SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Rating Period: JANUARY-JUNE 2022

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%)		4.97 x 50% = 2.485	
b. Students (50%)		4.00 50% = 2.000	
TOTAL for Instruction	95%	4.485	4.261
2. Research			
a. Client/Director for Research			
b. Dept. Head/Center Director			
TOTAL for Research			
3. Extension			
a. Client/Director for Extension			
b. Dept. Head/Center Director			
TOTAL for Extension			
4. Production			
5. Administration/Other Services	5%	5.00 x 5% = 0.250	0.250
TOTAL	100%		**4.511**

* Twenty-five (25) of percentage weight for Students was added to the rating of the Head since she has been assigned to finish the second half of the remaining modules of ELSt 104 (English Phonology and Morphology) learning guide.

EQUIVALENT NUMERICAL RATING: 4.511
Add: Additional Points, if any: ‾‾‾‾‾‾
TOTAL NUMERICAL RATING: **4.511**

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by:

PAULA NADREA M. PAQUIBULAN
Name of Faculty

Reviewed by:

JETT C. QUEBEC
Department Head

Recommending Approval:

MA. THERESA P. LORETO
Dean, CAS

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I,PAULA NADREA M. PAQUIBULAN, a faculty member of the __DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES__ commit to the deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period JANUARY-JUNE 2022

Approved:

PAULA NADREA M.PAQUIBULAN
Instructor I
Date: July 8, 2022

JETT C. QUEBEC
Department Head
Date: July 8, 2022

MA. THERESA P. LORETO
College Dean
Date: _____ 8/4/2022

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating			
						Quality	Eficiency	Timeliness	Average
UMFO 1. ADVANCED EDUCATION SERVICES									
OVFI MFO 2. Graduate Student Management Services									
	PI 4: Total FTE coordinated, implemented & monitored*	**A1.** Actual Faculty's FTE	Handles subjects/courses assigned	0					
	PI 8: Number of graduate students advised *	**A2.** Number of students advised	Acts as academic adviser to graduate students	0					
		A3. Number of students advised on thesis/special problem/dissertation							
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	0					
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript						
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	0					
	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					
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	NA					
		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					
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	N/A					
	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	N/A					
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	Handles and teaches courses assigned	18	23.7	5	5	5	5.00
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	6	5	5	5	5.00
		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	8	5	5	5	5.00
		A12 . Number of trainings attended related to instruction	Attend mandated trainings	0	0				
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	15	21	5	5	5	5.00
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	15	21	5	5	5	5.00
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	N/A					
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	1	13	5	5	5	5.00
		A17 . Number of students advised on thesis/ field practice/special problem:		0					
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	0					
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	0					
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	158	5	5	4	4.67

PI	A	Description							
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO	0						
	A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	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							
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	0						
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3	18	5	5	5		5.00
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	30	5	5	5		5.00
	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							
	A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	0	3	5	5	5		5.00
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						
	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	0						
				AVERAGE					4.97

UMFO 3 . RESEARCH SERVICES

PI	A	Description							
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	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 project within the year							
PI 3. Percentage of research outputs published in internationally-referred or	A 29. Percentage of research outputs published in internationally-refereed or CHED	Writes publishable materials out of research outputs and submits for	none						
	In refereed int'l journals								

		In refereed nat'l/regional journals								
	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	none						
		In int'l fora/conferences								
		In nat'l/regional fora/conferences								
	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							
	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										
	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	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	none						
	PI 3. Number of extension programs organized and supported consistent with	A 38. Number of extension programs/projects implemented	Implementes duly approved extension projects	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	N/A						
	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*								

	Peer reviewers/Panelists	Peer reviewers/Panelists						
	Resource Persons	Resource Persons						
	Convenor/Organizer	Convenor/Organizer						
	Consultancy	Consultant						
	Evaluator	Evaluator						
	PI 3. 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					
	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

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	zero non-conformity	zero non-conformity	5	5	5	5.00
	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				
	On program accreditations		0	0				
	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	no comoplaint	Zero % complaint	5	5	5	5.00
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						
	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 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						

		A 48.Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal						
						SUB-TOTAL			4.97
	Total Over-all Rating								
	Average Rating								
	Adjectival Rating								

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

Comments & Recommendations for Development
Paquibulan serves the department with integrity and is intellectual and motivated which makes her a valuable member DLABS' workforce. Finishing her masters degree is of outmost importance.

Evaluated & Rated by:

Recommending Approval

Approved by:

JETT C. QUEBEC
Department Head
Date: July 8, 2022

MA. THERESA P. LORETO
Dean, _____ 8/4/2022

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: _____

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 (1) major course of AB English Language Studies: ELSt 103 (2 sections), (2) cognate courses: Litr 132 (2 sections), and Litr. 135 (2 sections)	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	January 2022	June 2022	June 2022	Impressive	Outstanding	
2.	Create virtual classrooms	Virtual Classrooms in the eLearning site for ELSt 103, Litr. 132, and Litr. 135	January 2022	June 2022	January 2022	Impressive	Outstanding	
3.	Prepare course syllabi updates	Approved course syllabi in ELSt 104, and Litr. 135	January 2022	June 2022	January 2022	Impressive	Outstanding	
4.	Prepare Instructional Materials	Developed and utilized module for ELSt 104; Prepared IMs and assessments tools for virtual classes for ELSt 1-4, Litr. 132, and Litr. 135	January 2022	June 2022	January 2022	Impressive	Outstanding	
5.	Allot time for student consultation	Spent 8-10 hrs. a week for online consultation	January 2022	June 2022	June 2022	Impressive	Outstanding	
6.	Submit midterm grades and final grades	Grades submitted to registrar	January 2022	June 2022	June 2022	Impressive	Outstanding	
7.	Participate in all activities conducted by the department, college and the university	Attendance in DLABS anniversary celebration, Departmental meetings, Languages and Literature Section meetings, Web and news committee meeting, Faculty Onboarding, webinars, and Virtual Academic Adviser Orientation	January 2022	June 2022	June 2022	Impressive	Outstanding	

* Either very impressive, impressive, needs improvement, poor, very poor
** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

JETT C. QUEBEC
Unit Head

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Paula Nadrea Morales-Paquibulan**

Performance Rating: **Outstanding**

Aim: To finish her thesis for the degree Master of Arts major in Language and Literacy Education; Enroll in a doctoral degree program

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

Date: August 2022   Target Date: One year from today

First Step:

a) Encouraged her to finish her Master's degree

Result:

She reinstated and resumed teaching while writing her Master's thesis.

Date: August 2022   Target Date: End of midyear semester

Next Step:

She was advised to participate in conferences and training as presenter/resource speaker as well as encouraged her to pursue a doctor's degree in line with her field.
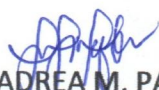
Outcome: NA

Final Step/Recommendation: NA

Prepared by:

JETT C. QUEBEC
Department Head

Conforme:

PAULA NADREA M. PAQUIBULAN
Ratee/Faculty