

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**

Rating Period: JULY-DECEMBER 2022

Name of Faculty Member:

J-ANNIE G. EBIT

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.98 x 50% = 2.490	
b. Students (50%)		4.00 X 50% = 2.000	
TOTAL for Instruction	95%	4.49	4.266
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%	5.000 x 5% = 0.250	0.250
TOTAL	100%		4.516

EQUIVALENT NUMERICAL RATING: 4.516

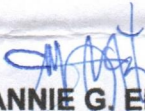
Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.516

ADJECTIVAL RATING:

VERY SATISFACTORY

Prepared by:



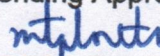
J-ANNIE G. EBIT
Name of Faculty

Reviewed by:



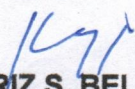
JETT C. QUEBEC
Department Head

Recommending Approval:



MA. THERESA P. LORETO
Dean, CAS


Approved by:




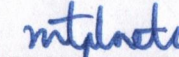
BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, J-ANNIE GONZALES-EBIT, a faculty member of the DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JULY-DECEMBER 2022


J-ANNIE GONZALES-EBIT
 Asst. Professor II
 Date: December 19, 2022

Approved:

JETT C. QUEBEC
 Department Head
 Date: January 6, 2023


MA. THERESA P. LORETO
 College Dean
 Date: **JAN 13 2023**

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program / Activities Projects	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	NA					
	PI 8: Number of graduate students advised *	A2. Number of students advised		Acts as academic adviser to graduate students	N/A	NA					
		A3. Number of students advised on thesis/special problem/dissertation				NA					
		As GAC Chairman		Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	NA					
		AS GAC Member		Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	NA					
		A4. Number of students entertained for consultation purposes		Entertains students seeking consultation with faculty	N/A	NA					
	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	N/A	NA					
		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	N/A	NA					

	Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	N/A	NA					
	Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	N/A	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	NA					
	A 7 : Number of virtual classroom created and operational		Creates virtual classroom using either Moodle or Google Classroom	N/A	NA					
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	NA					
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	28.50	5	5	5	5.00	
	A10. Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	14	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	2	28	5	5	5	5.00	
	A12. Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings	4	3	5	5	5	5.00	
	A13. Number of long examinations administered and checked	exam prep	Administers and checks long examination for subjects taught	14	6	5	5	5	5.00	
	A14. Number of quizzes administered and checked		Prepares and checks quizzes for lec and lab	20	20	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	2	2	5	5	5	5.00	
PI 8: Number of students advised: *	A16. Number of students advised:		Acts as academic adviser to students	10	11	5	5	5	5.00	
	A17. Number of students advised on thesis/ field practice/special problem:									
	As SRC Chairman	Advising/correction	Advises, and corrects research outline and thesis/SP manuscript	2	3	5	5	5	5.00	
	As SRC Member	Advising/correction	Advises and corrects research outline and thesis/SP manuscript	2	5	5	5	5	5.00	
	A18. Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	10	50	5	5	4	4.67	
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised		Advises student organizations recognized by USOO	none	0					

	<u>A20</u> . Number of Student organizations assisted on student related activities		Assists student organizations in implementing student related activities	2	2	5	5	5	5.00
PI 10: Number of instructional materials developed *	<u>A 21</u> : Number of on-line course ware developed and submitted :		Prepares and submits for review by the Technical Review Panel	2	0				
	On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	5	0				
	Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	20	18	5	5	5	5.00
	Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	15	20	5	5	5	5.00
	<u>A 23</u> : 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	4	0				
	<u>A 24</u> : Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom	7	4	5	5	5	5.00
PI 11. Additional outputs	<u>A 25.</u> 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	2	1	5	5	5	5.00
	Agency/firm/Industry linkages		Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	N/A	0				
	<u>A 26.</u> Other outputs implementing the new normal due to covid 19		Designs experiential learning activities and other outputs to implement new normal	5	1	5	5	5	5.00
						SUB-TOTAL			4.98
UMFO 3 . RESEARCH SERVICES									
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<u>A27.</u> 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	NONE				
	PI 2. Number of research outputs completed within the year *	<u>A 28.</u> Number of research outputs completed within the year *	Conducts and completes research project within the year	2	0				
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<u>A 29.</u> 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	2	0				

		<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 scientific for a/conferences	2	0				
		<i>In int'l fora/conferences</i>			1	0				
		<i>In nat'l/regional fora/conferences</i>			1	0				
	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	none	NONE				
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)			none	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	N/A	N/A				
		A 34. Number of UMs submitted to ITSO, VSU	UM preparation	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	N/A	N/A				
						SUB-TOTAL				NONE
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	N/A	NA				
	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	N/A	NA				
	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	N/A	NA				

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	N/A	NA						
	A 48. Other outputs implementing the new normal due to covid 19		Designs administration/management related activities and other outputs to implement new normal	N/A	NA						
	A 49. Number of minutes prepared and submitted to the department head	Department Secretary	Prepares minutes of faculty meetings	1	2	5	5	5	5.00		
						SUB-TOTAL		5.00			
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		
FINAL RATING		
ADJECTIVAL RATING		

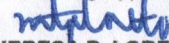
Comments & Recommendations for Development Purpose: Ms Ebit exemplifies professionalism, a true asset of DLABS. She is easy to work with and a believer also of teamwork. A Doctorate degree is a welcome development.

Evaluated & Rated by:


JETT C. QUEBEC


Department Head
Date: January 6, 2023

Recommending Approval


MA. THERESA P. LORETO

Dean, College of Arts and Sciences
Date: JAN 13 2023

Approved by:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs
Date:

Exhibit I
PERFORMANCE MONITORING FORM

Name of Employee: J-ANNIE GONZALES-EBIT

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	Makes VSUEE Virtual Classrooms	Virtual Classrooms in CAEd152, CAEd117, Comm11, Humn11	September 2022	September 2022	September 2022	Impressive	Outstanding	
2	Continue to consolidate lacking documents for the CoPC application for MSLT	Submit report with attached documents	August 2022	September 2022	September 2022	Impressive	Outstanding	
3.	Prepares document for Area 3 for ABELS AACUP Accreditation (Level 1)	Accomplished and submit documents for AACUP accreditation	May 2022	September 2022	September 2022	Impressive	Outstanding	
4	Prepares Course Syllabi	Course Syllabi in Comm11, Humn11, CAEd152, CAEd 117	September20 22	September 2022	September 2022	Impressive	Outstanding	
5.	Prepares Learning Guides of the assigned subjects as response to COVID 19 Pandemic	Updated Learning Guide in Comm11, Humn11, CAEd152, CAEd 117	January 2022	June 2022	May 2022	Impressive	Outstanding	
6	Prepares TOS for Midterm Examinations	TOS for Comm11, Humn11, CAEd152, CAEd 117 Midterm Examinations	April 2022	April 2022	April 2022	Impressive	Outstanding	
7	Prepares Midterm Examinations	Midterm Examinations for Comm11, Humn11, CAEd152, CAEd 117	June 2022	June 2022	June 2022	Impressive	Outstanding	
8.	Committee in-charge for DLABS Anniversary (Decoration, Mass: Committee Member)	Successful conduct of the activities for the DLABS Anniversary	September 2022	October 2022	October 2022	Impressive	Outstanding	
9.	Committee in-charge for DLABS Research Expo 2022	Decorate and prepare the venue for the expo	November 2022	November 2022	November 2022	Impressive	Outstanding	
10.	Committee in-charge for DLABS Christmas Party 2022	Decorate and prepare the venue for the gathering	December 2022	December 2022	Decemer 2022	Impressive	Outstanding	
11.	Designated as DLABS Secretary	Minutes of DLABS Meetings	September 2022	December 2022	December 2022	Impressive	Outstanding	
12.	Prepares Report on CAR	Submit report to the office in-charge	November 2022	November 2022	November 2022	Impressive	Outstanding	

13.	Academic Adviser	Evaluate Grades and Approve Enrollment Registration, and conduct consultation from time to time	August 2022	December 2022	August 2022	Impressive	Outstanding	
14.	Thesis Adviser to 3 ABELS students	Conduct consultation regularly and check students' output/manuscript	October 2022	December 2022	October 2022	Impressive	Outstanding	

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

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

Prepared by:


JETT C. QUEBEC
 Department Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: J-ANNIE GONZALES-EBIT

Performance Rating: _____

Aim: To finish dissertation and Ph.D. program and produce online-ready instructional materials

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

Date: JANUARY 2023

Target Date: One year from today

First Step:

- a) Encouraged her to finish her dissertation writing
- b) Encouraged her to attend seminars on research methodologies
- c) Advised her to write and produce modules

Result:

She is currently finishing her dissertation writing and preparing for her Pre-Final Oral Defense

Date: January 2023

Target Date: End of 1st semester

Next Step:

She will be advised to finalize and successfully defend her dissertation and eventually finished her doctoral degree.


Outcome: NA

Final Step/Recommendation: NA

Prepared by:


JETT C. QUEBEC
Department Head

Conforme:


J-ANIE G. EBIT
Faculty