

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member:

ANNIE A. PARMIS

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Faculty <u>Head</u>	100%	4.88 <u>4.875</u>	4.88 <u>4.875</u>
b. Students	0%		0.00
TOTAL for Instruction	100% <u>92.5%</u>		4.88 <u>4.64</u> <u>4.509</u>
2. Research	2.5%	5.00	0.13
3. Extension	2.5%		0.00
4. Production			
5. Administration/Other Services	<u>5.0%</u>	5.00	0.25
TOTAL			4.761 <u>4.767</u> <u>4.889</u>

EQUIVALENT NUMERICAL RATING:

4.767
4.761 4.889

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.761
4.767 4.889

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

ANNIE A. PARMIS

Name of Faculty

Reviewed by:

JETT C. QUÉBEC

Department Head

Recommending Approval:

MA. THERESEA P. LORETO

Dean, CAS


Approved by:

BEATRIZ S. BELONIAS


Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ANNIE A. PARMIS, 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 targets in accordance with the indicated measures for the period JULY TO DECEMBER 2020


ANNIE A. PARMIS
 Associate Professor 1
 Date: January 29, 2021

Approved: 
JETT C. QUEBEC
 Department Head
 Date:


MA. THERESA P. LORETO
 College Dean
 Date: 2/15/2021

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	Timelines	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	1	6.11	5	5	5	5.00	LTNG 207, LTNG 225, LTNG 227, LTNG 299
	PI 8: Number of graduate students advised *	A2. Number of students advised		Acts as academic adviser to graduate students	10	15	5	5	5	5.00	MS-LT and M-Ed Students
		A3. Number of students advised on thesis/special problem									
		As GAC Chairman		Advises and corrects research outline and thesis/SP/dissertation manuscript	8	10	5	5	5	5.00	MS-LT, M-Ed Students
				Serves as panel in compre exam	3	4	5	5	5	5.00	MS LT
		AS GAC Member		Advises and corrects research outline and thesis/SP/dissertation manuscript	3	5	5	5	5	5.00	MS-LT, M-Ed Students
				Serves as panel in compre exam	1	1	5	5	5	5.00	M-Ed
		A4. Number of students entertained for consultation purposes		Entertains students seeking consultation with faculty	45	52	5	5	5	5.00	MS-LT, M-Ed Students
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE		Handles and teaches courses assigned	18	5.4	5	5	5	5.00	ELDS 122
		A10. Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	10	11	5	5	5	5.00	ELDS 122
		A11. 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	1	4	5	5	5	5.00	ELDS 122

		A12 . Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings	1	7	4	4	4	4.00	Moodle training
		A13 . Number of long examinations administered and checked	exam prep	Administers and checks long examination for subjects taught	5	5	5	5	5	5.00	elds 122
	PI 9: Number of instructional materials developed *	A5 . Number of on-line ready coursewares developed and submitted for review		<i>Converts the existing instructional materials into flexible learning systems</i>	N/A	N/A					N/A
		<i>Printed Learning Guides</i>		<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	3	6	5	5	5	5.00	LTNG 207, LTNG 225, LTNG 227, LTNG 299, LTNG 209, ENGL 229
		<i>Supplemental learning resources</i>		<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	N/A	N/A					N/A
		<i>Assessment tools</i>		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	100	150	5	5	5	5.00	Learning Task/Articles and Assessment
		A 6 : Number of Periodic Exams		<i>Prepares Midterm and Final Exam</i>	6	8	5	5	5	5.00	LTNG 207, LTNG 225, LTNG 227, LTNG 299
		A 7 : Number of virtual classroom created and operational		<i>Google Meet</i>	4	5	5	5	5	5.00	LTNG 207, LTNG 225, LTNG 227, LTNG 299, LTNG 300
	PI 10 . Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19		<i>Designs experiential learning activities and other outputs to implement new normal</i>	N/A	N/A					N/A
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's		<i>Handles and teaches courses assigned</i>	20	5.4	5	5	5	5.00	ELDS 122
		A10 . Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	2	2	5	5	5	5.00	ELDS 122
		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	N/A	N/A	N/A	N/A	N/A	N/A	N/A
		A12 . Number of conferences/ trainings attended related to instruction	Trainings attended	Attends conferences and trainings	1	3	4	4	4	4.00	Related to Language Literature, Graduate Seminar
		A13 . Number of long examinations administered and checked	exam prep	Administers and checks periodic examination for subjects taught	2	2	5	5	5	5.00	ELDS 122, Midterm Exams and Final Exams
		A14 . Number of quizzes administered and checked		Prepares and checks quizzes for lec	N/A	N/A	N/A	N/A	N/A	N/A	N/A
		A15 . Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required	N/A	N/A	N/A	N/A	N/A	N/A	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		<i>Handles and teaches courses assigned</i>	18	5.4	5	5	5	5.00	ELDS 122
		A10 . Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	2	2	5	5	5	5.00	ELDS 122

