INSTRUCTION AND EVALUATION OFFICE
3rd Floor, Administration Building
Visayas State University, Visca Baybay City, Leyte
Telephone No. : (053) 5650600 local 1104
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VISAYAS STATE UNIVERSITY

COMPUTATION OF FINAL INDIVIDUAL RATING FOR FACULTY

Annex P

Name of Faculty: **Dr. MA. RACHEL KIM L. AURE**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Instruction:			
a. Head (50%) form IPCR	4.90	50%	(2.45)
b. Student (50%) from Teaching Performance Evaluation	4.50	50%	(2.25)
Total for Instruction	45%	4.70	2.12
2. Research	25%	4.83	1.22
3. Extension	25%	5.00	1.25
1. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5%	4.97	0.25
TOTAL NUMERICAL RATING			**4.84**

TOTAL NUMERICAL RATING: _____4.84_____
Add: Additional Approved Points, if any: _____0.00_____
TOTAL NUMERICAL RATING: _____4.84_____

FINAL NUMERICAL RATING   **4.84**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

MA. RACHEL KIM L. AURE
Director, Instruction and Evaluation

Reviewed by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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FM-HRM-27
V0 11-12-2021
No.

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MA. RACHEL KIM L. AURE**, a Director member of the Instruction and Evaluation Office commit to the deliver and agree to be rated on the accomplishment of the following targets in accordance with the indicated measures for the period July 1 - December 31., 2023.

Approved:

MA. RACHEL KIM L. AURE
Associate Professor / Director, IEO
January 31, 2024

BEATRIZ S. BELONIAS
VP for Academic Affairs
February 1, 2024

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment (January - December, 2023)	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	Handles subjects/courses assigned		8.33	5	5	5	5.00	EDUC203-Educational Research
	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	1	10	5	5	5	5.00	
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	2	5	5	5	5	5.00	
	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	1	1	5	5	5	5.00	EDUC 203 - Research in Education (Instructional Workbook)

		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	1	5	5	5	5.00	EDUC 203 - Research in Education (Instructional Workbook)
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	1	5	5	5	5.00	EDUC 203 - Research in Education (Instructional Workbook)
		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	1	1	5	5	4	4.67	EDUC 203 - Research in Education (Instructional Workbook)
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	1	5	5	5	5.00	EDUC 203 - Research in Education (VSU E-learning Portal)
	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					

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	6.15	5	5	5	5.00	1st semester AY2023-2024 - MATH133 and PrEd200
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	4	5	5	4	4.67	1st semester AY2023-2024 - MATH133 and PrEd200

		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	3	5	5	5	4	4.67	1st semester AY2023-2024 – MATH133 and PrEd200
		A12. Number of trainings attended related to instruction	Attend mandated trainings	3	5	5	5	5	5.00	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	3	4	5	5	4	4.67	1st semester AY2023-2024 – MATH133 and PrEd200
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	3	7	5	5	4	4.67	1st semester AY2023-2024 – MATH133 and PrEd200
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							
	PI 8: Number of students advised: *	A16. Number of students advised:	*Acts as academic adviser to students*	30	50	5	5	5	5.00	1st – 3rd year BSED Mathematics 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		150	5	5	5	5.00	BSED students
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO	1	1	5	5	4	4.67	Mathematics Majors' Society	
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	5	5	5	5.00	Mathematics Majors' Society
PI 10: Number of instructional materials developed *	A21: 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	1	2	5	5	5	5.00	1st semester AY2023-2024 - MATH133 and PrEd200
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	5	5	5	4	4.67	1st semester AY2023-2024 - MATH133 and PrEd200
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	5	5	5	5	5.00	1st semester AY2023-2024 - MATH133 and PrEd200
		A23: 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	1	2	5	5	5	5.00	1st semester AY2023-2024 - MATH133 and PrEd200
		A24: Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	2	5	5	5	5.00	1st semester AY2023-2024 - MATH133 and PrEd200

