SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **JOY A. BELLEN**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
6. Instruction			
a. Head/Dean (50%)		4.75	(2.38)
b. Students (50%)		4.00	(2.00)
Total for Instruction	80%	4.38	3.50
7. Research			
8. Extension	10%	5.00	0.50
9. Administration	10%	5.00	0.50
10. Production			
TOTAL			4.50

EQUIVALENT NUMERICAL RATING: 4.50
Add. Additional Points, if any
TOTAL NUMERICAL RATING: 4.50

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

JOY A. BELLEN
Name of Faculty

Reviewed by:

JOEL Q. MABALHIN
Department Head

Recommending Approval:

BAYRON S. BARREDO
College Dean

Approved:

BEATRIZ S. BELONIAS
VP for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JOY A. BELLEN**, a faculty member of the DEPARTMENT OF TEACHER EDUCATION commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period Januay - December 2022.

Approved:

JOY A. BELLEN
Assistant Professor
Date: 12-19-2022

JOEL Q. MABALHIN
Department Head
Date: 12-19-2022

BAYRON S. BARREDO
College Dean
Date: 1-7-23

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										
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	**A1.** Actual Faculty's FTE	Teach graduate courses							
	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							
		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*							

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_							
	Supplemental learning resources	_Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught_							
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
	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	_Creates virtual classroom using either Moddle or Google Classroom_							
**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_							
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	26.55	5	5	5	5.00	ECEd 119, TEGr 119, Pred 154b, NSTP 11c
	A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	4	4	5	4	5	4.67	Submitted the midterm grade
	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		13	5	5	5	5.00	TEGr 119 - 8, NSTP 12c - 5

		A12. Number of trainings attended related to instruction	Attend mandated trainings							
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught							
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	*3*	3	4	5	4	4.33	ECEd 119, TEGr 119
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	*6*	14	5	5	5	5.00	ECEd 119, TEGr 119
PI 8: Number of students advised: *	A16. Number of students advised:	*Acts as academic adviser to students*								
		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript							
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	20	35	5	5	5	5.00	Action research plan
PI 9: Number of student organizations advised/ assisted *	*A19. Number of Student organizations advised*	*Advises student organizations recognized by USSO*								
		A20. Number of Student organizations assisted on student related activities	*Assists student organizations in implementing student related activities*							
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*								

		Supplemental learning resources	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	2	2	4	5	5	4.67	Can be accessed here: https://www.youtube.com/channel/UCrrjRsTDXTNdu85 WvvvmNYA
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		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	1	1	4	5	4	4.33	Pred 125n
	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							
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
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							
	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							
		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								
		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								
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								

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	5	5	5	5.00	Conducted Nov 25 & Dec 13 at Plaridel NHS, Dec 10 at Caridad NHS
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								
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								
Research Mentoring	Research Mentor									
Peer reviewers/Panelists	Peer reviewers/Panelists									
Resource Persons	Resource Persons									
Convenor/Organizer	Convenor/Organizer									
Consultancy	Consultant									
Evaluator	Evaluator									
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								
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 the QMS core processes of the university under ISO 9001:2015*	...ures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member	zero non-c...ormity						
	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								
	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	Zero % complaint	5	5	5	5.00	Office of Coordinator for CWTS, Office of the Director for NSTP	
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							
Total Over-all Rating									
Average Rating									
Adjectival Rating									

Comments & Recommendations for Development Purposes:

Your brilliant ideas can tell, the department is lucky enough to have you. Please finish your studies.

Evaluated & Rated by:

JOEL Q. MABALHIN
Department Head
Date: 12-19-2022

Recommending Approval

BAYRON S. BARREDO
Dean, CoEd
Date: 1-3-2 3)

Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction
Date: 1-3-2023

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **JOY A. BELLEN**

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 Graduate & undergraduate courses	18 FTE	1st week of September, 2022	Before the end semester	December, 2022	Very Impressive	Very Satisfactory	26.55 FTE for undergraduate courses
2	Develop on-line courseware, supplemental learning resources & assessment tools	Develop 1 course ware, 1 supplemental learning	1st week of September, 2022	Before end of the semester	December, 2022	Impressive	Very Satisfactory	Developed 2 supplemental learning resources
3	Develop virtual classroom	Develop 1 virtual classroom	1st week of September, 2022	Before end of the semester	December, 2022	Impressive	Very Satisfactory	Developed 1 Virtual Classroom
4	Conduct Extension Activity	Conduct 1 Extension Activity	1st week of September, 2022	Before end of the Semester	November 25, December 10 and 13, 2022	Very Impressive	Outstanding	Conducted 1 Extension Activity

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

Prepared by:

JOEL Q. MABALHIN
Unit Head

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **JOY A. BELLEN**
Performance Rating: **4.50**

Aim: Increases involvement in research and extension activities
     Produces instructional materials on handled
     Present & Publish Research

Proposed Interventions to Improve Performance:

Date: December, 2022   Target Date: January-June, 2023

First Step:
Attend Seminars, Trainings, and workshops
Develop at least one Instructional Material
Write Research Proposals for Funding

Result:

Date: December, 2022   Target Date: January-June, 2023

Next Step:
Conduct In-service Trainings
Submit Instructional Materials fo ISBN or copyright

Approved Proposals for Funding

Outcome: Published Books/ instructional materials and Research

Final Step/Recommendation:

Conduct Research, Trainings and Extension Activities

Prepared by:

JOEL Q. MABALHIN
Unit Head

Conforme:

JOY A. BELLEN
Name of Ratee Faculty/Staff