

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: JANUARY-JUNE 2023

Name of Faculty Member:

KAY T. JUANILLO

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		5.00 x 50% = 2.500	
b. Students (50%)		4.50 x 50% = 2.250	
TOTAL for Instruction	85%	4.75	4.038
2. Research	5%		
a. Client/Director for Research			
b. Dept. Head/Center Director		5.00 x 5% = 0.250	
TOTAL for Research			0.250
3. Extension			
a. Client/Director for Extension			
b. Dept. Head/Center Director	5%	5.00 x 5% = 0.250	0.250
TOTAL for Extension			
4. Production			
5. Administration/Other Services	5%	5.00 x 5% = 0.250	0.250
TOTAL	100%		4.788

EQUIVALENT NUMERICAL RATING: 4.788

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: **4.788**

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

KAY T. JUANILLO

Name of Faculty

Reviewed by:

MARIA VANESSA E. GABUNADA

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, KAY T. JUANILLO, 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 JANUARY-JUNE 2023

KAY T. JUANILLO

Instructor I

Date: July 12, 2023

Approved:

MARIA VANESSA E. GABUNADA

Department Head

Date: 7-24-23

MA. THERESA P. LORETO

College Dean

Date: JUL 25 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							
	PI 8: Number of graduate students advised *	A2. Number of students advised		Acts as academic adviser to graduate students	N/A							
		A3 . Number of students advised on thesis/special problem/dissertation										
		As GAC Chairman		Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A							
		AS GAC Member		Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A							
		A4 . Number of students entertained for consultation purposes		Entertains students seeking consultation with faculty	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							
		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	N/A							
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments	N/A							
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	N/A							

	A 6 : Number of on-line course were reviewed by TRP & edited by MMDC editor		Submits the course were duly reviewed by TRP for editing by MMDC editor	N/A						
	A 7 : Number of virtual classroom created and operational		Creates virtual classroom using either Moodle or Google Classroom	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						
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	31.35	5	5	5	5.00	Humn12n (4 sections), Humn11 (2 Section), Elst 200.1 (1 section)
	A10. Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	12	7	5	5	5	5.00	Final Gradesheets for Gradesheet for Comm11 (2 sections), Humn12n (3 sections) Humn15n /1
	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	7	16	5	5	5	5.00	
	A12. Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings	3	1	5	5	5	5.00	OPEN English: Teaching Grammar Communicatiely
	A13. Number of long examinations administered and checked	exam prep	Administers and checks long examination for subjects taught	12	10	5	5	5	5.00	Humn12n, Humn11, Humn15n, Comm11
	A14. Number of quizzes administered and checked		Prepares and checks quizzes for lec and lab	10	12	5	5	5	5.00	Humn15n, Comm11, Humn12n, Humn11
	A15. Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required	3	2	5	5	5	5.00	Humn12n, ELST200.1
PI 8: Number of students advised: *	A16. Number of students advised:		Acts as academic adviser to students	15	33	5	5	5	5.00	ABELS Students
	A17. Number of students advised on thesis/ field practice/special problem:			2	2	5	5	5	5.00	ABELS Students
	As SRC Chairman	Advising/correction	Advises, and corrects research outline and thesis/SP manuscript	2	2	5	5	5	5.00	
	As SRC Member	Advising/correction	Advises and corrects research outline and thesis/SP manuscript	3	4	5	5	5	5.00	
	A18. Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	10	10	5	5	5	5.00	Humn12n, Humn15n, Humn11, ELST200.1