	PI	A (Activity)	Description								Remarks
	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		5	5	5	5.00	Revised BSED Mathematics curriculum as suggested by CHED / College of Education Curriculum and Instruction Review / Facilitated and organized the University Curriculum and Instruction Review
		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	1	1		5	5	4	4.67	(1) ADAPTING TO THE NEW NORMAL IN EDUCATION: A CURRICULUM MODIFICATION DESIGN USING BLENDED LEARNING MODEL;
	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 fora/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	2	2	5	5	5	5.00	(2) An Exit Survey of Graduating Students' Feedback: Basis for College of Education Continual Improvement; (3) EVALUATION OF GRADUATES' AND EMPLOYERS' FEEDBACK: A CASE IN COLLEGE OF EDUCATION, VISAYAS STATE UNIVERSITY; (4) Benchmarking and Capacity Needs Assessment Towards Developing VSU into a National Green University
	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								
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*			2	5	5	5	5.00	Science and Humanities Journal; Asia-Pacific Education Research Journal

	Resource Persons	Resource Persons			12	5	5	5	5.00	1.Mandatory Orientation and Re-Orientation of Academic Advisers, Department Enrolment Focal Persons, and College Hotline Agents (Feb. 10, 2023) 2. VSU Faculty Onboarding 2023 (Feb. 17, 2023) 3. Orientation-Writeshop on OBE Course Syllabus for Department of Biotechnology (Feb. 6, 2023) 4.. Orientation-Writeshop on OBE Course Syllabus for Department of Pure and Applied Chemistry (Feb. 9, 2023) 5. Orientation-Writeshop on OBE Course Syllabus for Department of Forestry and Department of Pest Management (Feb. 17, 2023) 6. Seminar- Workshop on the Preparation of OBE- Aligned Syllabus, Construction of Table of Specification and Delivery of Instruction/Assessment/TPES for Villaba Campus (March 6, 2023) 7. Seminar- Workshop in Syllabi and TOS Preparation for Isabel (March 24, 2023)

									8. Training Workshop on Updating the OBE-Course Syllabus and Table of Specification for the Faculty of Visayas State University - Alangalang (April 9, 2023) 9.. Webinar on Table of Specifications and Test Item Analysis (April 4, 2023) 10. TURNITIN Feedback Studio Instructor's Workflow Training (April 17, 2023) 11. CHEDRO 8 Monitoring Visit (June 8-9, 2023) 12. Training Workshop on Updating the OBE-Course Syllabus & Table of Specification for the Facullty of Visayas State University- Tolosa (May 3, 2023)
	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						

MFO 3.	Faculty Evaluation Services										
	PI 1 Percentage in spearheading in the developing of TPES Eval. System, monitor and conduct of the evaluation.	Director, Instruction and Evaluation Clerk Incharge of the TPES Evaluation System	Spearheading in the developing of TPES Eval. System, Monitor and conduct of the evaluation.	50%	63.96%	5	5	4	4.67	TPES On-line evalution System using the VSU Cumulus Platform.
	PI 2. Percentage in spearheading in the planning of instructional material development and coordination the publication of the same.	Director, Instruction & Evaluation Head, Instructional Materials Management	Spearheading in the planning of instructional material development and coordination the publication of the same	50%	200%	5	5	5	5.00	All VSU undergraduate and graduate programs of main campus and component colleges
	PI 3. Percentage of syllabi, TOS and VSUEE monitored.	Director, Instruction & Evaluation Head, Instructional Materials Management VSUEE Technical Staff	Monitoring of OBE Syllabi, TOS and VSUEE.	50%	200%	5	5	5	5.00	All VSU undergraduate and graduate programs of main campus and component colleges

PI 4:Number of seminars/trainings /workshops coordinated for entire university	Director, Instruction & Evaluation Head, Instructional Materials Management	Initiate and coordinate different seminars/ trainings/ workshops for the entire university.	2	13	5	5	5	5.00	1.Conduct Face to face Teaching Performance Evaluation by Students in Villaba Campus 2.Mandatory Orientation and Re-Orientation of Academic Advisers, Department Enrolment Focal Persons, and College Hotline Agents 3.VSU Faculty Onboarding 2023 4.Webinar on Table of Specifications and Test Item Analysis 5.TURNITIN Feedback Studio Instructor's Workflow Training 6. Conduct Face to face Teaching Performance Evaluation by Students in VSU- IHLS 7.CHEDRO 8 Monitoring Visit 8.COED Curriculum Review 9.Microsoft Office 365 A3	Knowledge Transfer Administrator's Training 10.Microsoft Office 365 A3	End-User Training 11.Launching of Microsoft 365 12.VSUEE Workshop Series 13.University Curriculum Review
PI 5. Number of course syllabi and instructional materials reviewed and appproved.			200	560	5	5	5	5.00	All VSU undergraduate and graduate programs of main campus and component colleges