		A11 . 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	N/A	N/A	N/A	N/A	N/A	N/A	N/A
		A12 . Number of conferences/ trainings attended related to instruction	Trainings attended	Attends conferences and trainings	1	3	4	4	4	4.00	Related to Language Literature, Graduate Seminar
		A13 . Number of long examinations administered and checked	exam prep	Administers and checks periodic examination for subjects taught	2	2	5	5	5	5.00	ELDS 122, Midterm Exams and Final Exams
		A14 . Number of quizzes administered and checked		Prepares and checks quizzes for lec	N/A	N/A	N/A	N/A	N/A	N/A	N/A
		A15 . Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	PI 8: Number of students advised: *	A16. Number of students advised:		Acts as academic adviser to students	N/A	N/A	N/A	N/A	N/A	N/A	N/A
		A17 . Number of students advised on thesis/ field practice/special problem:									
		<i>As SRC Chairman</i>	Advising/correction	Advises, and corrects research outline and thesis/SP manuscript	N/A	N/A	N/A	N/A	N/A	N/A	N/A
		<i>As SRC Member</i>	Advising/correction	Advises and corrects research outline and thesis/SP manuscript	N/A	N/A	N/A	N/A	N/A	N/A	N/A
		A18 . Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	20	36	5	5	5	5.00	ELDS 122
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised		Advises student organizations recognized by USOO	none	none					none
		A20 . Number of Student organizations assisted on student related activities		Assists student organizations in implementing student related activities	none	none					none
	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							
		<i>On-line ready courseware</i>		Prepares Instructional module/laboratory guide/workbook or a combination thereof	N/A	N/A	N/A	N/A	N/A	N/A	N/A
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	N/A	N/A	N/A	N/A	N/A	N/A	N/A
		<i>Assessment tools</i>		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
		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	N/A	N/A	N/A	N/A	N/A	N/A	N/A

		A 24 : Number of virtual classroom created and operational		Creates virtual classroom using either Moodle or Google Classroom	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished: Program accreditation/evaluation			N/A	N/A	N/A	N/A	N/A	N/A	N/A
				Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	N/A	N/A	N/A	N/A	N/A	N/A	N/A
		Agency/firm/Industry linkages		Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	N/A	N/A	N/A	N/A	N/A	N/A	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	N/A	N/A	N/A	N/A	N/A	N/A	N/A
UMFO 3 . RESEARCH SERVICES					N/A	N/A	N/A	N/A	N/A	N/A	N/A
	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	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	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	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	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	N/A	N/A	N/A	N/A	N/A	N/A	N/A
		<i>In refereed int'l journals</i>			N/A	N/A	N/A	N/A	N/A	N/A	N/A
		<i>In refereed nat'l/regional journals</i>			N/A	N/A	N/A	N/A	N/A	N/A	N/A
	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	N/A	N/A	N/A	N/A	N/A	N/A	N/A
		<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	N/A	N/A	N/A	N/A	N/A	N/A	N/A

	PI 6. Additional outputs*	A 32. No. of course-related awards (research conducted by faculty or student w/ faculty)		Presented paper abroad	1	2	5	5	5	5.00	Academics World - Las Vegas Academics World - New York
		A 33. Number of journal articles/ published		Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper	10	27	5	5	5	5.00	(Please refer to the submitted CV)
		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					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					N/A
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	N/A					N/A
	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	N/A					N/A
	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	N/A	N/A					
	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	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	N/A					
	Research Mentoring	Research Mentor			N/A	N/A					
	Peer reviewers/Panelists	Peer reviewers/Panelists			N/A	N/A					
	Resource Persons	Resource Persons			N/A	N/A					

	Convenor/Organizer	Convenor/Organizer		N/A	N/A								
	Consultancy	Consultant		N/A	N/A								
	Evaluator	Evaluator		N/A	N/A								
	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 imolementation	N/A	N/A							
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *			N/A	N/A							
		A 43. Other outputs implementing the new normal due to covid 19		Designs extension related activities and other outputs to implement new normal	N/A	N/A							
		A 44. Hosted Nostalgia DYDC Program		prepares scripts and invites guest	15	20	5	5	5	5.00	Nostalgia Episodes		
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	NA	NA	NA	NA				
		A 45. Compliance to all requirements of the program and institutional accreditations:	Minutes Preparation	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	NA	NA	NA	NA				
		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	Zero % complaint			
	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									
		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)		4.88
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.88
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

Dr. Parmis is one of the most hardworking faculty of DLABS. Her experience in the academe provides additional help to the department. More collaborations with co-faculty is a welcome development.

