% compliant					
		On program accreditations		N/A						
		On institutional accreditations		N/A						
UMFO 6. General Admin. & Support Services										
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients		Zero % non-complaint					

	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	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						
	Total Over-all Rating									
	Average Rating									
	Adjectival Rating									

Average Rating (Total Over-all rating divided by number of entries)	5.00
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	5.00
ADJECTIVAL RATING	OUTSTANDING

Comments & Recommendations for Development Purpose: Ms. Acoritay is mindful of her deliverables which is expected of her as a faculty member of DLABS. Finishing her doctorate degree would be a welcome development for the department.

Evaluated & Rated by:

GUIRALDO C. FERNANDEZ, JR.

Department Head

Date:

Recommending Approval

CANDELARIO L. CALIBO

Dean, College of Arts and Sciences

Date: _____

Approved by:

BEATRIZ S. BELONIAS

Vice President for Instruction

Date: 11/27/2020

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: Daisy P. Acoritay

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	Teaches Purposive Communication, Approaches to College English Teaching, English Discourse	Deliver lessons on Purposive Communication among BS Food Tech, Doctor of Veterinary Medicine, BS Agri Biosystems Engineering, BS Agriculture, BS Hospitality Management; English Discourse among Graduate students; and Approaches to College English Teaching	January 2020	June 2020	June 2020	Impressive	Outstanding	
2	Prepares relevant instructional materials and assessment tools for the students	She provides sound lessons, appropriate instructional materials, and effective assessment procedures for the learners. She provides relevant classroom activities for the development of communication skills, discourse competence, critical thinking skills, and research skills.	January 2020	June 2020	June 2020	Impressive	Outstanding	
3	Acts as the thesis advisor for the two ABELS senior students.	Consistently guided the advisees on the progress and completion of their manuscript	January 2020	June 2020	June 2020	Impressive	Outstanding	
3	Assist students' concerns through students consultation	Addresses students' concerns in relation to their academic performance.	January 2020	June 2020	June 2020	Impressive	Outstanding	
4	Class preparation	Prepare relevant language learning materials, quizzes, and activities	January 2020	June 2020	June 2020	Impressive	Outstanding	
5	Submission of midterm grades and final grades	Provides a copy of the academic results for the middle and final terms.	January 2020	June 2020	June 2020	Impressive	Outstanding	
6	Participate in all activities conducted by the department, college and the university	Attendance sheet; will present certificates if possible	January 2020	June 2020	June 2020	Impressive	Outstanding	
7	Perform other functions assigned by the department head	Certificate of the trainings and workshops	January 2020	January 2020	June 2020	Impressive	Outstanding	
8	Submitted an article in one of the Scopus indexed journals	Certificate of acceptance from the Journal	May 2020	June 2020	June 2020	Impressive	Outstanding	

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

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

Prepared by:


GUIRALDO C. FERNANDEZ, JR.
 Department Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: DAISY P. ACORITAY, M.E.

Performance Rating: OUTSTANDING

Aim: To improve student evaluation ratings in all her classes, attend research conferences in language studies and education either national or international field. In addition, as a faculty she has to continually pursue to defend her proposal defense in her doctorate degree.

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

Date: January 2020

Target Date: One year from date of one-on-one meeting with students and involve in the international, national and local language studies and education research conferences to present research papers qualified for publication.

First Step:

Review the lessons in Purposive communication, Language pedagogy, and linguistics and adapt them to the needs of the students.

Result:

The faculty was able to offer teaching and learning support to students. In addition to the safety measures to avoid COVID-19, the teacher also offered the requisite steps to adopt leniency towards the academic requirements of students.

Date: June 2020

Target Date: End- of first semester

Next Step:

Review her language teaching strategies and techniques for the different types of learners in the university. Then, evaluate the available language teaching strategies and evaluation instruments for the students in the classrooms. Submit the copies of e-class records that reflect the academic response Provide copies or links of the appropriate journals in all her classes especially her weak points and strengths.

Outcome:

There was an employment appropriate language teaching and evaluation strategies in her classrooms with the use of the appropriate assessment tools. Links were sent to the students for additional reading materials and tools. Due to the pandemic, the faculty and students were unable to meet in the classroom for face-to-face conversation, so, both the students and the faculty have to meet on the available social media forum to interact and submit the academic requirements.

Final Step/Recommendation:

The Faculty will continue to study at the CNU Graduate School and submit related research papers in language studies for publication.

Prepared by:


GUIRALDO C. FERNANDEZ, JR.
Unit Head

Conforme:


DAISY P. ACORITAY
Employee