SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **MARILYN N. MANAIG**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
31. Instruction			
a. Head/Dean (50%)		4.59	
b. Students (50%)		4.57	
Total for Instruction	80%	4.58	3.66
32. Research			
33. Extension	20%	4.33	0.87
34. Administration			
35. Production			
TOTAL			4.53

EQUIVALENT NUMERICAL RATING: 4.53
Add. Additional Points, if any:
TOTAL NUMERICAL RATING: 4.53

ADJECTIVAL RATING: Outstanding

Prepared by: Reviewed by:

MARILYN N. MANAIG   **JOEL Q. MABALHIN**
Name of Faculty   Department Head

Recommending Approval:
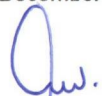
BAYRON S. BARREDO
Dean

Approved:

BEATRIZ S. BELONIAS
VP for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Marilyn N. Manaig, a faculty member of the DEPARTMENT OF TEACHER EDUCATION commit to the deliver and agree to be rated on the attainment of the following targets and accomplishments in accordance with the indicated measures for the period July to December 2021.

Approved:

MARILYN N. MANAIG
Associate Professor 1
Date: January 26, 2021

JOEL Q. MABALHIN
Department Head
Date:

BAYRON S. BARREDO
College Dean
Date: 1-7-22

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Eficiency	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							
	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							
		A4 . *Number of students entertained for consultation purposes*	*Entertains students seeking consultation with faculty*	2	3	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								
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught								
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.								
		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								
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom								
	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								
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	29.85	5	5	5	5.00		
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	3	5	4	3	4.00		
		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							
		A12 . Number of trainings attended related to instruction	Attend mandated trainings	2	2	5	5	5	5.00		VSU Faculty Onboarding VRP National Capacity Building VII
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	5	4	5	4	3	4.00		

		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	1,107	5	4	3	4.00
		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 adviserto students	50	395	5	5	5	5.00
		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	50	395	5	5	5	5.00
PI 9: Number of student organizations advised/ assisted *		A19. Number of Student organizations advised	Advises student organizations recognized by USOO						
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related	1	1	5	5	5	5.00
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						
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	2	5	4	4	4.33
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	20	35	5	4	4	4.33
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	20	16	5	4	4	4.33

		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							
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	4	2	5	5	5	5.00	
	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	
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	1	5	4	4	4.33	
		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 oroject within the year	1						
	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						
		In refereed int'l journals								
		In refereed nat'l/regional journals		1						
	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							
		In int'l fora/conferences								
		In nat'l/regional fora/conferences		1						

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							
PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or								
	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	1	1	5	4	4	4.33	
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	1	1	5	4	4	4.33	
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*								
	Resource Persons	*Resource Persons*								
	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							

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					
		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					

		On program accreditations									
		On institutional accreditations									

UMFO 6. General Admin. & Support Services

PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients		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 performfing 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						85	76	73	78		
Average Rating						5.00	4.47	4.29	4.59		
Adjectival Rating								VERY SATISFACTORY			

Evaluated & Rated by:

JOEL Q. MABALHIN
Department Head
Date:

Recommending Approval

BAYRON S. BARREDO
Dean, College of Education
Date: 1-7-21

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date:

Comments and Recommendation for Development Purposes

You have the heart & mind to teach, that is why you love your students and vice versa. Let us just follow closely dates of submissions especially grade sheets.

Exhibit I
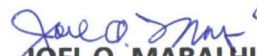
PERFORMANCE MONITORING FORM

Name of Employee: **MARILYN N. MANAIG**

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 undergraduate courses	18 FTE	1st week of July, 2021	Before the end of semester	Dec., 2021	Very Impressive	Outstanding	29.85 FTE
2	Develop supplemental learning resources & assessment tools	Develop 1 supplemental learning & 1 assessment tool	July, 2021	Before end of the semester	Dec., 2021	Impressive	VS	Developed 50 supplemental learnings & 30 assessment tools
3	Advise and serve student related activities and organization	Advise and serve 1 organization	1st week of July	Before end of the semester	Dec., 2021	Impressive	VS	Advised and served Mentor's Guild & LEXES
4	Conduct extension activity	Conduct 1 extension activity	July, 2021	Before end of the semester	Dec., 2021	Very Impressive	VS	Conducted 1 Extension Activity @ DepEd Ormoc

*Either very impressive, impressive, needs improvement, poor, very poor,
** Outstanding, very satifactory, satisfatory, unsatisfactory

Prepared by:

JOEL Q. MABALHIN
Unit Head

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MARILYN N. MANAIG**
Performance Rating: **4.59**

Aim: Increases involvement in research and extension activities
     Produces instructional materials on handled
     Present & Publish Research

Proposed Interventions to Improve Performance:

Date: December 2021   Target Date: February - July, 2022

First Step:
Attend Seminars, Trainings, and workshops
Develop at least one Instructional Material
Write Research Proposals for Funding

Result:

Date: December 2021   Target Date: February - July, 2022

Next Step:
Conduct In-service Trainings
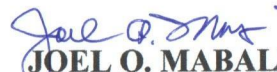Submit Instructional Materials fo ISBN or copyright
Approved Proposals for Funding

Outcome: Published Books/ instructional materials and Research

Final Step/Recommendation:

Conduct Research, Trainings and Extension Activities

Prepared by:

JOEL Q. MABALHIN
Unit Head

Conforme:

MARILYN N. MANAIG
Name of Ratee Faculty/Staff