	PI 9: Number of student organizations advised/assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO	1	1	5	5	5	5.00	AB English Language Studies Society (ABELSS)
		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	AB English Language Studies Society (ABELSS)
	PI 10: Number of instructional materials	A 21 : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	2	2	5	5	5	5.00	Humn12n, Humn11
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	2	5	5	5	5.00	Humn12n, Humn11
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	10	10	5	5	5	5.00	Learning Materials for Humn11n, Humn12n ELST 200
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	10	5	5	5	5.00	Assessments Tasks for Humn15n, Humn12n, Comm11
		A 23 : Number of on-line course ware	Submits the course ware duly reviewed by TDR for editing by UMDC editor	3	1	5	5	5	5.00	Learning Materials for Humn12n
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	2	5	5	5	5.00	Virtual Classrooms for Humn11, Humn12n
	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	2	none					
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	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						
					TOTAL				5.00	
UMFO 3 . RESEARCH SERVICES										
	PI 1. Number of research outputs in the last three (3) years utilized by the industry	A27. Number of research outputs in the last three (3) years utilized by the industry or other beneficiaries	Conducts research for possible utilization by industry or other beneficiaries	1	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	2	1	5	5	5	5.00	The Analysis of Cohesive Devices in the Selected Poems of Nick Joaquin
	PI 3. Percentage of research outputs published in internationally-referred or	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	2	1	5	5	5	5.00	The Analysis of Cohesive Devices in the Selected Poems of Nick Joaquin
		In refereed int'l journals								

		<i>In refereed nat'l/regional journals</i>				1	5	5	5	5.00	The Analysis of Cohesive Devices in the Selected Poems of Nick Joaquin
	PI 4. Number of research outputs presented in	A 30. Number of research outputs presented in regional/national/ int'l		Prepares, submits and presents research paper in scientific for a/conferences	1	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	1	1	5	5	5	5.00	Netspeak and its Influence to the Language Skills of VSU Students
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)			1	n/a					
		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	n/a					
		A 34. Number of UMs submitted to	UM preparation	Prepares and submits application for UM of	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					
					TOTAL					5.00	
UMFO 4. EXTENSION SERVICES											
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs,	A 36. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders		Identifies and links with probable partners for extension activities and maintains this active partnership	1	n/a					
	PI 2. Number of trainees weighted by the length of	A 37. Number of trainees weighted by the length of training		Conducts trainings among beneficiaries of technologies for transfer	1	n/a					
	PI 3. Number of extension programs organized and	A 38. Number of extension programs/projects implemented		Implements duly approved extension projects	1	n/a					
	PI 4. Percentage of beneficiaries who rated the	A 39. Percentage of beneficiaries who rated the training course/s and		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							
	Research Mentoring	Research Mentor			none	none					
	Peer reviewers/Panelists	Peer reviewers/Panelists			none	none					
	Resource Persons	Resource Persons			1	1	5	5	5	5.00	Higayong Pambayi
	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	none	none					
	PI 11. Additional outputs *	A 42. No. of extension-related awards									

		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													
					TOTAL												5.00		
UMFO 5. SUPPORT TO OPERATIONS																			
OVPI MFO 4. Program and Institutional Accreditation Services																			
	PI 8. Compliance to all requirements thru the	A 44. Compliance to all requirements of the QMS core processes of the university		Ensures that all the QMS core processes of the university are complied with in the	zero non-conformity													zero non-conformity	
		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													100% compliant	
		On program accreditations	Pilot Plant Manager																
		On institutional accreditations	SSF Rootcrop facility																
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													Zero % complaint	
	PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other		Initiates/introduces improvements in performing functions resulting to best practice	N/A													N/A	
		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														
		A.49 Number of meetings attended		Attends dept meetings and alumni ccoordinators meetings	2	5	5	5	5	5	5	5	5	5	5	5	5	5.00	
					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 approval)		
FINAL RATING		
ADJECTIVAL RATING		

Comments & Recommendations for Development Purpose: Miss Juanillo has good teaching skills. She is recommended to get a Foreign Language Certification and further studies.

Evaluated & Rated by:

MARIA VANESSA E. GABUNADA

Department Head

Date: 7-24-23

Recommending Approval

MA. THERESA P. LORETO

Dean, College of Arts and Sciences

Date:

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Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: