SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **MAY C. PASCUAL**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Faculty	100%	4.93	4.93
b. Students	0%		0.00
TOTAL for Instruction	95%		**4.68**
2. Research	2.5%	3.50	0.09
3. Extension	2.5%	0.00	0.00
4. Production			
5. Administration/Other Services			
TOTAL			**4.771**

EQUIVALENT NUMERICAL RATING: 4.771
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: **4.771**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by: Reviewed by:

MAY C. PASCUAL   **GUIRALDO C. FERNANDEZ, JR.**
Name of Faculty   Department Head

Recommending Approval:

CANDELARIO L. CALIBO
Dean, CAS

Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MAY C. PASCUAL, 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 JANUARY-JUNE 2020

Approved:

MAY C. PASCUAL
Assistant Professor I
Date: Sept. 25, 2020

GUIRALDO C. FERNANDEZ, JR.
Department Head
Date:

CANDELARIO L. CALIBO
College Dean
Date:

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	Handles subjects/courses assigned	N/A	N/A					
	PI 8: Number of graduate students advised *	**A2.** Number of students advised	Acts as academic adviser to graduate students	N/A	N/A					
		A3 . Number of students advised on thesis/special problem/dissertation		N/A	N/A					
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	N/A					
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	N/A					
		A4 . Number of students entertained for consultation purposes	*Entertains students seeking consultation with faculty*	N/A	N/A					

	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	N/A					
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	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					
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	N/A	N/A					
		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	N/A					
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	N/A	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	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	18 per semester	21	5	5	5	5.00	Taught 2 sections in ScSc11n, 4 sections in ScSc 133n and 1 section in ScSc12
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	10	7	5	5	5	5.00	Midterm Gradesheets for all 7 sections was fused with final grades due to COVID-19 Quarantine protocols)
		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	3	5	5	5	5.00	Completion forms of three students with INC who complied were immediately submitted upon their request.

	A12 . Number of trainings attended related to instruction	Attend mandated trainings	*1*	2	5	5	5	5.00	Attended the Seminars on Qualitative Research Writing and the Seminar on Martial Law at USC
	A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	*20*	7	5	5	5	5.00	Only one long exam per section was conducted due to quarantine protocols.
	A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	*30*	21	5	5	5	5.00	An average of 3 quizzes per section was conducted prior to the quarantine.
	A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	*NONE*	NONE					Term papers were cancelled due to the abrupt termination of the semester brought about by the pandemic
PI 8: Number of students advised: *	A16. Number of students advised:	*Acts as academic adviser to students*	N/A	N/A					
	A17 . Number of students advised on thesis/ field practice/special problem:		N/A	N/A					
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	N/A	N/A					
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	N/A	N/A					
	A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	5	5	5	5	5.00	Few students were served with the sudden termination of the semester.
PI 9: Number of student organizations advised/ assisted *	*A19 . Number of Student organizations advised*	*Advises student organizations recognized by USOO*	NONE	NONE					
	A20 . Number of Student organizations assisted on student related activities	*Assists student organizations in implementing student related activities*	NONE	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		1	5	5	4	4.67	Collaborated with 2 other instructors in the development of Understanding the Self Courseware

	On-line ready courseware	*Prepares Instructional module/laboratory guide/workbook or a combination thereof*	1	1	5	5	4	4.67	Collaborated with 2 other instructors in the preparation of online-ready Understanding the Self Courseware via the VSU elarning
	Supplemental learning resources	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	12	6	5	5	5	5.00	(2 per course taught with some movie clips integrated)
	Assessment tools	*Prepares assessment tools such as long exam, quizzes, problems sets, etc.*	12	32	5	5	5	5.00	3 long exams (1 per course taught), 21 quizzes, 11 Oral Recitatons/Exams)
	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	1	1	5	5	4	4.67	Submitted courseware on Understanding the Self
	A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	6	7	5	5	5	5.00	Maximized Google Classroom for my 7 sections even before the pandemic
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	Prepared documents in my classes in case ISO auditors will request for them.
	Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	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	1	1	5	5	5	5.00	Experiential learning activities were incorporated in the learning module for Understanding the Self to ehnahce student learning.
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	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	1	still on data gathering	4	3	4	3.67	Started research related to the experiences of stranded students due to pandemic in collaboration with other colleagues
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	1	still on data gathering	4	3	3	3.33	research conducted will be hopefully published when done
	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	1	0					
	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	1	0					
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	1	0					
	A 34. Number of UMs submitted to ITSO, VSU	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							
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					
	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					
	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		NONE	NONE					
	Peer reviewers/Panelists	Peer reviewers/Panelists		NONE	NONE					
	Resource Persons	Resource Persons		NONE	NONE					
	Convenor/Organizer	Convenor/Organizer		NONE	NONE					
	Consultancy	Consultant		NONE	NONE					
	Evaluator	Evaluator		NONE	NONE					
	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	50%						

PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *			1						
	A 43.Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal		1						

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	zero non-conformity	5	5	5	5.00	
	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	100% compliant	5	5	5	5.00	Complied through the submission of documents with ISO-approved forms
	On program accreditations		N/A						
	On institutional accreditations		N/A						

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							
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	NONE	NONE					
	A 48.Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	NONE	NONE					
Total Over-all Rating								81.00	
Average Rating								4.76	
Adjectival Rating								O	

Average Rating (Total Over-all rating divided by number of entries)		4.76
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.76
ADJECTIVAL RATING	OUTSTANDING	

Comments & Recommendations for Development Purpose: Ms. Pascual is resposible and committed faculty of DLABS. Her presence provides a steady source of guidance. A doctorate degree is a welcome development.

Evaluated & Rated by:

GUIRALDO C. FERNANDEZ. JR.

Department Head

Date:

Recommending Approval

CANDELARIO L. CALIBO

Date:_____

Approved by:

BEATRIZ S. BELONIAS

Vice President for Instruction

Date: 11/27/2020

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **May C. Pascual**

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 two (3) course subjects (ScSc11n, ScSc12, ScSc13n))	Attendance sheets of the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	January 2020	January 2020	January 2020	Very Impressive	Outstanding	No student performance evaluation was conducted due to COVID-19
2	Prepare instructional materials for courses taught	Varied instructional materials that matches student learning styles	January 2020	January 2020	January 2020	Impressive	Outstanding	Identify effective teaching-learning styles that match
3	Assist students' concerns through student consultations	Improved student performance	January 2020	January 2020	January - March 2020	Impressive	Outstanding	Provide more interventions to improve student academic performance
4	Prepare course syllabi updates	Approved course syllabi in ScSc11n, ScSc12, ScSc16	January 2020	January 2020	January 2020	Impressive	Outstanding	OBE and ISO format were followed as prescribed
5	Submission of midterm and final grades	Grades submitted to Registrar's Office on time	January 2020	March & June 2020	June 2020	Impressive	Outstanding	Submit grades ahead of the deadline
6	Participate in all activities conducted by the department, college and the university	Attendance, certificates if applicable	January 2020	January – June 2020	January, March 2020	Impressive	Outstanding	Active participation in all activities
7	Perform other functions assigned by the Department head and university administrators	Induction into office as DBGF, Active involvement in the USSO programs related to Department-based guidance facilitation	January 2020	January to June 2020	January to June 2020	Impressive	Outstanding	Submission of semestral report of accomplishment as DBGF

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

Prepared by:

GUIRALDO C. FERNANDEZ, JR.
Department Head

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MAY C. PASCUAL
Performance Rating:

Aim: To support the University's aim to have at least 60% of its faculty to acquire a doctorate degree.

Recommended to take one-year study leave for her dissertation to be accomplished and graduate from the current doctorate program.

Date: January 2020   Target Date: June 2021

First Step:
    Followed up on the status of her post graduate degree.

Outcome:
    She has already discussed initial proposal with her adviser.

Date: January 14, 2020   Target Date: March 2020

Next Step: Followed up on the status of her proposal writing.

Result:
    She has started writing Chapter I and initially on Chapter II but doing the Review of Related Literature was challenging due to lack of time, having overload in teaching and three preparations.

Final Step/Recommendation: Discuss with the APC of the department the possibility of granting one year study leave the following school year in order for her to finish her postgraduate degree.

Prepared by:

GUIRALDO C. FERNANDEZ, JR.
Department Head

Conforme:

MAY C. PASCUAL
Name of Ratee/Faculty/Staff