

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: PAULA NADREA M. PAQUIBULAN

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Faculty Head	100%	4.50 5.0	5.0 4.50
b. Students	0%		0.00
TOTAL for Instruction	90 95%	95%	4.05 4.28
2. Research	2.5%		0.00
3. Extension	2.5%		0.00
4. Production			
5. Administration/Other Services	5.0 0%	4.00	0.2
TOTAL			4.05 4.275

EQUIVALENT NUMERICAL RATING:

4.05
4.275 ✓ 4.95

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.275
4.05 ✓ 4.95

ADJECTIVAL RATING:

VERY SATISFACTORY OUTSTANDING

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

"Exhibit B"

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 JULY-DECEMBER 2020.

PAULA NADREA M. PAQUIBULAN

Instructor I

Date:

Approved:

JETT C. QUEBEC

Department Head

Date: 2-4-21

MA. THERESA P. LORETO

College Dean

Date: 2/15/2021

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	Handles subjects/courses assigned	N/A						
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students							
		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						
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	2	5	5	5	5	5.00	Consultation for master students enrolled in ELSt 103
	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 Moodle 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	NA	NA					On Maternity Leave
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	NA	NA					
		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	NONE						
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	NA						
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	NA						
		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	10	5	5	5	5.00	Acts as academic adviser to ABELS students
		A17. Number of students advised on thesis/ field practice/special problem:		none						
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	NONE						
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	NONE						
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	NONE						

	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							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	2	5	5	5	5.00	Courseware for Litr. 135 and ELSt 104
		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 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 Moodle or Google Classroom	NA	NA					
	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	1	1	5	5	5	5.00	Course syllabus for ELSt 104
		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	2	5	5	5	5.00	Courseware and google classroom
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	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 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	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	none							
		<i>In int'l fora/conferences</i>									
		<i>In nat'l/regional fora/conferences</i>									
	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	-2-	-2-	-5-	-5-	-5-	-5.00-	Courseware for ELST104 and Litr-135 and google classroom-	
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 the SUC's mandated and priority programs	A 38. Number of extension programs/projects implemented	Implemetes 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							

		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal								
	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: Mrs. Paquibulan serves the department with integrity and commitment. She is intellectual and motivated which makes her a valuable member of DLABS' workforce. Finishing her masters degree is of utmost importance.

Evaluated & Rated by:

Recommending Approval

Approved by:


JETT C. QUEBEC


Department Head

Date: 2-4-21


MA. THERESA P. LORETO

Dean,

Date: 2/15/2021


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 2/12/21

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.	Prepare course syllabi updates	Approved course syllabi in ELSt 104	July 2020	October 2020	October 2020	Impressive	Outstanding	
2.	Prepare Instructional Materials	Developed Learning guides for Litr. 135 and ELSt 104	July 2020	October 2020	October 2020	Impressive	Outstanding	
3.	Allot time for student consultation	Spent 2 hrs. a week for academic advising	July 2020	October 2020	September 2020	Impressive	Outstanding	
4.	Participate in all activities conducted by the department, college and the university	Attendance, certificates if applicable	July 2020	October 2020	October 2020	Impressive	Outstanding	

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

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

Prepared by:


JETT QUEBEC
 Unit Head

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: July 2021

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: June 2020

Target Date: End of first 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
Employee/Faculty