PI 6: Number of TOS monitored, reviewed and approved..	Director, Instruction & Evaluation Head, Instructional Materials Management VSUEE Technical Staff	Montored, reviewed and approved TOS	200	726	5	5	5	5.00	All subjects of the different undergrad and graduate programs.
PI 7: Number of Virtual Classroom Evaluation reviewed and approved	Director, Instruction & Evaluation Head, Instructional Materials Management VSUEE Technical Staff	Revieiwed and Approved Virtual Classroom Evaluation.	200	456	5	5	5	5.00	All VSU undergraduate and graduate programs of main campus and component colleges
PI 8: Number of Virtual Classroom Monitoring reviewed and approved	Director, Instruction & Evaluation Head, Instructional Materials Management VSUEE Technical Staff	x	100	457	5	5	5	5.00	All VSU undergraduate and graduate programs of main campus and component colleges
PI 9: Number of VSU faculty and students coordinated through VSUEE account.	Director, Instruction & Evaluation Head, Instructional Materials Management VSUEE Technical Staff	Coordinates with the faculty and students through VSUEE account.	200	15,409	5	5	5	5.00	All VSU undergraduate and graduate programs of main campus and component colleges
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		100% compliant					
	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	5	5	5	5.00	
	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		100% compliant	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	4	6	5	5	5	5.00	
	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					200	200	191	197.00	
Average Rating					5	5	4.8	4.93	
Adjectival Rating								Outstanding	

Comments & Recommendations for Development Purposes:

Very hardworky. Keep it up!

Evaluated & Rated by:

BEATRIZ S. BELONIAS
Immediate Supervisor
Date: January 01, 2024

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: February 1, 2024

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **MA. RACHEL KIM L. AURE**

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	12 FTE	1st week of July, 2023	Before the end semester	December 2023	Very Impressive	Outstanding	4 FTE graduate courses and 8.33 FTE undergraduate courses
2	Develop on-line courseware, supplemental learning resources & assessment tools	Develop 1 course ware, 1 supplemental learning & 1 assessment tool	1st week of July, 2023	Before end of the semester	December 2023	Impressive	Very Satisfactory	Developed 1 online courseware, 1 supplemental learning & 1 assessment tools
3	Develop virtual classroom	Develop 1 virtual classroom	1st week of July, 2023	Before end of the semester	December 2023	Impressive	Very Satisfactory	Developed 1 Virtual Classroom for EDUC 203
4	Conduct research	Conduct 1 research	1st week of July, 2023	Before the end of the semester	December 2023	Impressive	Very Satisfactory	Conducted 1 Research and prepared 4 research proposals
5	Initiate seminars/training workshops	Initiate 1 seminar/training workshop	1st week of July, 2023	Before the end of the semester	December 2023	Very Impressive	Outstanding	Initiated and coordinated 13 different seminar/training workshops

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

** Outstanding, very satisfactory, satisfactory, unsatisfactory

Prepared by:

BEATRIZ S. BELONIAS
VP for Academic Affairs

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MA. RACHEL KIM L. AURE**
Performance Rating: **4.84**

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: July 1 – December 31, 2023

First
Step: _____

Attend Seminars, Trainings, and
workshop _____
Develop at least one Instructional
Materials _____
Write Research Proposals for
Funding _____

Result:

Date: December, 2022   Target Date: July 1 – December 31, 2023

Next
Step: _____

Submit Research Proposals for
Funding_____
Conduct
Researh_____

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Outcome: Approved Research Proposals

Final Step/Recommendation:

Publish Research
Output_____
Conducts Research
Trainings_____

Prepared by:

BEATRIZ S. BELONIAS
VP Academic Affairs

Conforme:

MA. RACHEL KIM L. AURE
Director, Instruction and Eval