Evaluated & Rated by:


JETT C. QUEBEC

Department Head

Date:

Recommending Approval


MA. THERESA P. LORETO

Dean, College of Arts and Sciences

Date: **2/15/2021**

Approved by:


BEATRIZ S. BELONIAS

Vice President for Instruction

Date:

"Exhibit I"

PERFORMANCE MONITORING FORM

Name of Employee: **ANNIE A. PARMIS**


Task No.	Task Description	Expected Output	Date Assigned (Reinstated from Sabbatical Leave -- August 1, 2019 to July 31, 2021)	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1.	Teach the following undergraduate and graduate courses: ELDs122, LTNG 207, LTNG 225, LTNG 227, and LTNG 299.	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	August 2020	December 2020	December 2020	Impressive	Outstanding	
2.	Serve as a thesis adviser and teacher for the course LTNG 300.	Regular checking of the manuscripts and consultation	August 2020	December 2020	December 2020	Impressive	Outstanding	
3.	Prepare Instructional Materials	Developed and utilized IMs in class	August 2020	December 2020	August 2020	Impressive	Outstanding	
4.	Allot time for student consultation	Spent 4 hrs. a week for consultation	August 2020	December 2020	August 2020	Impressive	Outstanding	
5.	Participate in all activities conducted by the department, college, and the university	Attendance, certificates if applicable	August 2020	December 2020	December 2020	Impressive	Outstanding	
6.	Attend and participate in International, National, and Local conferences/webinars	Attendance, certificates if applicable	August 2020	December 2020	December 2020	Impressive	Outstanding	

7.	Serve as a Panel Member of the Graduate Advisory Committee (GAC)	Attendance to Comprehensive Exam (1 MEdstudent)	August 2020	December 2020	December 2020	Impressive	Outstanding	
8.	Serve as a Chair of the Graduate Advisory Committee (GAC)	Attendance to Comprehensive Exams (4 MS-LT students)	August 2020	December 2020	November 2020	Impressive	Outstanding	
9.	Accomplish course syllabi	Approved course syllabi	August 2020	December 2020	September 2020	Impressive	Outstanding	
10.	Accomplish the following documents: PDS, PDF, CV, TOS, Accomplishment Reports, and monthly DTRs.	Documents regularly submitted	August 2020	December 2020	December 2020/January 2021	Impressive	Outstanding	
11.	Serve as a host of the Nostalgia program (DYDC)	Airtime appearances	July 2020	December 2020	December 2020	Impressive	Outstanding	

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

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

Prepared by:


JETT C. QUEBEC
Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Annie A. Parmis

Performance Rating: Outstanding

Aims:

1. **Participation in professional organizations**
 - Attending local, regional, national, and international conferences or webinars
 - Searching for membership in professional organizations
 - Presenting papers at conferences, symposia, trainings, and workshops
 - Coordinating events
 - Serving as an academic/thesis adviser or a panel member
2. **Conducting instruction, research, production, and extension activities**
3. **Improve job performance**
 - Keeping up with new teaching approaches, methodologies, and strategies in the new normal amidst pandemic
 - Learning about updates in the field of English language teaching
 - Improving existing talents and skills
4. **Increased duties and responsibilities**
 - Taking on new challenges in the current work, project or plan
5. **Expanding coverage**
 - Writing Learning Guides, syllabi, and other instructional materials
 - Publishing books and research articles
 - Reviewing the works of others for publication

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) She was encouraged to keep up with the good work and find time for some improvements and higher possibilities

Result:

She will have hopefully become more productive and more efficient in her teaching and other tasks and assignments.

Date: December 2020

Target Date: End of second semester

Next Step:

She was advised to conduct a research and participate in conferences and trainings as presenter/resource speaker, as well as to publish books and research articles.

Outcome: NA

Final Step/Recommendation: NA

Prepared by:



JETT C. QUEBEC
Department Head

Conforme:



ANNIE A. PARMIS
Faculty/Ratee